

**Regulations for Admission into Church Schools, Malta**  
**Year 4 Primary 2021-2022 St Monica Gzira**  
**Female Applicants born in 2013**

In the coming three years, 2021-2023, St Monica Gzira is adding another class per year. Therefore we are launching a formal process for admissions into Year 4. These Regulations take into consideration the possibility of students moving from one school to another. Hence you can also apply for other schools in case a place becomes available. We would like to stress that initially vacancies are limited to 20 places at St Monica, Gzira.

**ADMISSIONS CRITERIA**

**1. CRITERIA 1:**

**a. Girls from Church Homes.**

- b. Church School Employees or Employees of the Secretariat for Catholic Education may register their daughters in the same school where the parent works**, or in a school of the same religious entity. Since the Archbishop's Seminary and the Sacred Heart College are schools of the same religious entity, employees at The Archbishop's Seminary may register their daughters at the Sacred Heart College. Reference to this criterion will hereafter be "**children of employees in the same school**".

Curriculum Heads of Departments of the Secretariat for Catholic Education may register their daughters in the same school where they teach three times a week.

The parent should at least have been in post for one year from the beginning of the next scholastic year and has to still be *full-time* employed with the school at the beginning of the next scholastic year. This includes Full-Time employees who are on reduced hours temporarily and will return to Full-Time employment. This is not applicable to those employed long-term on *Full-Time Reduced Hours*.

Daughters of employees at the following schools may be registered in the same school where the parent works, or in a school of the same religious entity, **if the schools have vacant places** (vide Para. 1.5):

**Girls:** Our Lady Immaculate, St Albert the Great, St. Dorothy Żebbuġ, St. Dorothy Sliema, St. Francis Birkirkara, Cospicua, Imsida, San Ġwann, Sliema and St Lucija, St. Joseph Blata l-Bajda, St. Joseph Paola, St. Joseph Sliema, St. Monica Birkirkara, St. Monica Gzira, St. Monica Mosta, St. Jeanne Antide College Primary School Gudja, St. Jeanne Antide College Immaculate Conception Secondary School Tarxien, and the Sacred Heart College, Theresa Nuzzo Hamrun and Marsa. Employees at the Archbishop's Seminary may register their daughters at the Sacred Heart College.

- ċ. Girls whose siblings are attending a Church School during scholastic year 2020-2021** may be registered in the same school as their sibling/s or in a school of the same religious entity, if there are vacancies (para 1.4). Since the Archbishop's Seminary and the Sacred Heart College are schools of the same religious entity, girls whose brothers attend The Archbishop's Seminary may be registered at the Sacred Heart College.

The use of the word Sibling stands for children who are residing in the same house and form part of the same family. This also applies to other siblings when they live with the family for a number of days. In such cases, one is to present the relevant documents. The siblings' criterion includes the children adopted or in foster care by the family, as siblings within the same family. The Siblings Criterion may also apply in other years if there are vacancies.

- d. Girls attending a Church School who wish to be transferred to another Church School** of the same religious entity. This applies between the Schools of St. Dorothy Sliema and Żebbuġ; between

the Schools of St. Joseph Blata l-Bajda, Sliema and Paola and the schools of St Francis B'Kara, Cospicua and Msida. This can happen only if there is a vacancy.

- 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 as their parents were going to be abroad for a serious reason. These children attend the school chosen during the process of entry of the previous year. This criterion applies in the other years. It does not apply for Year 4 primary.
- f. **Church Schools without Continuity.** This criterion applies for Year 1 primary and Form 1 secondary. It does not apply for Year 4 primary.
- g. **Daughters of Church School Employees or Employees of the Secretariat for Catholic Education who cannot attend the same school where the parent works.** Reference to this criterion will hereafter be “**children of employees in another school**”. They will participate in the Choice of School Ballot.

The parent should at least have been in post for one year from the beginning of the next scholastic year and has to still be *full-time* employed with the school at the beginning of the next scholastic year. This includes Full-Time employees who are on reduced hours temporarily and will return to Full-Time employment. This is not applicable to those employed long-term on *Full-Time Reduced Hours*.

The Criterion 1g applies also for daughters of Employees who work in Church Schools and for daughters of Curriculum Heads of Departments of the Secretariat for Catholic Education who teach three times a week in a particular school where the level of entry is not Year 4.

