



Maltese Episcopal Conference
Secretariat for Catholic Education

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

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.

Children who require the support of a Learning Support Educator, (LSE) are accepted along with other children according to each criterion. Children who have already been statemented and need the assistance of a 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 any documents available at application stage may result in an application being invalid.
- 1a **Children in Year 6 church schools Gozo.** This criterion does not apply for entry into Kinder 1. It applies for entry into Form 1 Church Schools.
- 1b **Children of employees in the same school.** Church School Employees may register their children in the same school where the parent works. 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 and children of employees of The Bishop's Conservatory Secondary School and The Sacred Heart Minor Seminary** have a right to register their children in one of the schools mentioned in 4.2.
- 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. Each school shall accept 1 child under this criterion. Applicants are to indicate their preferred school. In the case of more than one applicant, a ballot will be drawn.

- 1f **Applications for Laura Vicuna School.** Up to three students who reside in Għasri and who are not eligible to apply under criteria 1a-1e are offered a place at Laura Vicuna School. Should there be more than three eligible applicants, a ballot will be drawn. Those who are not enrolled under this criterion are included with the Other Applicants criterion.
- 1g **Applications for St Francis School Nadur.** Parents who would like their children to attend St. Francis Nadur are reminded that students attending this Kindergarten have no right to proceed to any Church school primary or secondary automatically. Those who apply under this criterion are also included with the Other Applicants criterion.
2. **Other Applicants:** A ballot shall be drawn amongst all other applicants to fill remaining places in church schools.
- 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 can apply as per paragraph 1.
- 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, as long as there are vacant places.
3. **Year of Birth:** Eligible applicants are those born in 2019. The Admissions Board will consider requests for exemptions from this Regulation in the light of specific reasons. 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.
- 3.1 Children need to be toilet trained before starting kindergarten. Exemption may be made for children with special needs.
4. **Schools and places available**
- 4.1 The maximum number of girls and boys admitted into kinder 1 in the Gozo Church Schools is 96, distributed equally (24 students in each) between the four schools as indicated in 4.2 below. An additional 12 places are available at St Francis Nadur Kindergarten.
- 4.2 The schools which accept children at Kinder 1 are the following:
- Bishop's Conservatory Junior School***, Victoria, kinder and primary.
- Laura Vicuna School***, belonging to the Salesian Sisters, kinder in Victoria and primary in Għasri

Saint Francis School Victoria, belonging to the Franciscan Sisters, kinder and primary in Victoria. Children who are accepted at Kinder 1 in Saint Francis Victoria may attend kindergarten at St Francis Nadur with the possibility of continuing their primary education at St Francis Victoria.

Saint Theresa School, belonging to the Carmelite Sisters, kinder and primary in Kercem.

St Francis Nadur, belonging to the Franciscan Sisters is a Kindergarten only.

4.3 Children who are accepted in Kinder 1 at *Bishops's Conservatory Junior School, Laura Vicuna School, Saint Francis School Victoria* and *Saint Theresa School*, have a right to proceed with their primary education at the same school and at the end of year 6, they may proceed to complete their secondary education at the Bishop's Conservatory Secondary School if they are girls and at the Sacred Heart Minor Seminary if they are boys.

4.4 Students who are admitted in Kinder 1 at St Francis Nadur may proceed to kinder 2 but have no right to continue their primary education at St Francis Victoria or any other primary or secondary Church school.

Applicants who have chosen St Francis Nadur through the ballot may register in another kindergarten if a vacancy arises. Vacant places will be offered according to the Ballot Rank Order.

If, by the end of May there are remaining places at St Francis Nadur, these places shall be offered on a first come first served basis. Interested parents are to send an email to srfrancesca.abela@stfrancisvct.edu.mt or apply in person at St Francis Nadur Kindergarten.

5. **Process**

5.1 The first applications to be received are those under Criteria 1b-1g.

5.2 The first set of applicants to be offered a place are those of criterion 1b, and then criterion 1c 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) for a particular school 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 A list with the names of applicants and the name of the school they have been registered in is published on www.church.mt. The remaining number of places available in each school is also published.

5.4 Following this process another call for applications is issued to fill the remaining places according to the 2nd Criterion.

5.5 The names of all applicants are published.

5.6 An online ballot is drawn, and the list of applicants is published in rank order.

5.7 On another date, the choice of school is held online. During this session, according to their rank order, applicants choose a school which has vacant places. The

1st applicant in the rank order chooses first, followed by the applicant ranked 2nd, and so on.

