

Regulations for Admission into Church Schools, Malta Kindergarten 1 - 2022-2023 Applicants born in 2019

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. 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:

Boys and Girls: St. Albert the Great, St. Angela Lija, Msida, Rabat, Żabbar; St. Francis B’Kara, Cospicua, Msida, San Ġwann, Sliema and St Lucija; Theresa Nuzzo Hamrun and Marsa.

- c. 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.**

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. Children attending a Church School who wish to be transferred to another Church School of the same religious entity. This criterion is not applicable at this level of entry as applicants would not be attending a Church School.**

- 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.

- 1.1** Criteria 1a–1e are hierarchically structured: children from Church Homes are admitted first, then children of employees in the same school, and then siblings.

- 1.2** Applicants under Criteria 1a-1c 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 Kinder school, and then applicants whose siblings are going to be in a school of the same religious entity. 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. Applicants under the Siblings Criterion may choose another school of the same religious entity when there is no place in the other sibling’s school. Others participate in the Choice of School Ballot.

- 1.3** For the sake of transparency, the lists of names and criteria of applicants by school are published on www.church.mt

1.4 During the School Registration process a vacancy may arise in a school for which applicants under Criteria 1a-1c had not been awarded a place. In this case, such a vacancy will be offered according to the criteria hierarchy and relevant rank order resulting from the relevant ballot.
If a vacancy arises for which one of Criteria 1a-1c 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

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.

4. SUBMISSION OF MORE THAN ONE APPLICATION

4.1 The Application under Criteria 1b (children of employees in the same school), Criteria 1c (siblings) 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 15.4.

4.2 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.

4.3 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 2019.

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

5.2 Children need to be toilet trained before starting school. Exemption may be made for children with a statement of needs.

6. THE SCHOOLS WHICH ACCEPT CHILDREN IN KINDER ONE ARE:

SCHOOLS BOYS AND GIRLS:	Locality	Boys		Girls	
		Mainstream Places	Serious Cases	Mainstream Places	Serious Cases
St. Albert	Fgura	10	2	11	1
St. Angela	Lija	5	1	5	1
St. Angela	Msida	5	1	5	1
St. Angela	Rabat	10	2	10	2
St. Angela	Żabbar	5	1	5	1
St. Francis	Birkirkara	11	1	11	1
St. Francis	Msida	5	1	5	1
St. Francis	San Gwann	5	1	5	1
St. Francis	Santa Luċija	6	0	5	1
Theresa Nuzzo	Ħamrun	10	2	11	1
Total Boys and Girls		72	12	73	11

- 6.1 The total vacancies for girls in mainstream is **73**. The total vacancies for girls under serious cases is **11**. The total vacancies for girls in mainstream and under serious cases is **84**. The total vacancies for boys in mainstream is **72**. The total vacancies for boys under serious cases is **12**. The total vacancies for boys in mainstream and under serious cases is **84**.
- 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 If necessary, the number of boys or girls may vary but not the total number of entrants. St. Angela Kinders reserve the right to admit children who may be residing in the same Church Home before the beginning of the scholastic year.
- 6.4 It could result that the classes go up to 13 students per class. This depends if there are any students with a full-time one to one support or not. In this case, the availability is offered according to the criteria and the rank order established during the ballots. This information is given after the 1st week of September.

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. Angela Lija, Msida, Rabat u Żabbar accept applicants who present a Catholic or a Christian Baptism certificate
- 7.3 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.

- Catholics and Christians are to present the Baptism Certificate.
- Abstract of the Birth Certificate from the Public Registry.
- 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. 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 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

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 and siblings, 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, and Siblings (Paragraph. 1a-1c), are filled:

- online on <https://church.mt/applications> from Tuesday 23 November to Thursday 2 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 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 (Paragraph 1c) and also as Other Applicants (Paragraphs 3 and 10) 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 also applies to applicants under the Criterion of children of employees in the same school.

9.4 Applicants referred to in Paragraph 9.3 will be asked to make their final choice of school on the School Registration day (Paragraph 13.5).

9.5 LATE APPLICATIONS OF CRITERIA 1

- online on <https://church.mt/applications> from Thursday 9 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 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 15.4 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 15.4 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

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. CHOICE OF SCHOOL BALLOT - Tuesday, 24th May 2022

12.1 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 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.

12.2 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.

12.3 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.

12.4 The total number of vacant places will be published on the day of the choice of school ballot. Other Applicants (Paragraph 3) will participate in the **Choice of School Ballot**. The Rank Order established by the Choice of School Ballots will also be used as the general *waiting list*.

- 12.5** 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 (Paragraph 1a-1c), 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 = **72**, girls = **73** Paragraph 6).
- 12.6** The drawing of the Choice of School Ballot will be transmitted live on www.church.mt on Tuesday 24th May 2022. The ballot for **BOYS** will start at 9:30 a.m. and that for **Girls** at 12:30 p.m.
- 12.7** The Rank Order established by the Choice of School Ballot will be published on the Curia Website www.church.mt The application number, name and surname and the respective placing on the Rank Order will be published.

13. SCHOOL REGISTRATION

- 13.1** **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 13.5. They will also be informed about the number of vacancies available in each school. **No information will be given over the phone.**
- 13.2** A list with the names of those taking part in the school registration, in rank order number, will be published on www.church.mt
- 13.3** 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 and Girls **Thursday 2nd June**. Meeting starts at 4:30pm. Link to this meeting will be sent to the parents in the email mentioned in paragraph 13.1
- 13.4** The school registration will be transmitted live on 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.
- 13.5** School registration for **BOYS** will be held on **Friday 3rd June 2022** and start at 11:00 a.m.
School registration for **GIRLS** will be held on **Friday 3rd June 2022** and start at 12:00 p.m.
- 13.6** 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.
- 13.7** 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.
- 13.8** Parents who opt not to send their child to a Church School will be registered as No Choice.
- 13.9** After the school registration process, the process continues through emails.
- 13.10** 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'.

14. WAITING LIST

- 14.1** 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 12.3.
- 14.2** 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.

- 14.3 The parents' preferences make-up the waiting list. This waiting list will be published on 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.
- 14.4 The preference form can be revised only once. It will start counting once the new waiting list is published.
- 14.5 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.
- 14.6 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 kinder one for scholastic year 2022-2023.
- 15. OTHER INFORMATION**
- 15.1 Children registered in a Church school are obliged to attend regularly the school which they registered in, from the beginning of the scholastic year.
- 15.2 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.
- 15.3 **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 Paragraph. 8d.**
- 15.4 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
- 15.5 Anyone who does not receive a reply as indicated in these Regulations within a week of the relevant date should contact the Board.
- 15.6 Investigation of infringement of these Regulations follows the Infringement Procedures published on 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 published on the website above 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
- 15.7 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.
- 15.8 **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.**
- 15.9 **Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
- 15.10 **The Maltese language version prevails in case of discrepancies between the Maltese and English language versions of these Regulations.**