



THE CHURCH IN MALTA

SECRETARIAT FOR CATHOLIC EDUCATION  
Archdiocese of Malta

## Regulations for Admission into Church Schools, Malta 2017-2018

### Regulations Serious Cases

*These Regulations form part of the Regulations for Admission into Church Schools Malta*

#### Admissions Criteria

##### 1. Applicants to be Awarded a Place :

###### a. Children from Church Homes.

**b. Children of Church School Employees** in the same school where the parent works, or in a school belonging to the same congregation when the school is on the same site or when there is no admission to a higher level, and when the applicants are of the same gender as that of those enrolled in the higher level. The parent should at least have been in post for one year from the beginning of the next scholastic year. This is not applicable to employees on *Full-Time Reduced Hours*. The parent has to still be full-time employed with the school at the beginning of the next scholastic year.

This criterion does not apply when the parent works in a girls-only school and the child is a boy and vice-versa. Those who do not qualify for a place in this context may apply under the Other Applicants criterion (Para. 3). For further information regarding this Criterion, see the Regulations for Admission into Church Schools Malta for every level of entry.

**c. Siblings in the same school, or a school of the same religious congregation**, residing in the same house and within the same family; one of the siblings must still be attending a Church school during scholastic year 2016-2017. Adopted or fostered children are considered as siblings within the same family. Applicants may be registered in the same school as their sibling, or in a school run by the same religious congregation. The criterion for siblings may also apply in other years if vacancies occur.

In a school for girls only, the criterion for siblings will not apply if the applicant is a boy; and vice-versa. In this case, the applicant may apply under the Other Applicants criterion (Para. 3).

**d. Children attending a Church School who wish to be transferred to another Church School** belonging to the same congregation if the possibility exists. For further details see the General Regulations for every level of entry and Para. 5.

**e. Exemption from Regular Attendane in case family is abroad for serious reasons.** The admission of children who were exempted from attending the Church school they were registered in during the entry process as parents were going to be abroad for a serious reason.

**f. Pupils from Church Schools without Continuity**, from Kindergarten 2 to Year 1 or from Year 6 Primary to Form 1 Secondary. For further details see the General Regulations for every level of entry.

**1.1** Criteria 1a-f are hierarchically structured: children who were exempted from attendance are admitted first, then children from Church Homes, then children of Church School Employees, then Siblings, then those requesting a transfer, then pupils of Church Schools without Continuity.

**1.2** Applicants under Criteria 1a-d and 1f will be accepted if the number of applications is not greater than the total vacant places in the relevant school/s.

**2. Serious Cases: A number of children needing the assistance of a Learning Support Assistant, social cases and refugee cases** are accepted as per explanation hereunder.

The Regulations provide for the entry of:

- serious cases of Criteria 1 i.e. serious cases children from Church Homes, employees' children, siblings, transfers, children exempted from attendance, and children from Church Schools

without Continuity

- serious cases of Criteria 3 i.e. serious cases Other Applicants.

- 2.1 Children who by application day are statemented and need the assistance of a Learning Support Assistant (L.S.A.) or similar and for whom the schools can provide an individualised educational programme (IEP) must apply as a Serious Case.
- 2.2 Applicants of Criteria 1a-e who are in the process of being statemented, and/or have certification from an educational psychologist, are to submit these documents with the application. Such applicants should apply as non-serious cases.
- 2.3 Children in Kinder 2 attending a Church School without Continuity who by application day already have submitted an application at the Statementing Moderating Board, must apply as a Serious Case.
- 2.4 Children in Year 6 attending a Church School without Continuity who by application day have started or are about to start the statementing process at the Statementing Moderating Panel or at the C.D.A.U., or have or will have certification from an educational psychologist or similar, which can lead to the assistance of an L.S.A. or similar, must apply as a Serious Case.
- 2.5 Children who already have a statement of needs and who by application day have requested its review must apply as a Serious Case. Their application will be categorized as per the statement in hand by application day. This applies whether the review of statement calls for added support, decrease in support, or withdrawal of support.
- 2.6 Children with a statement of needs reading '*Shared particular lessons/ particular times*' are categorized under '*Shared*'.
- 2.7 Applications in mainstream have to be filled for children with a statement of needs reading '*Learner's needs to be met by Class Teacher*'. The Statementing document issued by the Statementing Moderating Panel is to be submitted with the application.
- 2.8 Applicants who fail to apply as indicated above and are registered in a Church School, will lose their right of enrollment in the Church School.
- 2.9 **Social Cases.** The category does not cover cases, reason of which is only one of the following: children of unmarried mothers; separation in marriage; adoption; fostering. Children under *Care Order* fall in this category. Also see Criteria 1c regarding adopted and fostered children.
- 2.10 **Asylum seekers.** Children who themselves or their parents sought asylum when they came to Malta. The Regulations that govern admission in Church Schools of children who themselves or their parents sought asylum when they came to Malta, are being published as a separate document, entitled: *Church Schools Entry 2017-2018 Regulations for Asylum Seekers*. The Regulations for Asylum Seekers form part of these same Regulations. The document is available on [www.thechurchinmalta.org](http://www.thechurchinmalta.org)
- Asylum seekers who need the assistance of a Learning Support Assistant (L.S.A.) as described in para. 2.1 must apply according to the Regulations for Serious Cases as Other Applicants or as the case may be.

