



THE CHURCH IN MALTA

SECRETARIAT FOR CATHOLIC EDUCATION
Archdiocese of Malta

Regulations for Admission into Church Schools, Malta 2018-2019 Regulations Serious Cases

These Regulations form part of the Regulations for Admission into Church Schools Malta

Admissions Criteria

1. CRITERIA 1 – APPLICANTS TO BE AWARDED A PLACE:

a. Children from Church Homes.

- b. Children of Church School Employees** may be registered in the same school where the parent works, or in a school of the same religious entity when the school is on the same site or when there is no admission to a higher level, and when the applicants are of the same gender as that of those enrolled in the higher level.

The parent should at least have been in post for one year from the beginning of the next scholastic year. This is not applicable to employees on *Full-Time Reduced Hours*. The parent has to still be *full-time* employed with the school at the beginning of the next scholastic year.

This criterion does not apply when the parent works in a girls-only school and the child is a boy and vice-versa. Those who do not qualify for a place in this context may apply under the Other Applicants Criterion (Para. 3). However, since the administration of both The Archbishop's Seminary and the Sacred Heart College falls under the responsibility of the Archbishop, it has been decided that from this scholastic year the two schools are recognized as schools of the same religious entity. Henceforth 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.

For further information regarding this Criterion, see the Regulations for Admission into Church Schools Malta for every level of entry.

- ċ. Children whose siblings are attending a Church School during scholastic year 2017-2018 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 weekdays. In such cases, the relevant documents are to be presented. Adopted children, or children who have a foster care agreement which lasts for at least four years are considered as siblings within the same family. The Siblings Criterion may also apply in other years if vacancies occur.

Since the administration of both The Archbishop's Seminary and the Sacred Heart College falls under the responsibility of the Archbishop, it has been decided that from this scholastic year the girls whose brothers are students at The Archbishop's Seminary may be registered at the Sacred Heart College and vice versa, boys whose sisters are students at the Sacred Heart College may be registered at The Archbishop's Seminary.

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 (Para. 3).

- d. Children attending a Church School who wish to be transferred to another Church School** of the same religious entity if the possibility exists. For further details see the General Regulations for every level of entry and Para. 5.
- e. Exemption from Regular Attendane in case family is abroad for serious reasons.** The admission of children who were exempted from attending the Church school they were registered in during the entry process as parents were going to be abroad for a serious reason.

- f. **Pupils from Church Schools without Continuity**, from Kindergarten 2 to Year 1 or from Year 6 Primary to Form 1 Secondary. For further details see the General Regulations for every level of entry.
- 1.1 Criteria 1a-f are hierarchically structured: children who were exempted from attendance are admitted first, then children from Church Homes, then children of Church School Employees, then Siblings, then those requesting a transfer, then pupils of Church Schools without Continuity.
- 1.2 Applicants under Criteria 1a-d and 1f will be accepted if the number of applications is not greater than the total vacant places in the relevant school/s.
2. **CRITERIA 2 – SERIOUS CASES: A number of children needing the assistance of a Learning Support Assistant, children who can be considered as social cases and refugee cases** are accepted as per explanation hereunder.

The Regulations provide for the entry of:

- **serious cases of Criteria 1** i.e. serious cases children from Church Homes, employees' children, siblings, transfers, children exempted from attendance, and children from Church Schools without Continuity
- **serious cases of Criteria 3** i.e. serious cases Other Applicants.

- 2.1 Children who need the assistance of an L.S.A. This Criterion includes children who:
- are statemented and need the assistance of a Learning Support Assistant (L.S.A.) 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.A. or similar
 - are applying for entry in kinder one and whose autism screening resulted in the possible requirement of LSA support.

Relevant documents are to be submitted with the application.

- 2.2 Children who already have a statement of needs and who by application day have requested its review or appealed the Board's decision must apply as a Serious Case. The Commission of Serious Cases studies and takes decisions regarding such cases.
- 2.3 A request may be presented to the Admissions Board when an applicant with a statement and supported by an LSA has registered progress and the parents, the school and the psychologist deem that he may advance without assistance even when the process at the Statementing Board to terminate the support has not yet been completed. All relevant documentation should also be submitted to the Admissions Board so that it will be able to determine if the application is to be submitted as a mainstream case or as a serious case.
- 2.4 Applications in mainstream have to be filled for children with a statement of needs reading '*Learner's needs to be met by Class Teacher*'. The Statementing document issued by the Statementing Moderating Panel is to be submitted with the application.
- 2.5 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.
- 2.6 **Social Cases.** 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. Children under *Care Order* fall in this category. Also see Criteria 1c regarding adopted and fostered children.
- 2.7 **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. The Regulations that govern admission in Church Schools of children who themselves or their parents sought asylum when they came to Malta, are being published as a separate document, entitled: *Church Schools Entry 2018-2019 Regulations for Asylum Seekers*. The Regulations for Asylum Seekers form part of these same Regulations. The document is available on www.thechurchinmalta.org

Asylum seekers who need the assistance of a Learning Support Assistant (L.S.A.) as described in para. 2.1 must apply according to the Regulations for Serious Cases as Other Applicants or as the case may be.