Criterion 1g also applies to the same daughters of Employees mentioned in the previous paragraph where there are classes in Year 4 without vacant places. If a vacancy arises Criterion 1b will apply and not Criterion 1g. These applicants need to apply under Criterion 1b and 1g.

- 1.1 Criteria 1a–1g are hierarchically structured: girls from Church Homes, followed by daughters of employees in the same school, then female Siblings, girls requesting a transfer and then the daughters of employees in another school.
- 1.2 Applicants under Criteria 1a-1d will be accepted if the number of applications is not greater than the vacant places in the relevant school/s. If the number of applicants is greater, girls from Church Homes followed by daughters of employees in the same school are admitted-first, then the female applicants whose siblings are going to be in the same Church school, then female applicants whose siblings are going to be in a school of the same religious entity, and then transfers. A ballot takes place amongst the applicants of a group when the number of applicants in that group is greater than the number of places.
- 1.3 For the sake of transparency, the lists of names and criteria of applicants by school are published on [www.church.mt](http://www.church.mt)
- 1.4 Initially some schools cannot offer placements i.e schools which feature a 0 in the ‘Number of Places’ column of Table in Para. 6. However a vacancy may arise in these schools either during the Choice of School process or due to other reasons. The vacated 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.
- 1.5 During the School Registration process a vacancy may arise in a school for which applicants under Criteria 1a-1d had not been awarded a place. In this case, such a vacancy will be offered according to the criteria hierarchy and relevant rank order.  
If a vacancy arises for which one of Criteria 1a-1d may be applied, this takes precedence even over the General *Waiting List*.

## 2. CRITERIA 2 – SERIOUS CASES:

**A number of children needing the assistance of an L.S.E., children considered as social cases and refugee cases are accepted.**

- 2.1 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 2021-2022 – Serious Cases* and *Church Schools Entry 2021-2022 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.church.mt](http://www.church.mt)
- 2.2 The Regulations provide for the entry of:
- **Serious cases of Criteria 1** i.e. Serious cases of girls from Church Homes, daughters of employees in the same school, female siblings, transfers, and daughters of employees in another school.
  - **Serious cases of Criteria 3** i.e. Serious cases of Other Applicants.
- 2.3 **Girls who need the assistance of an L.S.E.** – This Criterion includes girls who:
- are statemented and need the assistance of a Learning Support Educator (L.S.E.) or similar, and for whom the schools can provide an individualised educational programme (IEP).
  - have started or are about to start the statementing process at the Statementing Moderating Panel or at the C.D.A.U.
  - have or will have certification from an educational psychologist or similar, which can lead to the assistance of an L.S.E. or similar.
  - are applying for entry in kinder one and whose autism screening resulted in the possible requirement of L.S.E. support.

Relevant documents are to be submitted with the application.

- 2.4 Girls who already have a statement of needs and who by application day have requested its review or appealed the Statementing Board's decision must apply as a Serious Case. The Commission of Serious Cases studies and takes decisions regarding such cases.
- 2.5 A request may be presented to the Admissions Board when an applicant with a statement and supported by an L.S.E. has registered progress and the parents, the school and the psychologist deem that he may advance without assistance even when the process at the Statementing Board to terminate the support has not yet been completed. The Admissions Board is to receive all relevant documentation so that it will be able to determine if the application is to proceed in mainstream or as a serious case.
- 2.6 Girls with a statement of needs reading '*Learner's needs to be met by Class Teacher*' apply as mainstream students. The application is to include the Statementing document issued by the Statementing Moderating Panel and the most recent psycho-educational report.
- 2.7 Applicants who fail to apply as indicated above and are registered in a Church School, will lose their right of enrolment in the Church School.
- 2.8 **Social Cases.** Girls under *Care Order* fall in this category. The category does not cover cases which are presented with only one of the following reasons: girls of unmarried mothers; separation in marriage; adoption; fostering. Also see Criteria 1c regarding adopted and fostered girls.
- 2.9 **Asylum seekers.** Girls 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 girls.
- 2.10 Female Asylum seekers who need the assistance of an L.S.E. as described in Para. 2.3 must apply according to the Regulations for Serious Cases as Other Applicants or according to the case itself.
- 2.11 Applicants for whom an application was not originally filled as a Serious Case, but result as requiring the support of an L.S.E., will be placed in the relevant category of applicants and a ballot will be drawn as explained hereafter. Two groups of numbers will be presented: one group with numbers from 0 to

9, and another group with numbers from 0 to the number of tens of applicants. These two groups of numbers represent the units and the tens. A number is drawn from each group. The two numbers that are drawn will make up the applicant's number. It is probable 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. This process does not cancel the choices already made.

