

## **Regulations for Admission into Church Schools, Malta Form 1 2022-2023 Applicants born in 2011**

### **ADMISSIONS CRITERIA**

#### **1. CRITERIA 1:**

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

- b. Church School Employees or Employees of the Secretariat for Catholic Education may register their children 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 and vice versa, employees at the Sacred Heart College may register their sons at The Archbishop's Seminary. 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 children 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*.

Children 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 Paragraph. 1.6).

**Boys:** De La Salle, St. Albert the Great College, St. Aloysius College, St. Augustine, St. Dominic Savio, St. Elias, St. Michael, St. Paul's Missionary College, Stella Maris College Gżira, and the Archbishop's Seminary. Employees at the Sacred Heart College may register their sons at the Archbishop's Seminary.

**Girls:** Our Lady Immaculate Ħamrun, St Albert the Great College, St. Dorothy Żebbuġ, St. Dorothy Sliema, St. Francis Sliema, St. Jeanne Antide College Primary School Gudja, St. Jeanne Antide College Immaculate Conception Secondary Tarxien, St. Joseph Blata I-Bajda, St. Joseph Paola, St. Joseph Sliema, St. Monica Birkirkara, St. Monica Gżira, St. Monica Mosta, and the Sacred Heart College St. Julians. Employees at the Archbishop's Seminary may register their daughters at the Sacred Heart College.

- ċ. Children whose siblings are attending a Church School during scholastic year 2021-2022** may be registered in the same school as their sibling/s or in a school of the same religious entity. This is not applicable to the siblings of Sixth Form students at St. Aloysius College Birkirkara. 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 and vice versa, boys whose sisters attend the Sacred Heart College may be registered at The Archbishop's Seminary.

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.

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

- d. **Children attending a Church School who wish to be transferred to another Church School** of the same religious entity. This applies between De la Salle and Stella Maris College, Gżira; and St Joseph schools.
- 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.
- f. **Year 6 pupils of Church Schools without Continuity.** These pupils participate in the Choice of School Ballot.
- g. **Children 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 a church 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 children of Employees who work in Church Schools and for children 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 Form 1 / Year 7 and when the children are not in schools without continuity.

Criterion 1g also applies to the same children of Employees mentioned in the previous paragraph where there are classes in Form 1 / Year 7 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.

The Secondary School of St Aloysius College is receiving many applications from siblings and children of employees of their own school. Therefore, it will not accept children of employees in another school and the remaining available places will be offered to other applicants (Criteria 3).

Hence Children of employees in another school may choose a school from those mentioned in paragraph 6 excluding St Aloysius College.

**Parents who wish to include St Aloysius College along with the other schools need to apply as Other Applicants.**

**For children of employees in another school one is to choose if to apply under Criterion 1g and participate in the Choice of School Ballot but with restricted choice of schools, or apply under Criterion 3 Other Applicants and take part in the Participation Ballot. If the latter proceed to the Choice of School Ballot, they would make their choice by rank order from all the schools.**

- 1.1 Criteria 1a–1g are hierarchically structured: children from Church Homes are admitted first, followed by children of employees in the same school, then Siblings, those requesting a transfer, children from Church Schools without Continuity, and then the children 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, children from Church Homes are admitted first followed by children of employees in the same school, then the applicants whose siblings are going to be in the same Church school, then 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 If the number of vacant places is sufficient to cater also for all the children of Church Schools without Continuity but not for all the children of employees in another school, a ballot takes place for the children of these employees. The applicants who rank first will be able to take part in the Choice of School Ballot together with children from Church Schools without Continuity. If the number of vacant places is not enough for all the children from Church Schools without Continuity, the Choice of School Ballot will be held for applicants of this criterion only.