3. **Other Applicants:** to be drawn by ballot.

- 3.1 Amongst Other Applicants there may be siblings who are applying for the same year of entry (twins) or other years of entry. If the elder sibling or one of the twins is awarded a place, the younger sibling will also be awarded a place as per Siblings criterion (para. 1c), if a vacant place is available.

This also applies to Serious Cases if the possibility exists. Serious Case applicants of Criteria 1 are enrolled first. If the School has a vacant place for Shared LSA and the applicant requires a Full Time LSA, the School would be unable to accept the applicant.

On the Application Form, each sibling must declare who the other sibling is and which Year of Admission the latter is applying for. If this requirement is not adhered to, the Criterion for Siblings will not apply. This also applies for Girls.

4. Eligibility: For every year of entry, applicants have to be born in the year indicated hereunder:  
for entry in first year secondary, applicants have to be born in the year 2006;  
for first year primary, in 2012;

for second year kindergarten, in the year 2013;  
for first year kindergarten, in the year 2014.

- 4.1** The Board will consider requests for exemptions from this Regulation in the light of specific reasons, including cases where applicants would have repeated a year. These requests, together with relevant documents and other information requested by the Board, are to be addressed in writing to the Church Schools Admissions Board as indicated in Para. 20, not later than fifteen days from application dates. The Church Schools Admission Board decides if the exemption request should be granted.
- 5.** Applicants according to the Employees' Children Criterion, the Siblings Criterion or Transfers are registered in the relative school.
- 5.1** The parents of applicants according to the Serious Cases Criterion are informed of the schools which have an available place/s, if and when it is their turn by rank order, as per Admissions' Criteria and the relative ballot results.
- 5.2** The objective of Church Schools is to impart a civic and Christian education to children according to the ideals of the Catholic Church as expressed in the Church Documents on Christian Education. Church Schools offer the teaching of the Catholic Religion, this including the teaching of Catholic Ethics. These Schools will not offer an alternative subject to the teaching of the Catholic Religion.
- 5.3** St. Augustine College, St Dominic Savio, St. Paul's Missionary College, The Seminary (Malta), St. Monica B'Kara, Gżira and Mosta, and the Sacred Heart College accept only candidates who present a Baptism Certificate of the Catholic Church or a Certificate stating acceptance into the Catholic Church.

**6. Documentation Required:**

- a.** Catholics: to present the Baptism Certificate (original, not a photocopy).
- b.** Abstract of the Birth Certificate from the Public Registry (original, not a photocopy).
- ċ.** ID Card of the mother and/or father. A photocopy of ID Cards is not requested.
- d.** 1 passport-size photo of the applicant.
- e.** The Declaration re Data Protection and Privacy signed by the parents or guardian. The form may be downloaded from [www.thechurchinmalta.org](http://www.thechurchinmalta.org)
- f.** The filling of the application by one parent, or a representative of the parents, indicates that the parents are in agreement about the application.

The application results invalid if one of the parents disagrees or is not informed by the other party about the application and has not given his/ her consent to proceed.

- ġ.** The signature of both parents on the application form is requested when the Courts have decided that the care and custody is joint and when both parents have legal rights re the education of their children.