### **3. CRITERIA 3 – OTHER APPLICANTS**

**3.1** Amongst Other Applicants there may be female siblings who are applying for the same year of entry (twins) or other years of entry. Whenever possible siblings will be enrolled in the same school.

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 L.S.E. and the applicant requires a Full-Time L.S.E., the School would be unable to accept the applicant in that particular case.

When applying, 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.

**3.2** Should the number of total applicants from children of employees in another school be greater than the number of vacant places, applications from Other Applicants would not be filled.

### **4. SUBMISSION OF MORE THAN ONE APPLICATION**

**4.1** The Application under Criteria 1b (daughters of employees in the same school), Criteria 1c (siblings) and Criteria 1d (transfers) is also an application for Criteria 3. Therefore, there is no need for another application to be submitted. Those who do not wish to retain their Application under Criteria 3 are to write to the Board according to Para. 17.4.

**4.2** Those applying under Criteria 1b (daughters of employees in the same school) cannot apply under Criteria 1g (daughters of employees in another school) too and vice versa. This is unless both parents work in two separate church schools and Criteria 1b would apply for one parent and Criteria 1g would apply for the other parent.

**4.3** The situation might present itself whereby an applicant would be able to submit an application both under the Criterion of daughters of employees in the same school (Crit. 1b) and also under the Siblings' Criterion (Crit. 1c). In this case one may also apply as Other Applicants (Crit. 3).

**4.4** Female applicants from a Church School 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 (Para. 3 and 10).

**4.5** Applicants under Serious Cases are not to apply under another Criterion. If the Church Schools Admissions Board concludes that the application is not to proceed under serious cases, it will be placed under the relative criterion – view the Regulations for Serious Cases Para. 10.5.

**4.6** Applicants who may submit more than one application will be asked to make their final choice of school (either their current school or the new one) on the School Registration day.

### **5. APPLICANTS' YEAR OF BIRTH – Eligible applicants have to be born in 2013.**

**5.1** 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. 17.4, not later than fifteen days from application dates. The Church Schools Admissions Board decides if the exemption request should be granted.

## 6. NUMBER OF PLACES IN SCHOOLS WHO MAY ACCEPT GIRLS IN YEAR FOUR:

GIRLS' SCHOOLS	Locality	Mainstream Places	Serious Cases
Sacred Heart College	St. Julians	0	0
Our Lady Immaculate	Hamrun	0	0
St. Albert the Great Primary	Valletta	0	0
St. Dorothy	Sliema	0	0
St. Dorothy	Żebbuġ	0	0
St. Francis	B'Kara	0	0
St. Francis	Cospicua	0	0
St. Francis	Imsida	0	0
St. Joseph	Blata l-Bajda	0	0
St. Joseph	Paola	0	0
St. Joseph	Sliema	0	0
St. Monica	Birkirkara	0	0
St. Monica	Gżira	21	3
St. Jeanne Antide College Primary	Gudja	0	0
Theresa Nuzzo	Marsa	0	0
<b>Total Girls</b>		<b>21</b>	<b>3</b>

- 6.1 The total vacancies for girls in mainstream is 21. The total vacancies for girls under serious cases is 3. The total vacancies for girls in mainstream and under serious cases is 24.
- 6.2 The total of serious cases includes children who need the assistance of an L.S.E., Social Cases and Asylum Seekers. If necessary the number of places offered in mainstream and for serious cases may vary but the total number of places offered would not be less than the published amount.
- 6.3 Initially most schools cannot offer placements because the places are filled by the children who are promoted from Year 3. If a vacancy arises in these schools, the vacant place will be offered according to the Criteria Hierarchy.

## 7. RELIGION:

- 7.1 The aim 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, which includes Catholic Ethics. Church Schools will not offer an alternative subject to the teaching of the Catholic Religion.
- 7.2 Our Lady Immaculate Hamrun, St Dorothy Żebbuġ and Sliema, St. Monica B'Kara and Gżira, and Sacred Heart College accept applicants who present a Catholic or a Christian Baptism certificate.
- 7.3 The other schools accept Catholics, Christians and Others.

