



THE CHURCH IN MALTA

SECRETARIAT FOR CATHOLIC EDUCATION
Archdiocese of Malta

Regulations for Admission into Church Schools, Malta Year 1 Primary - 2017-2018

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).

The schools which can accept children of Church School Employees, if they has vacant places (see Para. 1.3) in Year 1 are:

Boys: De La Salle, St Aloysius College Primary, St. Augustine, St. Benild (Stella Maris College), St. Paul's Missionary College, The Archbishop's Seminary.

Girls: Sacred Heart College, Our Lady Immaculate, St. Dorothy Żebbuġ, St. Dorothy Sliema, St. Francis Sliema, St. Jeanne Antide College Primary School Gudja, St. Jeanne Antide College Immaculate Conception Secondary School Tarxien, St. Joseph Blata I-Bajda, St. Joseph Paola, St. Joseph Sliema, St. Monica Birkirkara, St. Monica Gżira and St Monica Mosta.

Boys and Girls: St Albert the Great, St. Francis: Birkirkara, Cospicua, Msida; Theresa Nuzzo Marsa.

- 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. This applies between the Schools of St. Dorothy Sliema and Żebbuġ; between the Schools of St. Joseph Blata I-Bajda, Sliema and Paola; and between the Schools of St Monica Mosta and B'Kara when the sibling already attends St Monica B'Kara or when the parent is employed with St. Monica B'Kara.

- e. **Exemption from Regular Attendance 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. **Kindergarten 2 pupils of Church Schools without Continuity.** These pupils participate in the Choice of School Ballot.

- 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 Kindergarten 2 pupils of Church Schools without Continuity.

- 1.2 Applications under Criteria 1a-d and 1f will be accepted if the number of these applications is not greater than the vacant places in the relevant school/s. If the number is greater, employees' children are accepted first, then the applicants whose siblings are going to be in the same Church School, and then acceptance proceeds according to the criteria hierarchy. If the number of vacant places is insufficient, a ballot is held amongst the

applicants of each criterion. When there is no vacancy in the School attended by the other sibling, siblings may choose another school of the same religious congregation. Others are to participate in the Participation Ballot.

1.3 Initially some schools cannot offer placements i.e schools which feature a 0 in the 'Number of Places' column of Table in Para. 5. However, if a vacancy arises in these schools either during the Choice of School process or due to other reasons, the vacant place will be offered according to the Criteria hierarchy and/or according to the rank order established by the ballot. Henceforth, one is to apply if interested in a placement in a school which does not have vacant places (see also 1b and 1c and Para. 17.3).

1.4 During the Choice of School process a vacancy may arise in a school for which applicants under Criteria 1a-d had not been awarded a place. In such a case, such a vacancy will be offered according to the Criteria hierarchy and according to the place resulting from the relevant ballot.

For the sake of transparency, the lists of names and the order of applicants by school are published on www.thechurchinmalta.org If a vacancy arises for which one of Criteria 1a-d can be applied, this takes precedence even over the General *Waiting List*.

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. A small number of places in Church Schools is being allocated to these children.

The Regulations that govern admission in Church Schools of Serious Cases and of children who themselves or their parents sought asylum when they came to Malta, are being published as separate documents, entitled: *Regulations for Admission into Church Schools, Malta 2017-2018 – Serious Cases and Church*

Schools Entry 2017-2018 Regulations for Asylum Seekers, respectively. The Regulations for Serious Cases and for Asylum Seekers form part of these same Regulations. These documents are available on 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: Applicants born in the year 2012.

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. 21, not later than fifteen days from application dates. The Church Schools Admission Board decides if the exemption request should be granted.

