



**Maltese Episcopal Conference**  
**Secretariat for Catholic Education**

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

- 1. Entry Criteria** into Church Schools follows a set of criteria as stated below.  
Applicants who fall under the first criterion 1a, are the first to have a place within a Church School. These are followed by those who fall under criterion 1b etc.  
  
There are similarities and differences in the applications for entry to Kinder 1 and Form 1. Some criteria apply at both levels, for example, 1b, 1c and 1d. Other criteria do not apply at Kinder 1, for example Criterion 1a, while others do not apply at entry to Form 1, for example, criteria 1f and 1g. There are some other differences.  
  
Applicants under Criteria 1a, 1b, 1c, 1d, and 1e who have a 'Statement of Needs' and require the assistance of an LSE or are in the process of applying for such a statement, must present the 'Statement of Needs' document and / or other relevant documentation, such as educational psychologist / medical reports, at application stage. Failure to present the 'Statement of Needs' and / or other relevant documents at application stage will result in the application being invalid.  
  
Applications of students who require support of an LSE are accepted provided there are places available. Those who shall be accepted first are those under Criterion 1a (Children in Year 6); then those under Criterion 1b (Children of Church School employees); then those under Criterion 1c (siblings in the same school) and these are followed by those under Criterion 1d (Children of Secretariat for Catholic Education employees). A ballot may be drawn where necessary.
- 1a. Children in Year 6 church schools Gozo.**
- 1b. Children of employees in a church school in Gozo.** The parent should at least have been in post for one year from the beginning of the next scholastic year and must still be *full-time* employed with the school at the beginning of the next scholastic year.
- 1c. Siblings in the same school.** Children whose siblings are attending a Church School during scholastic year 2021-2022 may be registered in the same school as their sibling/s.  
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. The siblings' criterion includes the children adopted or in foster care by the family, as siblings within the same family. In such cases, one is to present the relevant documents.
- 1d. Children of employees of the Secretariat for Catholic Education.**
- 1e. Social cases and Asylum Seeker cases.**  
Children under a care order fall within this category. Those who do not qualify for entry under this category are those who present one of the following as their sole claim: children of unmarried mothers; children from separated families; children who are adopted; children who are being fostered.

Children who themselves or their parents sought asylum when they came to Malta may be considered under this criterion.

When one applies under this criterion, a letter of explanation and relevant documents need to be uploaded. These applications are accepted according to availability.

**2. Other Applicants:** The number of places available to be filled by Other Applicants for boys at the Sacred Heart Minor Seminary and for girls at the Bishop’s Conservatory Secondary School will be established after all applications received under Criteria 1a-1e are deducted. A ballot shall be drawn amongst other applicants to fill these remaining places.

**2.1 Other Applicants who have a Statement of Needs and require the support of an LSE or are in the process of applying for such support.** If it is possible students in this Category are accepted. For more information refer to Paragraph 5.3.

**2.2** Amongst ‘Other Applicants’ there may be siblings who are applying for the same year (twins, triplets or siblings born in the same year). If one of the names of the siblings is drawn in the ballot, the other sibling/s will qualify automatically under the siblings criterion. This applies to siblings of the same sex and as long as there are available places.

**3. Year of Birth:** Eligible applicants are those born in 2011. The Board will consider requests for exemptions from this Regulation in the light of specific reasons, namely students who have repeated Year 6 in primary school. These requests, together with relevant documents are to be sent by email to gozo.admissions@maltadiocese.org by not later than 15 days after the application.. The Church Schools Admissions Board decides if the exemption request should be granted and communicates the decision to the parents.