- 1.4 Children from Church Schools without Continuity and the children of employees in another school participate in the Choice of School Ballot together with Other Applicants of Criterion 3.
- 1.5 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)
- 1.6 Initially some schools cannot offer placements i.e schools which feature a 0 in the 'Number of Places' column of Table in Paragraph 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.
- 1.7 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 Asylum Seekers 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 2022-2023 – Serious Cases* and *Church Schools Entry 2022-2023 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 children from Church Homes, children of employees in the same school, siblings, transfers, exempted from attendance, children from Church Schools without Continuity, and children of employees in another school.
  - **Serious cases of Criteria 3** i.e. Serious cases of Other Applicants.
- 2.3 **Children who need the assistance of an L.S.E.** – This Criterion includes children 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 Children 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 s / 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 Applicants 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 enrollment in the Church School.
- 2.8 **Social Cases.** Children under *Care Order* fall in this category. The category does not cover cases which are presented with only one of the following reasons: children of unmarried mothers; separation in marriage; adoption; fostering. Also see Criteria 1c regarding adopted and fostered children.
- 2.9 **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.
- 2.10 Asylum seekers who need the assistance of an L.S.E. as described in Paragraph 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 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 is done by giving the child who ranks low during the ballot, the same ballot number of the sibling who ranked higher.

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. This also applies for Girls.

- 3.2 Should the number of total applicants from Church Schools without Continuity and 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 (children 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 Paragraph 17.5. There are instances where the Application under Criteria 3 does not apply (see paragraph 4.7 and 4.8).
- 4.2 Those applying under Criteria 1b (children of employees in the same school) cannot apply under Criteria 1g (children 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. Another exception for this criteria applies when a parent is applying for a school which has no vacant places in this level. Example: a parent who works at St Augustine and has a son for Form 1 or a parent who works at St Joseph and has a daughter for Form 1.
- 4.3 Applicants under the Criterion of Exemption from attendance (Crit. 1e) may also apply under the Criterion of Other Applicants (Crit. 3).
- 4.4 Applicants under the Criterion of Schools without Continuity (Crit. 1f) are not to apply also as Other Applicants (Crit. 3) because they will participate in the Choice of School Ballot.
- 4.5 Applicants under the Criterion of children of employees in another school (Crit. 1g) have to choose to either apply under Criterion 1g and participate in the Choice of School Ballot or apply under Criterion 3 Other Applicants and take part in the Participation Ballot.

- 4.6 The situation might present itself whereby an applicant would be able to submit an application both under the Criterion of children 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).
- 4.7 The situation might present itself whereby an applicant would be able to submit an application both under the Criterion of children of employees in the same school (Crit. 1b) and also under the Criterion of Schools without Continuity (Crit. 1f). In this case one is not to apply also under Other Applicants (Crit. 3) because through the Criterion of Schools without Continuity one would already be participating in the Choice of School Ballot.
- 4.8 The situation might present itself whereby an applicant would be able to submit an application both under the Siblings' Criterion (Crit. 1c) and also under the Criterion of Schools without Continuity (Crit. 1f). In this case one is not to apply also under Other Applicants (Crit. 3) because through the Criterion of Schools without Continuity one would already be participating in the Choice of School Ballot.
- 4.9 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 (Paragraph 3 and 10).
- 4.10 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 Paragraph 10.5.
- 4.11 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 2011 and are currently in Year 6 Primary.**
- 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 Paragraph. 17.5, not later than fifteen days from application dates. The Church Schools Admissions Board decides if the exemption request should be granted.

## 6. THE SCHOOLS WHICH ACCEPT CHILDREN IN FORM ONE ARE:

| <b>GIRLS' SCHOOLS</b>  | <b>Locality</b> | <b>Mainstream Places</b> | <b>Serious Cases</b> |
|--|-----------------|--------------------------|----------------------|
| Sacred Heart College   | St. Julians     | 28                       | 1                    |
| St. Jeanne Antide College<br>Immaculate Conception Secondary | Tarxien         | 0                        | 0                    |
| Our Lady Immaculate  | Ħamrun          | 24                       | 0                    |
| St. Dorothy  | Żebbuġ          | 0                        | 0                    |
| St. Francis  | Sliema          | 0                        | 0                    |
| St. Joseph   | Blata l-Bajda   | 0                        | 0                    |
| St. Joseph   | Paola           | 0                        | 0                    |
| St. Joseph   | Sliema          | 0                        | 0                    |
| St. Monica   | Gzira           | 22                       | 2                    |
| St. Monica   | Birkirkara      | 0                        | 0                    |
| <b>Total Girls</b>   |                 | <b>74</b>                | <b>3</b>             |