5. Participating Schools:

School	Locality	Telephone Number	Number of Places
Boys:			
De La Salle	Cottonera	21826447	94
St. Aloysius College Primary	Balzan	21443248	0
St. Augustine College	Marsa	21246613	75
St. Benild (Stella Maris College)	Sliema	27313647	75
St. Paul's Missionary College	Rabat	21459536	48
The Seminary, Malta	Rabat	21455497	75
Total Boys			367

Girls:			
Sacred Heart College	St. Julians	21336238	75
Our Lady Immaculate	Hamrun	21236418	50
St. Dorothy	Sliema	21313465	30
St. Dorothy	Żebbuġ	21466137	8
St. Joseph	Blata l-Bajda	21237936	0
St. Joseph	Paola	21800372	6
St. Joseph	Sliema	21330235	12
St. Monica	Birkirkara	21490992	21
St. Monica	Gżira	21340127	14
St. Monica	Mosta	21432334	0
St. Jeanne Antide College, Primary	Gudja	21696187	10
Total Girls			226

Boys and Girls:			Boys	Girls
St. Albert the Great	Valletta	21225708	10	11
St. Francis	Birkirkara	21442205	0	0
St. Francis	Cospicua	21828255	0	0
St. Francis	Msida	21335513	0	0

Theresa Nuzzo	Marsa	21240393	0	0
Total Boys and Girls			10	11

- 5.1 St Francis Schools carry out an exercise during the month of December to identify the number of students who will be transferring from St Francis Kinder Schools to St Francis Primaries. The vacant places in each of St Francis Primaries will be published once this exercise is finalised.
- 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. Paul's Missionary College, The Seminary (Malta), St. Monica B'Kara, Gzira and Mosta, and the Sacred Heart College, only accept candidates who present a Baptism Certificate of the Catholic Church or a Certificate stating acceptance in the Catholic Church.
- 6. Documentation Required:**
- Catholics: to present the Baptism Certificate (original, not a photocopy).
 - Abstract of the Birth Certificate from the Public Registry (original, not a photocopy).
 - ID Card of the mother and/or father. A photocopy of ID Cards is not requested.
 - 1 passport-size photo of the applicant.
 - The Declaration re Data Protection and Privacy signed by the parents or guardian. The form may be downloaded from www.thechurchinmalta.org
 - 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.
- g. 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-g, 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
- gñ. **If applying according to the Siblings Criterion:**
- The Birth Certificate from the Public Registry of the other sibling/s already attending a Church School (original);
 - A photocopy of the identity cards of both parents; and
 - 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
 - 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 Kinder 2 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
7. Fee on Application: €15. This will help cover administrative costs. The fee for late applications is €20 (see Para. 8.5 and 9.1).

Applications

8. Parents/ guardians may apply for Church School Entry either by means of an:
- Application online or
 - Application in one of the Schools
 - Only one application per criterion for the same applicant is accepted.

8.1 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
- in one of the following Schools which will be serving as centres where personnel in charge receive the requested documents and fill applications:
The Seminary Rabat Malta, St Angela School Zabbar, St Elias College St Venera, OR St Michael's School St Venera, on Monday 21st (surnames A-C), Tuesday 22nd (surnames D-M) and on Wednesday 23rd November, 2016 (surnames N-Z), between 9.00 a.m. and 2.00 p.m.
Application forms are not downloaded or collected beforehand.

Documents referred to in Para. 6 are required.

8.2 Applicants from a Church School with both a Primary and Secondary Level, but who wish to attend a different Church School may do so without forfeiting their place in the school where they are currently registered. In this case, they may apply as Other Applicants (Paras. 3 and 9).

8.3 Applicants whose elder sibling already attends a Church School but who wish to attend a different Church School may do so without forfeiting their right to register in the school of the other sibling. In this case, they are to apply both under the Criterion for Siblings (Para. 1c) and also as Other Applicants (Paras. 3 and 9) or any other Criterion. However, it is required that on the Application Form they declare that they are applying under both criteria. If this is not adhered to, they will forfeit this right. The same process applies to applicants under the Criterion for Employees.

8.4 Applicants referred to in Paras. 8.2 and 8.3 will be asked to make their final choice of school (either their present school or the new one) on the day of Choice of School (Paras. 14 and 15).

8.5 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 Archbishops' Curia on Thursday 15th December 2016 between 9.00 a.m. and 1.00 p.m.
- The late application fee is €20.