- 2.8** Applicants for whom an application was not originally filled as a Serious Case, but who evolve as requiring the support of an L.S.A., 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. The probability stands 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 that would have already been made.

3. CRITERIA 3 – OTHER APPLICANTS: to be drawn by ballot.

- 3.1** Amongst Other Applicants there may be siblings who are applying for the same year of entry (twins) or other years of entry. If the elder sibling or one of the twins is awarded a place, the younger sibling will also be awarded a place as per Siblings criterion (para. 1c), if a vacant place is available.

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 LSA and the applicant requires a Full Time LSA, the School would be unable to accept the applicant.

On the Application Form, 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. APPLICANTS' YEAR OF BIRTH** - For every year of entry, applicants have to be born in the year indicated hereunder:

for entry in first year secondary, applicants have to be born in the year 2007;

for first year primary, in 2013;

for second year kindergarten, in the year 2014;

for first year kindergarten, in the year 2015.

- 4.1** 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 Para. 20, not later than fifteen days from application dates. The Church Schools Admission Board decides if the exemption request should be granted.

- 5.** Applicants according to the Employees' Children Criterion, the Siblings Criterion or Transfers are registered in the relative school.

- 5.1** The parents of applicants according to the Serious Cases Criterion are informed of the schools which have an available place/s, if and when it is their turn by rank order, as per Admissions' Criteria and the relative ballot results.

- 5.2** The objective 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, this including the teaching of Catholic Ethics. These Schools will not offer an alternative subject to the teaching of the Catholic Religion.

- 5.3** St. Augustine College, St. Dominic Savio, St. Paul's Missionary College, The Seminary (Malta), St. Monica B'Kara, Gzira and Mosta, and the Sacred Heart College accept only candidates who present a Baptism Certificate of the Catholic Church or a Certificate stating acceptance into the Catholic Church.

6. DOCUMENTATION REQUIRED:

- a. Catholics: to present the Baptism Certificate.
- b. Abstract of the Birth Certificate from the Public Registry.
- ċ. ID Card of the mother and/or father. A photocopy of ID Cards is not requested.
- d. 1 passport-size photo of the applicant.
- e. The Declaration re Data Protection and Privacy signed by the parents or guardian. The form may be downloaded from www.thechurchinmalta.org.
- f. The filling of the application by one parent, or a representative of the parents, indicates that the parents are in agreement about the application.

The application results invalid if one of the parents disagrees or is not informed by the other party about the application and has not given his/ her consent to proceed.

- g. Separated parents should present the most recent document that defines the custody of children and their educational responsibility.

The signature of both parents on the application form is necessary when the Courts have decided that the care and custody is joint and when both parents have legal rights re the education of their children. In such cases the relative legal document is to be presented.

Besides the documents enlisted in 6a-ġ, the following documents per criterion are also required:

- 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 form may be downloaded from www.thechurchinmalta.org

għ. **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. A declaration on the appropriate form filled in and signed by the Head of School where the other sibling attends. This declaration is to be collected from the school on Wednesday 15th, Thursday 16th, Friday 17th and Monday 20th November 2017 between 9.00 and noon. The form may also be downloaded from www.thechurchinmalta.org.
- iv. In the case of adopted or fostered children, a certificate from the Agency concerned declaring the adoption, or the fostering of the child for at least four years.

- h. **If applying according to the Criterion for Employees, transfers or pupils of Church Schools without Continuity:** a declaration on the appropriate form, filled in and signed by the Head of School. This declaration is to be collected from the school on Wednesday 15th, Thursday 16th, Friday 17th and Monday 20th November 2017 between 9.00 and noon. The form may also be downloaded from www.thechurchinmalta.org.

- ħ. The following documents are to be presented with the application where applicable:

- i. A written explanation about the case
- ii. Relevant certificates including the end-of-year result if available
- iii. The *Statement of Needs* issued by the *Statementing Moderating Panel* and IEP
- iv. When the case has not been concluded with the *Statementing Moderating Panel* of the Department of Education, a copy of the application to the *Statementing Board*, or a report by an educational psychologist detailing the needs of the boy/girl, is to be presented
- v. The *Statement of Needs*, for applicants whose statementing is in process, has to be forwarded to the Admissions Office once this is received from the *Statementing Board*.