**Besides the documents enlisted in 6a-ġ, the following documents per criterion are also required:**

- g.** **If applying according to the Criterion for Children from Church Homes:** a declaration on the appropriate form signed by the Director of the Home to show that the child is a resident in the Church Home. This declaration is to be made on the same day of the application. The preferred choice of school is also to be indicated. The form may be downloaded from [www.thechurchinmalta.org](http://www.thechurchinmalta.org)
- għ.** **If applying according to the Siblings Criterion:**
- i.** The Birth Certificate from the Public Registry of the other sibling/s already attending a Church School (original);
  - ii.** A photocopy of the identity cards of both parents; and
  - iii.** A declaration on the appropriate form filled in and signed by the Head of School where the other sibling attends. This declaration is to be collected from the school on Monday 14th, Tuesday 15th and Wednesday 16th November 2016 between 9.00 and noon. The form may also be downloaded from [www.thechurchinmalta.org](http://www.thechurchinmalta.org)
  - iv.** In the case of adopted or fostered children, a certificate from the Agency concerned declaring the adoption, or the fostering on long-term basis of the child.
- h.** **If applying according to the Criterion for Employees, transfers or pupils of Church Schools without Continuity:** a declaration on the appropriate form, filled in and signed by the Head of School.

This declaration is to be collected from the school on Monday 14th, Tuesday 15th and Wednesday 16th November 2016 between 9.00 and noon. The form may also be downloaded from [www.thechurchinmalta.org](http://www.thechurchinmalta.org)

- h.** A written explanation about the case, relevant certificates including the end-of-year result if available, the *Statement of Needs* issued by the *Statementing Moderating Panel* and IEP. When the case has not been concluded with the *Statementing Moderating Panel* of the Department of Education, a copy of the application to the *Statementing Board*, or a report by an educational psychologist detailing the needs of the boy/girl, has to be presented. The *Statement of Needs*, for applicants whose statementing is in process, has to be forwarded to the Admissions Office once this is received from the *Statementing Board*.
- 7.** Fee on Application: €15. This will help cover administrative costs. The fee for late applications is €20 (see Para. 10.2 and 13.2).
- 8. Parents/ guardians of Serious Cases may apply either by means of:**
- **an application online or**
  - **by appointment** at the Archbishop's Curia, Floriana
  - **only one application per criterion for the same applicant is accepted.**
- 9.** The applications and requests of Serious Cases are presented for vetting by the Commission for Serious Cases, which includes a representative of special needs' persons recommended by the Pastoral Commission of the Archbishop's Curia for Persons with Disability.
- 9.1** The applicants are placed in one of these groups:
- applicants with L.S.A. full-time one-to-one support,
  - applicants with L.S.A. shared/ L.S.A. shared for particular lessons/particular times, and
  - social cases.
- 9.2** The Commission for Serious Cases only decides if an application proceeds to the ballot for Serious Cases or otherwise.

#### **Serious Cases: Applications as per Criteria 1, a-f**

##### **10. Applications of candidates who are awarded a place (Para. 1 a-f):**

Applications of the following Criteria: Children from Church Homes, Church Schools Employees' Children, Siblings, Transfers, Children exempted from attendance, and Children from Church Schools without Continuity (Para. 1 a-f) are filled either:

- online on <http://knisja.org/applications> from Wednesday 16th November to Friday 25th November 2016, OR
- by calling for an appointment at the Archbishop's Curia on 2590 6306 or 2590 6756 between 8.30 a.m. and 2.00 p.m from Monday 14th to Wednesday 16th November 2016.  
Applicants whose surname starts with a letter from A-C are to phone on the first day.  
Applicants whose surname starts with a letter from D-M are to phone on the second day.  
Applicants whose surname starts with a letter from N-Z are to phone on the third day.