9. Applications for admission in Year One by Other Applicants (Para. 3) are filled either:

- online on <http://knisja.org/applications> from Wednesday 18th January to Friday 3rd February 2017, OR
- in one of the following Schools which will be serving as centres where personnel in charge receive the requested documents and fill applications:
De La Salle College, Cottonera; St Aloysius College Secondary, B'Kara; St Augustine College, Pietà; and St Paul's Missionary College, Rabat on Monday 30th (surnames A-C), Tuesday 31st January (surnames D-M), and on Wednesday 1st February, 2017 (surnames N-Z), between 9.00 a.m. and noon.
Application forms are not downloaded or collected beforehand.

Documents referred to in Para. 6a-g are required.

9.1 Late Applications of Other Applicants (Para. 3):

- online on <http://knisja.org/applications> from Thursday 9th to Thursday 23rd February, 2017 OR
- at the Archbishops' Curia or St Michael's School, Cannon Road Santa Venera on Thursday 23rd February 2017 between 9.00 a.m. and 1.00 p.m.
- The late application fee is €20.

9.2 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. 21.

10. Numbered lists indicating the names of those who applied according to criteria 1 a-f will be published on www.thechurchinmalta.org

Ballots

11. There will be two Ballots: a. 'Participation' Ballot; b. 'Choice of School' Ballot.
- 11.1 In the eventuality that an applicant's name is not included in the ballot, the Church Schools Admissions Board will hold another ballot as explained hereafter. Three groups of numbers will be presented: two groups with numbers from 0 to 9, and another group with numbers from 0 to the number of hundredths of applicants. These three groups of numbers represent the units, the tens and the hundreds. A number is drawn from every group. The three numbers will establish the applicant's number. The probability stands that another applicant will already have the same number. If it evolves that these two applicants are in the chance of choosing a place and only one place is available, a ballot will be drawn for them to determine who will be awarded the place in question.
12. **Participation Ballot – Saturday, 1st April 2017**
The Participation Ballot will be open ONLY to **Other Applicants** (Para. 3), all of whom will be ranked by lot. Boys and Girls will be put on separate Rank Orders in two different ballots. The Participation Ballot will select the Other Applicants who will be entitled to participate in the 'Choice of School' Ballot.
- 12.1 The number of **Other Applicants** entitled to participate in the 'Choice of School' Ballot will be equal to the number of remaining places after the total number of places awarded under the Criteria of Children in Church Homes, Employees' Children, Siblings, Transfers, Children who resume School by taking their place after being exempted from attendance, Kinder 2 pupils of Church Schools without Continuity, Serious Cases (para. 1 a-f, 2), and siblings who are applying for the same year of entry (twins) or other years of entry (Para. 3.1), is deducted from the total number of places available in all of the schools together (Para.5, boys = 377, girls = 237).
- 12.2 The Participation Ballot will be held on Saturday, 1st April 2017 at St Paul's Missionary College, Rabat tel. 21459536. The ballot for boys will begin at 9.00 a.m. This will be followed at around 11.00 a.m. by the ballot for girls. The drawing of the ballot will be streamed live, direct on www.thechurchinmalta.org
- 12.3 The Rank Order established by the Participation Ballot will be published on the Curia Website www.thechurchinmalta.org The application number, name and surname and the respective placing on the Rank Order established by the drawing of lots will be published. **No information will be given over the phone.**
13. **Choice of School Ballots - Wednesday, 5th April 2017**
By this ballot, a Rank Order will be established so as to determine the procedure for the actual Choice of School: the applicant drawn first will be entitled to choose first; etc. The following will participate in the **Choice of School Ballots**: Kindergarten 2 pupils of Church Schools without Continuity (Para. 1f), and Other Applicants (Para. 3) as determined by the Participation Ballot (Para. 12). The total number of vacant places will be published on the day of the Choice of School ballot.
- 13.1 The total number of places in Church Schools to be awarded by the Choice of School Ballot will be the total number of remaining places **AFTER** the number of places awarded under the Criteria of Children in Church Homes, Employees' Children, Siblings, Children who resume School by taking their place after being exempted from attendance, Serious Cases (Para. 1 a-e, 2), and siblings who are applying for the same year of entry (twins) or other years of entry (Para. 3.1) is deducted from the total number of places available in all of the schools together (Para. 5, boys = 377, girls = 237).
- 13.2 The Choice of School Ballot will be held on Wednesday, 5th April 2017, at St Paul's Missionary College Rabat, tel. 21459536.
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|---------------------------------|-----------|
| Choice of School Ballot - Boys | 4.00 p.m. |
| Choice of School Ballot - Girls | 5.30 p.m. |
- The drawing of the ballot will be streamed live, direct on www.thechurchinmalta.org
- 13.3 The results of the Choice of School Ballot will be published on www.thechurchinmalta.org . The application number, name and surname and the respective placing on the rank order will be published.
- 13.4 **Those concerned will receive this result by post at home**, and will be reminded of the details for the actual Choice of School (Paras. 14 and 15). They will also be informed about the number of vacancies available in each school. **This correspondence is sent to parents about a week before the Choice of School. No information will be given over the phone.**
- 13.5 **The 'Schools Preference Form' will also be sent together with this notification (for further details see Paras. 17.1 and 17.3).**