| <b>BOYS' SCHOOLS</b>          | <b>Locality</b> | <b>Mainstream Places</b> | <b>Serious Cases</b> |
|-------------------------------|-----------------|--------------------------|----------------------|
| De La Salle                   | Cottonera       | 15                       | 1                    |
| St. Aloysius                  | Birkirkara      | 31                       | 8                    |
| St. Augustine                 | Pietà           | 0                        | 0                    |
| St. Dominic Savio             | Dingli          | 42                       | 6                    |
| St. Elias                     | St. Venera      | 43                       | 5                    |
| St. Michael                   | St. Venera      | 63                       | 9                    |
| St. Paul's Missionary College | Rabat           | 0                        | 0                    |
| Stella Maris College          | Gzira           | 17                       | 2                    |
| The Seminary                  | Rabat           | 0                        | 0                    |
| <b>Total Boys</b>             |                 | <b>211</b>               | <b>31</b>            |

| <b>SCHOOLS<br/>BOYS AND GIRLS</b> | <b>Locality</b> | <b>Boys</b>              |                      | <b>Girls</b>             |                      |
|-----------------------------------|-----------------|--------------------------|----------------------|--------------------------|----------------------|
|                                   |                 | <b>Mainstream Places</b> | <b>Serious Cases</b> | <b>Mainstream Places</b> | <b>Serious Cases</b> |
| St. Albert                        | Valletta        | <b>10</b>                | <b>1</b>             | <b>12</b>                | <b>2</b>             |

6.1 The total vacancies for girls in mainstream is **86**. The total vacancies for girls under serious cases is **5**. The total vacancies for girls in mainstream and under serious cases is **91**. The total vacancies for boys in mainstream is **221**. The total vacancies for boys under serious cases is **32**. The total vacancies for boys in mainstream and under serious cases is **253**.

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 some schools cannot offer placements because the places are filled by the children who are promoted from Year 6. 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 St. Dominic Savio and St. Paul's Missionary College only accept candidates who present a Catholic or a Christian Baptism certificate

7.3 St. Augustine College, Archbishop's Seminary, Our Lady Immaculate Hamrun, St Dorothy Żebbuġ and Sliema, St. Monica B'Kara, Gżira and Mosta, and Sacred Heart College accept applicants who present a Baptism certificate of the Catholic or a Christian Church.

7.4 The other schools accept Catholics, Christians and Others.

## **8. INFORMATION & DOCUMENTATION REQUIRED FOR THE APPLICATION:**

### **8.1 Online applicants are required to provide the following information:**

Child's name and surname; Child's ID card number; Child's Date of Birth; Child's Gender; Address, Locality & Post Code; Home Telephone Number; Mother's name and surname; Mother's ID card number; Mother's mobile number; Father's name and surname; Father's ID card number; Father's mobile number; Email address of one of the parents/guardians

### **8.2 Documentation required to be uploaded during the online application.**

- a. Catholics and Christians are to present the Baptism Certificate.
- b. Abstract of the Birth Certificate from the Public Registry.
- c. Foreigners who do not have a Maltese identity card are required to write their passport number and upload a copy of their passport details instead of the identity card.
- d. A photo of the applicant.
- e. 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.
- f. 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 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.

- g. 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:**

#### **għ. 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)

**h. 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.**
- **Those who apply under the criteria for employees, siblings, transfer and schools without continuity are requested to give the necessary information according to the criteria they are applying under. All this information will be verified with the schools and the Secretariat accordingly.**

**9.2 APPLICATIONS CRITERIA 1**

Applications of the following Criteria: Children from Church Homes, children of employees in the same school, Siblings, Transfers, children from Church Schools without Continuity, and children of employees in another school (Paragraph 1a-1g), are filled:

- online on <https://church.mt/applications> from Tuesday 23<sup>rd</sup> November to Thursday 2nd December 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

Application forms are not downloaded or collected beforehand.  
Documents referred to in Paragraph 8 are required.

**9.3 LATE APPLICATIONS OF CRITERIA 1**

- online on <https://church.mt/applications> from Thursday 9<sup>th</sup> December to Wednesday 15 December, 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. APPLICATIONS CRITERIA 3 OTHER APPLICANTS (Paragraph 3):**

- online on <https://church.mt/applications> from Tuesday 1<sup>st</sup> February to Monday 14 February, 2022
- 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

Application forms are not downloaded or collected beforehand.  
Documents referred to in Paragraph. 8 are required.

**10.1 LATE APPLICATIONS CRITERIA 3 OTHER APPLICANTS (Paragraph 3):**

- online on <https://church.mt/applications> from Tuesday 22 February to Monday 28 February, 2022
- 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 Paragraph 17.5 should they not receive an acknowledgement by Friday, 14 January 2022.

