



Regulations for Transfer of Students between St Francis Schools 2023-2024

1. KINDERGARTEN 2 STUDENTS

- 1.1 After Kindergarten 2, the students attending the kindergartens at St Francis Birkirkara, Msida, San Ġwann and Santa Luċija go to a St Francis primary at Birkirkara, Cospicua or Msida.
- 1.2 Applications are held online, from Tuesday, 25th till Monday, 31st October, 2022. [Click here](#) or go to church.mt/applications to apply. Once the application is submitted, an email is automatically sent with the application number and the information submitted. Another email, with the confirmation of the application will be received by 21st November 2022. In case this is not received, after checking the spam and junk boxes, you may communicate with the Admissions Office as per details hereunder (paragraph 7).
- 1.3 While filling the application, the parents need to put down their preference to which St Francis Primary School they would like their children to go to.
- 1.4 Those applying under the employees' or siblings' criteria are asked to give the information according to the criterion they are applying for. This information will be verified with the school.
- 1.5 A fee of €5 to cover administrative expenses applies for each application. Payment is done online with a VISA card.
- 1.6 For any assistance while filling the online application, one can phone on 2203 9360 from Monday to Friday between 8:00 a.m and 3:00 p.m or the school the student attends.

2 Criteria

- 2.1 First Criterion: **Children in the same school.** This means those students attending at B'Kara will remain at B'Kara and those at Msida will remain at Msida. Students attending St Luċija and San Ġwann need to apply under criterion 2.6, unless they fall under one of the other criteria.
 - 2.2 Second Criterion: **Children of full-time employees in the same school.** Example: employed at B'Kara, their child will be registered at B'Kara; employed at Msida, their child will be registered at Msida; employed at Cospicua, their child will be registered at Cospicua.
 - 2.3 Third Criterion: **Children of full-time employees in another St Francis School.** Example : employed at B'Kara to apply for Msida; employed at Sliema to apply for B'Kara.
 - 2.4 Fourth Criterion: **Children whose sibling will be attending the same school.** Those whose sibling will be attending B'Kara will be registered at B'Kara, those whose siblings will be attending Msida will be registered at Msida and those whose siblings will be attending Cospicua will be registered at Cospicua. This does not apply when the sibling is in Year 6 since the following year, the sibling will be in another school.
 - 2.5 Fifth Criterion: **Children whose siblings will be in another St Francis School or sibling is in Year 6 at St Francis School .**
 - 2.6 Sixth Criterion: **The rest of the students who are in St Francis Kindergarten 2.**
3. The available places for Year 1 Primary at St Francis Schools are:

School	Location	Telephone Number	Boys	Girls
St. Francis	Birkirkara	21442205	28	20
St. Francis	Cospicua	21665410	40	32
St. Francis	Msida	21335513	28	20
Total Boys and Girls			96	72

- 3.1 If there is the need, the number of boys or girls can vary but not the total for each school.

4.0 SCHOOL REGISTRATION AND CRITERIA HEIRARCHY

If everyone can be registered at the school of preference, then the transfer concludes here. If not, the criteria hereunder will apply.

Those who are in the same school will be registered first. (Criterion 2.1).

Children of full-time employees in the same school will be registered second. (Criterion 2.2).

Children of full-time employees in another St Francis school will be registered third. (Criterion 2.3).

Children whose siblings will be attending the same school will be registered fourth (Criterion 2.4). This does not apply for those whose sibling is in Year 6 since the following year they will not be in the same school.

Children whose siblings will be attending another St Francis School or the sibling is in Year 6 will be registered fifth. (Criterion 2.5).

The rest of the students attending St Francis Kindergarten 2 will be registered sixth. (Criterion 2.6).

4.1 Particular Ballots and Common Ballot

If a school is going to be filled and there isn't availability for all the applicants of the following criterion, then a ballot for that particular school is held. Those applicants who applied under this particular criterion will participate in this particular ballot. Those who rank first will be offered the available places.

Those applicants of the criterion who are not offered places, the applicants of the following criteria of the same school and applicants of other schools who are not offered a place will take part in a common ballot. The common ballot will determine the choice of a St Francis school, places permitting.

Explanation: If after the registration of the boys of the first, second and third criteria for B'Kara Primary, 4 places are left vacant for boys and we have 6 boys whose siblings will be at B'Kara, then a ballot is held amongst these applicants. Those who rank first will be offered the available places.

Those applicants who are not offered a place, the applicants of the following criteria and other applicants from other schools who have not been offered a place, will participate in a common ballot to determine the sequence of who will choose first, second, etc. from the other St Francis Schools.

To keep to the same number per class, separate ballots will be held for boys and girls.

Ballots and school registration will be held online on Thursday 15th December 2022 and start at 11:00 a.m. Access to this live transmission will be on www.church.mt

- 4.2 Later on, if a vacancy arises in any of the St Francis schools, the vacancy will be offered according to the criteria heirarchy and the ballot results.
- 4.3 The procedure as explained in para. 4.0 and 4.1. applies also to children who need the support of an LSE.
5. Later on, the Admissions Office will communicate with you which school your children are registered at.
6. Every decision taken by the Admissions Office and Serious Cases Commission is final.
7. In case of assistance one may phone on 2203 9360 or send an email on admissions@maltadiocese.org