Choice of School

14. **Girls:** The Choice of School will be made at St Monica B'Kara, Tel. 21490992.

Rank Order 001 – ZZZ*	Wednesday, 3rd May 2017	4.00 p.m.
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15. **Boys:** The Choice of School will be made at St Paul's Missionary College, tel. 21459536.

Rank Order 001 – ZZZ*	Saturday, 6th May 2017	9.00 a.m.
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*ZZZ represents the number established in Para. 13.1

16. It is imperative that parents/ guardians are present to make their choice of school according to their rank order, on the day and at the time indicated above. Latecomers will still retain their right to effect choice of school according to their Rank Order. However, choices already made will stand.
- 16.1 It is the parents' responsibility to be present for the choice of school or to authorise someone else to be present in their stead. When the parents are absent for the choice of school due to an emergency, the Admissions Board may try to reach the applicant's parents and if necessary register the applicant on their behalf, in the school of their choice where vacant places are still available. If this procedure is not adopted, this cannot be interpreted as a shortcoming on the part of the Admissions Board. It would be beneficial if during the Choice of School, parents who opt not to send their child to a Church School inform the Admissions Board of their decision.
17. Parents may choose their preferred school as long as vacant places are available.
- 17.1 Parents may choose an alternative school once the vacant places in a particular school of their preference are filled up. In such cases the 'Schools Preference Form' is to be filled and submitted.
- 17.2 Parents may even opt not to register their son/ daughter in any school without losing their place on the rank order as established by the Choice of School Ballot Para.13.
- 17.3 If a vacancy arises in any of the participating schools, it is offered according to the Admissions Criteria hierarchy, and/or to the highest ranking applicant according to the Choice of School Ballot who had preferred that school but could not choose it.
- Parents are instructed to indicate their order of preference of schools by writing a number next to the names of five schools, the digit 1 being the highest preference and so on. Preference is also to be indicated with regards to schools which feature a 0 in the 'Number of Places' column of Table in Para. 5, if the parents are interested in the same schools (see Para. 1.3).
- When processing the 'Schools Order of Preference Form', only schools indicated by parent as having higher preference than the applicant's school of enrollment will be taken into consideration. The parent's indication of schools having a lower preference than the applicant's school of enrollment will not be considered.
- 17.4 If vacancies remain once this process has been concluded, the next applicant on the list will be called. He/she will also be asked to fill the 'Schools Order of Preference Form'.
- 17.5 In certain schools, the school attendance of applicants who fill a vacated place after the beginning of the scholastic year, might be postponed to the next scholastic year.
18. The rank order established through the Participation Ballot and the Choice of School Ballot serves as the general waiting list and remains active till 30th June 2018.

Other Matters

19. 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.
- 19.1 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.

20. All information that you provide to the Church Schools Admissions Board in relation to yourself or your 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
21. 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
22. 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.
23. Procedures with regards to the infringement of these Regulations are being published on 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
24. **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.**
25. **Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
26. **The Maltese language version prevails in case of discrepancies between the Maltese and English language versions of these Regulations.**