Parents / guardians who submit an application online for Criteria 3, including Serious Cases Criteria 3, are to contact Admissions Office as per instructions in Paragraph. 17.5 should they not receive an acknowledgement by Monday, 21 March 2022.



**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 enrollment.

**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 sessions 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 – BOYS AND GIRLS Thursday, 7<sup>th</sup> April 2022**

**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 (Paragraph 3)** and it ranks all the applicants. Separate Rank Orders, one for boys the other for girls, will be established by two Participation Ballots.

**13.2** The drawing of the Participation Ballot will be transmitted live on [www.church.mt](http://www.church.mt) on Thursday, 7th April 2022. The ballot for **BOYS** will start at 9:30 a.m. and that for **GIRLS** at 11:00 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 (Paragraph.1b), siblings, transfers, children who resume school who had been exempted from attendance, Year 6 pupils of Church Schools without Continuity, and children of employees in another school (Paragraph. 1g), (Paragraph. 1a-1g), and siblings who are applying for the same year of entry (twins) or other years of entry (Paragraph. 3.1), is deducted from the total number of places available in all of the schools together (Paragraph. 6, boys = **221**, girls **86**)

**14. CHOICE OF SCHOOL BALLOT - BOYS & GIRLS : Wednesday, 13<sup>th</sup> April 2022**

**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: Year 6 pupils of Church Schools without Continuity (Paragraph 1f) and children of employees in another school (Paragraph 1g), and Other Applicants (Paragraph 3) as determined by the Participation Ballot (Paragraph 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 (Paragraph. 1a-1d), and siblings who are applying for the same year of entry (twins) or other years of entry (Paragraph. 3.1) is

deducted from the total number of places available in all of the schools together (boys = **221**, girls = **86**, Paragraph 6).

**14.4** The drawing of the Choice of School Ballot will be transmitted live on [www.church.mt](http://www.church.mt) on Wednesday, 13th April 2022. The ballot for **BOYS** will start at 9:30 a.m. and that for **Girls** at 11:00 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 Paragraph 15.5. 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 number, will be published on [www.church.mt](http://www.church.mt)

**15.3** An online meeting will be held with the parents. During this meeting Head of Schools will provide information with regards their school. Information with regards the registration process is also given. This meeting will take place: for Boys **Monday 2<sup>nd</sup> May** and for **Girls Thursday 5<sup>th</sup> May**. Meeting starts at 4:30pm. Link to this meeting will be sent to the parents in the email mentioned in paragraph 15.1

**15.4** 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.

**15.5** School registration for BOYS will be held on **Tuesday 3<sup>rd</sup> May 2022** and start at 9:30 a.m.

School registration for GIRLS will be held on **Friday 6<sup>th</sup> May 2022** and start at 9:30 a.m.

**15.6** 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.

**15.7** 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.

**15.8** Parents who opt not to send their child to a Church School will be registered as No Choice.

**15.9** After the school registration session, the process continues through emails.

**15.10** 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 son / daughter, without losing their place on the rank order as established by the Choice of School Ballot Paragraph 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 Paragraph 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 2023 for admission in first year secondary school for scholastic year 2022-2023.

## 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 Schools request that they receive a copy of the result for Year 6 Primary.  
It is obligatory that applicants who choose one of the following schools take the national end-of-primary-education examination, the Benchmark Examination, unless they are exempted by the Education Authorities:  
St. Augustine College, St. Dominic Savio, St. Michael School, St. Paul's Missionary College, The Seminary, Our Lady Immaculate, and the Sacred Heart College.  
A copy of the result is to be passed to the School where the applicant is enrolled and authorisation is to be given to the Education Authorities to pass this information to the school. Failure to do so will result in forfeiture of the place on the school register.
- 17.4 **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 Paragraph 8e.**
- 17.5 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)
- 17.6 Anyone who does not receive a reply as indicated in these Regulations within a week of the relevant date should contact the Board.
- 17.7 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. 25906306/9, email: [charles.mallia@maltadiocese.org](mailto:charles.mallia@maltadiocese.org)
- 17.8 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.
- 17.9 **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.**
- 17.10 **Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
- 17.11 **The Maltese language version prevails in case of discrepancies between the Maltese and English language versions of these Regulations.**