## 8. DOCUMENTATION REQUIRED:

- a. Catholics and Christians are to present the Baptism Certificate.
- b. Abstract of the Birth Certificate from the Public Registry.
- c. 1 passport-size photo of the applicant.
- d. When applying parents or guardians will be asked to agree to The Declaration re Data Protection and Privacy. This Declaration may be viewed and/or downloaded from [www.church.mt](http://www.church.mt). Parents or guardians will be asked to indicate whether they would like to be notified or not if the Board needs to contact the school of their child.



- e. The Educational Programme Declaration, filled by the Head of School, indicating whether the student is mainstream, has access arrangements or is supported by an LSE. This Declaration may be downloaded from [www.church.mt](http://www.church.mt)

In certain circumstances the Educational Programme Declaration may be sent later. In this case the applicant needs to indicate whether the student is mainstream, has access arrangements or is supported by an LSE. If there is a discrepancy between the parents' declaration and that of the Head of School, the Admissions Board will consider the indications by the Head of School and chances available according to the parents' indication may be forfeited even if they have already occurred.

The Educational Programme Declaration signed by the Head of School needs to be sent to Admissions Office not later than two days before the School Registration, for the application to be valid. If this is not submitted, then the application will be incomplete and hence invalid.

- f. The application by one parent, or a representative of the parents, indicates that the parents agree about the application.
- g. In the case of separated parents when the Courts have decided that the care and custody is joint and both parents have legal rights re the education of their children, both parents need to indicate their consent. In such cases the relative and most recent legal document that defines the children's custody and educational responsibility is to be presented.

The application is invalid if one parent disagrees or is uninformed and has not given his / her consent.

#### **Other Documents required when applying with the following criteria:**

**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 Declaration may be downloaded from [www.church.mt](http://www.church.mt)

**gh. 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;
- ii. A photocopy of the identity cards of both parents; and
- iii. In the case of adopted or fostered children, a certificate from the Agency concerned declaring the adoption or the fostering of the child.
- iv. Custody documents when applying for half siblings

- h. Applicants with a Statement of Needs that reads "*Learner's needs are to be met by Class Teacher*" are to present the Statement of Needs and the most recent psycho-educational report.

## **9. APPLICATIONS**

**9.1 Parents may apply for Church School Entry online. Those who need assistance to fill the application online can phone as indicated in paragraphs 9.2, 9.3, 10 and 10.1.**

- **Only one application per criterion for the same applicant is accepted.**
- **The information provided by those who apply under the criteria for employees, siblings, and transfers will be verified with the schools and the Secretariat accordingly.**

### **9.2 APPLICATIONS CRITERIA 1**

Applications of the following Criteria: Girls from Church Homes, daughters of employees in the same school, female Siblings, Transfers, and daughters of employees in another school (Para. 1a-1g), are filled:

- online on <https://church.mt/applications> from Friday 27 November to Monday 7 December 2020
- Those who require assistance to apply online may phone on 7999 0224, 7951 5491 and

7786 5241 between 8:00 a.m. and 2:00 p.m as follows:

Surnames A to C on Monday, 30 th November.

Surnames D to M on Tuesday, 1 st December.

Surnames N to Z on Wednesday, 2 nd December.

All surnames on Thursday and Friday 3rd and 4th December.

Application forms are not downloaded or collected beforehand.

Documents referred to in Para. 8 are required.

### **9.3 LATE APPLICATIONS OF CRITERIA 1**

- online on <https://church.mt/applications> from Monday 14 December to Friday 18 December, 2020
- In case of difficulty in filling the application online, one can phone on 7999 0224, 7951 5491 and 7786 5241 from Monday to Friday between 8:00 a.m and 2:00 p.m.

### **10. APPLICATIONS CRITERIA 3 OTHER APPLICANTS (Para. 3):**

- online on <https://church.mt/applications> from Friday 29 January to Friday 12 February, 2021
- Those who require assistance to apply online may phone on 7999 0224, 7951 5491 and 7786 5241 between 8:00 a.m. and 2:00 p.m as follows:  
Surnames A to C on Monday, 1st February.  
Surnames D to M on Tuesday, 2nd February.  
Surnames N to Z on Wednesday, 3 rd February.  
All surnames on Thursday and Friday 4th till 12th February.

Application forms are not downloaded or collected beforehand.

Documents referred to in Para. 8 are required.

### **10.1 LATE APPLICATIONS CRITERIA 3 OTHER APPLICANTS (Para. 3):**

- online on <https://church.mt/applications> from Monday 22 February to Monday 1 March, 2021
- In case of difficulty in filling the application online, one can phone on 7999 0224, 7951 5491 and 7786 5241 from Monday to Friday between 8:00 a.m and 2:00 p.m.