**4. Church Secondary Schools in Gozo and places available**

Gender	School	Locality	Contact Numbers	Number of places available
Boys	Sacred Heart Minor Seminary	Victoria	21556479	72
Girls	Bishop’s Conservatory Secondary	Victoria	79560277/ 21560277	72

**5. Process**

**5.1** The first applications to be received are those under Criteria 1a-1e.

**5.2** The first set of applicants to be offered a place are those of Criterion 1a, then 1b, etc. When there are more applicants than available places for a particular criterion, a ballot is drawn to determine who shall be offered a place within that school. For example: If there are more applicants applying under the Siblings Criterion (1c) than there are places available, a ballot is drawn between them. Those remaining out because of this ballot are included with the ‘Other Applicants’ Criterion.

**5.3** The Serious Cases Commission will evaluate and decide upon all serious cases applications. Serious cases include statemented students, students in the process of being statemented, social cases and asylum seekers. The Commission will determine how many applications can be accepted.

The applications will be sorted under these groups: Applicants requiring an LSE 1-1; Applicants requiring 'shared support'; those who are in the process of being statemented; those applying as social cases and cases as Asylum Seekers.

A ballot is held for each group. Places are filled according to availability. Those who cannot register in a school will remain on the waiting list.

- 5.4 A list with the names of applicants and the name of the school they have been registered in is published on [www.church.mt](http://www.church.mt). The remaining number of places available in each school is also published.
- 5.5 Following this process another call for applications is issued to fill the remaining places according to the 2<sup>nd</sup> Criterion.
- 5.6 The names of all applicants are published.
- 5.7 If it is required an online ballot is drawn and the list of applicants is published in a rank order according to the ballot results.
- 5.8 Parents of applicants offered a place at a secondary school will be asked to confirm their intention to register their son/daughter in the school.

## 6. Applications

6.1 Applications for admissions into Gozo Church Schools are received online.

### 6.2 Applications are according to the Criteria 1a-1e:

Children attending Year 6 in a Primary Church School in Gozo;

Children of Church School employees;

Siblings of Students attending the same Secondary school;

Children of employees of the Secretariat for Catholic education;

Social Cases and Asylum Seekers.

These applications shall be available online on <https://church.mt/gozoapplications> from Tuesday, 23<sup>rd</sup> November till Thursday, 2<sup>nd</sup> December 2021.

- 6.3 Those who require assistance to apply online may phone 7999 0271 between 8:00am and 2:00pm on the days when applications are open, that is, from Tuesday, 23<sup>rd</sup> November till Thursday, 2<sup>nd</sup> December 2021.
- 6.4 Anyone who applies under the 1<sup>st</sup> Criteria, as indicated above, and does not receive an acknowledgement for his/her application by Friday 14<sup>th</sup> January 2022, is to contact the Admissions Board as indicated in Paragraph 11.4
- 6.5 Online applications for Other Applicants (2<sup>nd</sup> Criterion) shall be open on <https://church.mt/gozoapplications> from Tuesday, 1<sup>st</sup> February till Monday, 14<sup>th</sup> February 2022.
- 6.6 Those who require assistance to apply online may phone 7999 0271 between 8:00am and 2:00pm on the days when applications are open, that is, from Tuesday, 1<sup>st</sup> February till Monday, 14<sup>th</sup> February 2022.
- 6.7 Anyone who applies under the 2<sup>nd</sup> Criterion and does not receive an acknowledgement for his/her application by Monday 21<sup>st</sup> March 2022, is to contact the Admissions Board as indicated in Paragraph 11.4.
- 6.8 Only one application per child must be completed. In the case of twins, triplets/siblings born within the same year, a separate application needs to be filled in for each child.