#### **Documents referred to in Para. 6 are required.**

- 10.1** Appointments will be given between Monday 21st and Wednesday 23rd November 2016 between 8.30 a.m. and 2.00 p.m.
- 10.2 Late Applications of Criteria 1 (Para. 1 a-f):**
- online on <http://knisja.org/applications> from Thursday 1st to Thursday 15th December 2016, OR
  - at the Secretariat for Catholic Education, 16 The Mall Floriana on Thursday 15th December 2016 between 9.00 a.m. and 1.00 p.m.
  - the late application fee is €20.
- 10.3 Parents/ guardians who submit an application online and who do not receive an acknowledgement within a fortnight after the closure of application stage are to contact Admissions Office as per instructions in Para. 20.**

11. Applicants who are not considered as Serious Cases are informed in writing by Friday, 23rd December 2016. They will be allowed to apply under the other criteria. The parents have to fill a form which is received from the Commission together with the notification. This form is to be duly filled and returned to the Secretary, Admissions Board (para. 20) by Monday, 2nd January 2017.
12. If the number of applications under Criteria 1 a-f considered by the Commission as Serious Cases is greater than the number of vacant places (Para. 2), children who were exempted from attendance are admitted first, then children from Church Homes, then the children of Church School Employees, siblings attending the same school as their brothers/sisters, followed by other siblings as per Para. 1c, those requesting a transfer, and then pupils of Church Schools without Continuity including those who requested an exemption from attendance.
- 12.1 Applicants of Schools without Continuity are sorted out and placed in one of these groups: applicants with L.S.A. full-time one-to-one support, applicants with L.S.A. shared/ L.S.A. shared for particular lessons/particular times, applicants statementing in process, and social cases. A ballot is drawn for each group of applicants for entry at first year Primary and at first year Secondary, to establish a rank order and the process continues until the names of all the applicants are drawn. These ballots will be drawn at the Archbishop's Curia on Wednesday, 11th January 2017 at 4.00 p.m.  
The classification in groups is determined by the information that the Board would have in hand before the drawing of the ballot.
- 12.2 The registration in schools of applicants with L.S.A. full-time one-to-one support, applicants with L.S.A. shared/ L.S.A. shared for particular lessons/particular times and applicants statementing in progress is carried out according to the rank order established by the ballot for each group of applicants.
- 12.3 The parents of applicants referred to in para. 12.1 are contacted and informed which schools have an available place/s when it is their turn by rank order. Parents may choose one of the schools offered. If the offered place is not accepted, the next applicant from the same group is contacted. Whoever does not choose a school may opt to remain on the waiting list in case a place from the same group is vacated. When this happens the process of choice of school will resume as explained in para. 12.2.
- 12.4 The application number of registered children and their school of enrollment will be published on [www.thechurchinmalta.org](http://www.thechurchinmalta.org).

### **Serious Cases: Applications as per Criteria 3: Other Applicants**

13. Requests from '**Other Applicants**' (Para. 3) are received **IF**, after the registration of applicants of the First Criteria, places for children considered as Serious Cases are still available. In recent years the availability of places was very limited due to the large number of Serious Cases' applicants of the First Criteria.

If applications are accepted, parents are to apply either:

- online on <http://knisja.org/applications> from Wednesday 18th January to Friday 3rd February 2017, OR
- by calling for an appointment at the Archbishop's Curia on 2590 6306 or 2590 6756 between 8.30 a.m. and 3.00 p.m from Monday 23rd to Thursday 26th January 2017.  
Applicants whose surname starts with a letter from A-C are to phone on the first day.  
Applicants whose surname starts with a letter from D-M are to phone on the second day.  
Applicants whose surname starts with a letter from N-Z are to phone on the third day.  
The fourth day is open to all applicants.

### **Documents referred to in Para. 6 are required.**

- 13.1 **IF** other requests are received, appointments will be given between Monday 30th January and Thursday 2nd February 2017.

### **13.2 Late Applications of Other Applicants (Para. 3):**

- online on <http://knisja.org/applications> from Thursday 9th to Thursday 23rd February, 2017 OR
- at the Secretariat for Catholic Education, 16 The Mall Floriana on Thursday 23rd February 2017 between 9.00 a.m. and 1.00 p.m.

- the late application fee is €20.

**13.3 Parents/ guardians who submit an application online and who do not receive an acknowledgement within a fortnight after the closure of application stage are to contact Admissions Office as per instructions in Para. 20.**

**13.4** The method of application will proceed as per Paras. 6, 7 and 8.

**13.5** The applicants are placed in one of these groups: applicants with L.S.A. full-time one-to-one support, applicants with L.S.A. shared support/ shared support for particular lessons/particular times, and social cases.

**14.** Applicants who are not considered as Serious Cases are informed in writing by Monday, 13th March 2017. They will be allowed to apply according to the other criteria. The Commission will send a request form. This form is to be duly filled and returned to the Secretary, Admissions Board (para. 20) by Monday, 21st March 2017.