**10.2** Parents/ guardians who submit an application online for Criteria 1, including Serious Cases Criteria 1, are to contact Admissions Office as per instructions in Para. 17.5 should they not receive an acknowledgement by Monday, 18 January 2021.

Parents/ guardians who submit an application online for Criteria 3, including Serious Cases Criteria 3, are to contact Admissions Office as per instructions in Para. 17.5 should they not receive an acknowledgement by Friday, 26 March 2021.

**10.3** A list of applicants under criteria 1a-1g and criteria 3 will be published on [www.church.mt](http://www.church.mt)

## **11. FEES – These are charged to help cover administrative costs.**

**11.1** Fee on Application €20.

Fee for a Late Application €25.

**11.2** A registration fee of €50 is paid on enrolment.

## **12. BALLOTS**

**12.1** There will be two Ballots: **PARTICIPATION BALLOT** and **CHOICE OF SCHOOL BALLOT**.

**12.2** Due to COVID-19 the public cannot physically attend the ballot and registration sessions. The ballot and registration sessions will be streamed live on [www.church.mt](http://www.church.mt) and a notary will be physically present and certify the whole process.

In the event the transmission is not broadcasted live due to technical problems, a recording of the session will be uploaded the soonest circumstances permit.

- 12.3** 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. It is probable that another applicant will already have the same number. If 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 available place.

### **13. PARTICIPATION BALLOT – GIRLS : TUESDAY 04<sup>TH</sup> May 2021**

- 13.1** This Participation Ballot will select the **Other Applicants** who will be entitled to participate in the 'Choice of School' Ballot. The Ballot is open **ONLY** to **Other Applicants (Para. 3)** and it ranks all the applicants.
- 13.2** The drawing of the Participation Ballot will be transmitted live on [www.church.mt](http://www.church.mt) on Tuesday 04<sup>th</sup> May 2021 and will start at 9:30 a.m.
- 13.3** The Rank Order established by the Participation Ballot will be published on the Curia Website [www.church.mt](http://www.church.mt). The application number, name and surname and the respective placing on the Rank Order will be published. **No information will be given over the phone.**
- 13.4** The number of **Other Applicants** entitled to participate in the 'Choice of School' Ballot will be equal to the number of places remaining after the total of mainstream places awarded under the Criteria of children in Church Homes, children of employees in the same school (Para.1b), siblings, transfers, and children of employees in another school (Para. 1g), (Para. 1a-1g), 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. 6, girls = 21).

### **14. CHOICE OF SCHOOL BALLOT - GIRLS : Friday 07<sup>th</sup> May 2021**

- 14.1** This ballot will establish a Rank Order which determines the procedure for the actual School Registration process, the applicant drawn first will be entitled to choose first; etc.
- 14.2** The total number of vacant places will be published on the day of the Choice of School ballot. The following will participate in the Choice of School Ballot: daughters of employees in another school (Para. 1g), and Other Applicants (Para. 3) as determined by the Participation Ballot (Para. 13).
- 14.3** The total number of places to be awarded by the Choice of School Ballot will be the total number of remaining mainstream places **AFTER** the number of places awarded under the Criteria of children in Church Homes, children of employees in the same school, siblings, transfers, (Para. 1a-1d), 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 (girls = 21, Para. 6).
- 14.4** The drawing of the Choice of School Ballot will be transmitted live on [www.church.mt](http://www.church.mt) on Friday 07<sup>th</sup> May 2021 and starts at 9:30 a.m.
- 14.5** The Rank Order established by the Choice of School Ballot will be published on the Curia Website [www.church.mt](http://www.church.mt). The application number, name and surname and the respective placing on the Rank Order established by the draw will be published.

### **15. SCHOOL REGISTRATION**

- 15.1** **Parents who are due to register their children in a church school will receive an email a week before the School Registration** and will be reminded of details regarding the actual Registration as per Para. 15.4. They will also be informed about the number of vacancies available in each school. **No information will be given over the phone.**