- 6.9** In the case of siblings born in the same year, the siblings may be registered in the same school if there are places available. The sibling who is drawn last in the ballot is given the same ranking as the sibling drawn first. For this to be possible, it is important that the name of the other sibling is declared on each of the siblings' applications. Failure to do so will result in the sibling criterion not being applied.
- 6.10** An online payment of 20 Euro is to be made per application to cover administrative costs.
- 7. Other information and Documentation Required when Applying**
- 7.1** When applying one needs to provide the following information:  
Child's Name and Surname; Child's Identity Card number; Child's Date of Birth; Child's Gender, Address, Locality and Postal Code; Home Telephone number; Mother's Name and Surname, Mother's Identity Card Number; Mother's Mobile Number; Father's Name and Surname; Father's Identity Card Number; Father's Mobile Number; Email Address of Mother or Father.
- 7.2** When applying, the following document needs to be uploaded:  
Child's Birth Certificate issued by the Public Registry.
- 7.3** While applying parents or guardians will be asked to agree to 'The Declaration regarding 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.
- 7.4 Information required according to Application Criteria**
- 7.5** When applying under the Children in Year 6 Church Primary School Criterion (1a), the name of the Church Primary School the child attends needs to be stated. This information will be verified with the Primary School concerned.
- 7.6** When applying under the Children of Employees' Criterion (1b), the name of the school where the parent works is to be indicated. If the parent is employed by the Secretariat for Catholic Education, this is to be indicated. This information shall be verified with the school and with the Secretariat for Catholic Education.
- 7.7** When applying under the Siblings Criterion (1c), the name of the school where the sibling attends is to be indicated. This information shall be verified with the school. The Birth Certificate (issued by the Public Registry) of the other sibling/s already attending the Church School is to be uploaded.
- 7.8** When applying under the Criterion (1e) 'Social Cases' and 'Asylum Seekers Cases', or when applying on behalf of a child who requires LSE support, supporting evidence and other relevant documentation is to be uploaded.
- 7.9** In the case of separated parents, the legal document indicating the custody of the child needs to be uploaded. In cases where the Courts have decided that the care and custody is joint and both parents have legal rights regarding the education of their child, both parents need to indicate their consent. In such cases the relative and most recent document that defines the child's custody and educational responsibility is to be presented.
- 7.10** In the case of half siblings, the legal documents related to the custody of the siblings, together with the birth certificates of the siblings and a copy of the identity cards of the parents are to be uploaded.

## **8 Ballot**

- 8.1** An online ballot shall be drawn on **Thursday, 24<sup>th</sup> March 2022**, at 11:00 a.m. The ballot shall be streamed live on [www.church.mt](http://www.church.mt)
  - 8.2** The rank order established by the Ballot shall be published online on <http://www.church.mt>
  - 8.3** Following the ballot, the registration process shall continue through emails.
  - 8.4** The registration with the school shall proceed until all vacant places are filled. A list with the names of applicants and their choices is published.
- 9. Choice of School.** Boys are registered at the Sacred Heart Minor Seminary and girls are registered at the Bishop's Conservatory Secondary School.

## **10. Waiting List**

- 10.1** Once the vacant places in the schools have been filled, the remaining applicants shall be placed on a waiting list according to the ballot rank order. If a vacancy arises till the end of August 2023, the first person on the waiting list will be offered the place.

## **11. Other information**

- 11.1** Parents who choose to enroll their children in a Church School are agreeing that their children shall follow the Catholic School *ethos*. No other subject will be offered instead of Catholic Religious Knowledge as an academic subject.
- 11.2** Students registered in a Church school are obliged to attend the school regularly as from the beginning of the scholastic year.
- 11.3** All information parents provide to the Church Schools Admissions Board in relation to oneself or one's child which according to the Data Protection Act 2018 is considered as 'Personal Data', will be processed only in accordance with the said Act. More information on Data Protection can be found on [www.church.mt](http://www.church.mt)
- 11.4** The Church Schools Admissions Board may be contacted either by email: [gozoadmissions@maltadiocese.org](mailto:gozoadmissions@maltadiocese.org) or by phone on 2590 6306/9 or 7799 0271.
- 11.5** These Admissions Regulations apply for entry in the coming scholastic year 2022-2023. 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.
- 11.6 Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
- 11.7** 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:2779 0060. E-mail: [charles.mallia@maltadiocese.org](mailto:charles.mallia@maltadiocese.org)
- 11.8 The Maltese language version prevails in case of discrepancies between the Maltese and English language versions of these Regulations.**