**15.** For every year of entry, a ballot is drawn for each group of 'Other Applicants' referred to in para. 13.5 and considered by the Commission as Serious Cases. The ballots establish a rank order and the process continues until the names of all the applicants are drawn.

**15.1** One ballot is drawn for boys and girls together in first year Kindergarten. A separate ballot, one for boys and the other for girls, takes place for the other years.

Ballots are drawn in the following order on Wednesday, 22nd March 2017 at The Seminary, Rabat:

4.00 p.m.	First Year Kindergarten	4.15 p.m.	Second Year Kindergarten
4.30 p.m.	First Year Primary	4.45 p.m.	First Year Secondary

An approximate time is being indicated and the ballots are drawn consecutively. The results of the ballot, showing the application number and rank order, will be published on [www.thechurchinmalta.org](http://www.thechurchinmalta.org)

**16.** The available places are offered to applicants as follows:

**16.1** The registration in schools of applicants with L.S.A. full-time one-to-one support, and applicants with L.S.A. shared support/ L.S.A. shared support for particular lessons/particular times is carried out according to the rank order established by the ballot for each group of applicants.

**16.2** When the elder sibling or a twin of a serious case applicant is registered in a Church School, the serious case applicant is entitled to register according to the Sibling Criterion if it is possible for the school (see para. 3.1). There may be circumstances where the school can accept a serious case but not that particular case (eg. if the school has a vacant place for Shared LSA and the applicant requires a Full Time LSA). The sibling cases take precedence over those participating in the Other Applicants ballot as established by para. 15.1. This also applies for Girls.

## Other Matters

**17.** Children registered in a Church school are obliged to attend regularly the school in which they registered as from the beginning of the scholastic year.

**17.1** An exemption can be given in case parents are going to be abroad for a serious reason like work, sickness or study for a period of one scholastic year as from the date when the child should start attending school. To be given this exemption, parents need to write to the Admissions Board to inform the Board of their need, the duration of their stay abroad and to send any relevant documentation that proves that they are going to be abroad for a serious reason.

Parents can ask for an exemption for a second scholastic year by writing to the Admissions Board and providing the necessary details. The Board will inform the parents about the decision taken. The decision of the Board is final. The place reserved for the child will not remain available if the exempted child does not start attending school by the stipulated date.

**18.** Applicants for First year Secondary have to take the national end-of-primary-education examination, unless they are exempted by the Education Authorities. Each applicant awarded a place is bound to

pass on the national end-of-primary-education examination result to the Head of School of his/her new school, or authorise the Education Division to pass on this information to the school in question. Failure to do this will result in forfeiture of the place in the school register.

19. All information that one provides to the Church Schools Admissions Board in relation to oneself or one's child constitutes Personal Data for the purposes of the Data Protection Act 2001. The Board will only process such data in accordance with the said Act. Details of Data Protection Policy can be accessed on: [www.thechurchinmalta.org](http://www.thechurchinmalta.org).
20. The Board can be contacted on: The Secretary, Church Schools Admissions Board, Secretariat for Catholic Education, 16, The Mall, Floriana, FRN 1472, or: [marisa.ellul@maltadiocese.org](mailto:marisa.ellul@maltadiocese.org)
21. Whoever does not receive an awaited reply according to these Regulations should contact the Board by not later than a week after the relevant date.
22. Procedures with regards to the infringement of these Regulations are being published on [www.thechurchinmalta.org](http://www.thechurchinmalta.org). Infringement of these Regulations can lead to the exclusion from school of the child and anyone involved. Any allegations must be made according to the procedures published on the website above. Allegations are to be addressed to: The Delegate for Catholic Education, Secretariat for Catholic Education, 16, The Mall, Floriana, FRN 1472, tel. 27790060, email: [charles.mallia@maltadiocese.org](mailto:charles.mallia@maltadiocese.org).
23. **The Regulations for Church Schools Entry apply for entry in scholastic year 2017-2018. It is possible that in the future they might be changed. It is possible that the situation in schools might change in the future. Therefore it is not guaranteed that present opportunities will also be available in the future. Opportunities may remain constant, they might decrease or increase.**
24. **Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
25. **The Maltese language version prevails, in case of discrepancies between the Maltese and English language versions of these Regulations.**