6. **Applications**

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

6.2 **Applications are according to the Criteria 1b-1g:**

Children of employees of the same school;

Siblings of the same primary school;

Children of employees of the Secretariat for Catholic education, Bishop's Conservatory Secondary School and Sacred Heart Minor Seminary;

Social Cases and Asylum Seekers;

Children Residing in Għasri;

Applicants for St Francis Nadur.

These applications shall be available online on :

<https://church.mt/gozoapplications> from Tuesday, 23rd November till Thursday, 2nd December 2021.

6.3 Those who require assistance to apply online may phone 7999 0271 between 8:00 am and 2:00 pm on the days when applications are open, that is, from Tuesday, 23rd November till Thursday, 2nd December 2021.

6.4 Anyone who applies under the 1st Criteria, as indicated above, and does not receive an acknowledgement for his/her application by Friday 14th January 2022, is to contact the Admissions Board as indicated in Paragraph 11.4

6.5 **Online applications for 'Other Applicants'** (2nd Criterion) shall be open on <https://church.mt/gozoapplications> from Tuesday, 1st February till Monday, 14th February 2022.

6.6 Those who require assistance to apply online may phone 7999 0271 between 8:00 am and 2:00 pm on the days when applications are open, that is, from Tuesday, 1st February till Monday, 14th February 2022.

6.7 Anyone who applies under the 2nd Criterion and does not receive an acknowledgement for his/her application by Monday 21st March 2022, is to contact the Admissions Board as indicated in Para. 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. Failing to do so the sibling criterion will not be 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. 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.

Information required according to Application Criteria

7.4 When applying under the Children of Employees' Criterion (1b, 1d), the name of the school where the parent works is to be indicated. If the parent is employed by the Secretariat for Catholic Education, it is to be indicated. This information shall be verified with the school and with the Secretariat for Catholic Education.

7.5 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.

7.6 If you reside in Għasri and you are applying according to criterion 1f for a place at Laura Vicuna School, a photocopy of both parents' Identity Cards are to be uploaded.

7.7 When applying under the Criterion (1e) Social Cases or Asylum Seekers, relevant documentation to support one's claim for applying under this Criterion, are to be uploaded.

7.8 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.

7.9 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 parents' identity cards are to be uploaded.

8. **Ballot**

8.1 An online ballot shall be drawn on **Thursday, 24th March 2022**, at 9:30 a.m. The ballot shall be streamed live on www.church.mt

8.2 The rank order established by the Ballot shall be published online on www.church.mt

9. **School Registration**

9.1 On **Tuesday, 29th March 2022** those applicants who took part in the Ballot will make their choice of school according to their rank order. The School Registration shall commence at 9:30 a.m. and it shall be streamed live on www.church.mt

9.2 A preparatory online meeting will be held with the parents. During this meeting Head of Schools will provide information regarding their school. Information with regards the registration process is also given. This meeting will take place on **Monday 28th March** and starts at 4:30 p.m. A link to this meeting together with information about the registration will be sent in an email.

9.3 It is imperative that parents are available to make their Choice of School on the day and time of the live transmission as indicated above. Parents will be contacted by phone, one after the other according to the ballot rank order and will be asked to make their choice of school. It is the parents' responsibility to make themselves available or to authorize someone else to make the choice on their behalf.

9.4 In the eventuality that parents cannot be reached when they are called, the next person on the rank order list shall be contacted. From time to time throughout the process, other attempts shall be made to reach the parent who could not be contacted. A separate mobile number shall be available for such an emergency and these parents may call on 7999 0271. Once contacted these parents will be able to make their choice but will not be able to change choices already made by other parents. If this procedure is not successful, it cannot be interpreted as a shortcoming on the part of the Admissions Board.

9.5 Parents who opt not to send their child to a Church school shall be registered as 'No Choice'.

9.6 Following the choice of school, the registration process continues by email.

9.7 If vacancies remain once the session of the registration process has been concluded, the next applicant/s on the ballot list will eventually be contacted.

10. **Waiting List**

10.1 Once the vacant places in the schools have been filled, the applicants who did not get the possibility to choose the school will remain in the waiting list according to the ballot rank order. If a vacancy arises in a school, the first person on the waiting list will be offered the place. Once a child has been registered in a school, they cannot be placed on the waiting list, except for those who choose St Francis Nadur.

10.2 The waiting list remains valid till the end of the scholastic year, till the end of August 2023.

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 Children 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
- 11.4 The Church Schools Admissions Board may be contacted either by email: 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 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
- 11.8 **The Maltese language version prevails in case of discrepancies between the Maltese and English language versions of these Regulations.**