- 15.2 A list with the names of those taking part in the school registration session, in rank order, will be published on [www.church.mt](http://www.church.mt)
- 15.3 The school registration session will be transmitted live on [www.church.mt](http://www.church.mt). During the transmission, the parents will be called according to the rank order and will be asked to register their child in a school.
- 15.4 School registration for GIRLS will be held on Friday 21<sup>st</sup> May 2021 and start at 9:30 a.m.
- 15.5 It is imperative that parents/ guardians are available to make their school registration on the day and at the time indicated above. We will contact one person at a time according to the Choice of School Ballot rank order. It is the parents' responsibility to be available or authorise someone else to carry out the school registration on their behalf.
- 15.6 If the parents cannot be reached the next one on the rank order list will be called and the process will continue. However, other attempts will be made to try to reach the parents who could not be contacted. A separate telephone number will be available for such an emergency. The non-contacted parents may try to contact us on 7786 5241. Once contacted these parents will be able to register their child but will not be able to change choices already made. If this procedure is not successful it cannot be interpreted as a shortcoming on the part of the Admissions Board.
- 15.7 Parents who opt not to send their child to a Church School will be registered as No Choice.
- 15.8 After the school registration session, the process continues through emails.
- 15.9 If vacancies remain, once this session of the registration process has been concluded, the next applicant/s on the ballot list will be eventually contacted. S/he will also be given the opportunity to fill the 'Schools Preference Form'.

## 16. WAITING LIST

- 16.1 After each session of the registration process parents will be given the opportunity to indicate alternative schools. The 'Schools Preference Form' will be made available online and by email. This form may also be filled by parents who opt not to register their daughter, without losing their place on the rank order as established by the Choice of School Ballot (Para.14.1).
- 16.2 On the preference form, parents indicate their preference to 5 alternative schools. Parents interested in schools which have no vacancies, and which in the Schools Table of Para 6 have a 0 in the Number of places column, can indicate their preference for those schools as well.
- 16.3 The parents' preferences make-up the waiting list. This waiting list will be published on [www.church.mt](http://www.church.mt) and is updated from time to time. The waiting list is used when a place in a school becomes vacant. This is offered according to the Admissions Criteria Hierarchy, and/or to the highest ranking applicant in the Choice of School Ballot who had preferred that school but could not choose it.
- 16.4 The preference form can be revised only once. It will start counting once the new waiting list is published.
- 16.5 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.
- 16.6 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 2022 for admission in year four primary for scholastic year 2021-2022.

## 17. OTHER INFORMATION

- 17.1 Children registered in a Church school are obliged to attend regularly the school which they registered in, from the beginning of the scholastic year.
- 17.2 An exemption from attendance for a period of one scholastic year may be given when parents are going to be abroad for a serious reason, for example employment, health or study. In such cases parents are to write to the Admissions Board informing of their need, the duration of their stay abroad and are 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 by providing the necessary details. The Board will inform the parents about its decision, which decision is final. The place reserved for the child will not remain available if the exempted child does not attend school by the stipulated date.

- 17.3 All information provided to the Church Schools Admissions Board in relation to oneself or ones child which according to the Data Protection Act 2018 is “Personal Data” will only be processed in accordance with the said Act – view Para. 8d.**
- 17.4** The Board can be contacted at: The Secretary, Church Schools Admissions Board, Secretariat for Catholic Education, 16, The Mall, Floriana, FRN 1472, or: [cynthia.cassar@maltadiocese.org](mailto:cynthia.cassar@maltadiocese.org)
- 17.5** Anyone who does not receive a reply as indicated in these Regulations within a week of the relevant date should contact the Board.
- 17.6** Investigation of infringement of these Regulations follows the Infringement Procedures published on [www.church.mt](http://www.church.mt). Infringement of Regulations may lead to the exclusion from school of the child and anyone involved. Allegations are to be reported as per the infringement procedures and are to be addressed to: The Delegate for Catholic Education, Secretariat for Catholic Education, 16, The Mall, Floriana, FRN 1472, tel. 2779 0060, email: [charles.mallia@maltadiocese.org](mailto:charles.mallia@maltadiocese.org)
- 17.7** The Regulations for admission to year one kindergarten, year two kindergarten, year one primary and form one secondary are published every scholastic year. It is necessary that a fresh application be filled for every new scholastic year. Regulations for admissions to year four primary will be issued every year between 2021 and 2023 and it is necessary to apply every year.
- 17.8 These Admission Regulations apply for entry in the coming scholastic year. It is possible that in the future they might be changed. It is possible that the situation in schools may change in the future. Therefore it is not guaranteed that present opportunities will also be available in the future. Opportunities may remain constant, they may decrease or increase.**
- 17.9 Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
- 17.10 The Maltese language version prevails in case of discrepancies between the Maltese and English language versions of these Regulations.**