7. Parents/ guardians of Serious Cases may apply either by means of:

- **an application online or**
- **by appointment** at the Archbishop's Curia, Floriana
- **only one application per criterion for the same applicant is accepted.**

8. The applications and requests of Serious Cases are presented for vetting by the Commission for Serious Cases, which includes a representative of special needs' persons recommended by the Pastoral Commission of the Archbishop's Curia for Persons with Disability.
- 8.1 The applicants are placed in one of these groups:
- applicants with L.S.A. full-time one-to-one support,
 - applicants with L.S.A. shared
 - applicants with L.S.A. shared for particular lessons/ particular times
 - applicants who have or will have certification from an educational psychologist or similar which can lead to the assistance of an L.S.A. or similar, or whose process for statementing is in progress, and
 - social cases.
- 8.2 Only the Commission for Serious Cases decides if an application proceeds to the ballot for Serious Cases or otherwise.
9. **FEES – These are charged to help cover administrative costs:**
Fee on Application: €15.
Fee for a Late Application: €20.

APPLICATIONS SERIOUS CASES CRITERIA 1 - Applicants who are awarded a place (Para. 1a–f):

10. Applications of the following Criteria: Children from Church Homes, Church Schools Employees' Children, Siblings, Transfers, Children exempted from attendance, and Children from Church Schools without Continuity (Para. 1 a-f) are filled either:
- online on <http://knisja.org/applications> from Wednesday 15th November to Monday 27th November 2017, OR
 - by calling for an appointment at the Archbishop's Curia on 2590 6755 or 2590 6756 between 8.30 a.m. and 2.00 p.m on Thursday 16th and Friday 17th November 2017.
Applicants whose surname starts with a letter from A-L are to phone on Thursday 16th.
Applicants whose surname starts with a letter from M-Z are to phone on Friday 17th.

Documents referred to in Para. 6 are required.

- 10.1 Appointments will be given between Monday 20th and Wednesday 22nd November 2017 between 8.30 a.m. and 2.00 p.m.
- 10.2 **Late Applications of Criteria 1 (Para. 1 a-f):**
- online on <http://knisja.org/applications> from Friday 1st December to Thursday 14th December 2017, OR
 - at the Archbishop's Curia on Thursday 14th December 2017 between 9.00 a.m. and 1.00 p.m.
 - the fee for a late application is €20.
- 10.3 Parents/ guardians who submit an application online for Criteria 1 are to contact Admissions Office as per instructions in Para. 20 should they not receive an acknowledgement by the 12th January 2018.
11. Applicants who are not considered as Serious Cases are informed in writing. They will be allowed to apply according to the other criteria. The parents have to fill a form which is received from the Commission together with the notification. This form is to be duly filled and returned to the Secretary, Admissions Board (para. 20) by Wednesday, 10th January 2018.
12. If the number of applications under Criteria 1 a-f considered by the Commission as Serious Cases is greater than the number of vacant places (Para. 2), children who were exempted from attendance are admitted first, then children from Church Homes, then the children of Church School Employees, siblings attending the same school as their brothers/sisters, followed by other siblings as per Para. 1c, those requesting a transfer, and then pupils of Church Schools without Continuity including those who requested an exemption from attendance.

12.1 Applicants of Schools without Continuity are sorted out and placed in one of these groups: applicants with L.S.A. full-time one-to-one support, applicants with L.S.A. shared, applicants with L.S.A. shared for particular lessons/particular times, applicants who have or will have certification from an educational psychologist or similar or whose statementing is still in process, and social cases.

A ballot is drawn for each group of applicants to establish a rank order and the process continues until the names of all the applicants are drawn. These ballots will be drawn at the Archbishop's Curia on Thursday, 11th January 2018 at 3.00 p.m.

12.2 The registration in schools of applicants with L.S.A. full-time one-to-one support, applicants with L.S.A. shared, applicants with L.S.A. shared for particular lessons/particular times and applicants statementing in process, is carried out according to the rank order established by the ballot for each group of applicants.

12.3 The parents of applicants referred to in para. 12.1 are contacted and informed which schools have an available place/s when it is their turn by rank order. Parents may choose one of the schools offered. If the offered place is not accepted, the next applicant from the same group is contacted. Whoever does not choose a school may opt to remain on the waiting list in case a place from the same group is vacated. When this happens the process of choice of school will resume as explained in para. 12.2.

12.4 The application number of registered children and their school of enrollment will be published on www.thechurchinmalta.org.

APPLICATIONS SERIOUS CASES CRITERIA 3 - Other Applicants:

13. Requests from 'Other Applicants' (Para. 3) are received IF, after the registration of applicants of the First Criteria, places for children considered as Serious Cases are still available. In recent years the availability of places was very limited due to the large number of Serious Cases' applicants of the First Criteria.

If applications are accepted, parents are to apply either:

- online on <http://knisja.org/applications> from Monday 22nd January to Tuesday 13th February 2018, OR
- by calling for an appointment at the Archbishop's Curia on 2590 6755 or 2590 6756 between 8.30 a.m. and 3.00 p.m from Monday 29th to Thursday 1st February 2018.
Applicants whose surname starts with a letter from A-C are to phone on Monday 29th.
Applicants whose surname starts with a letter from D-M are to phone on Tuesday 30th.
Applicants whose surname starts with a letter from N-Z are to phone on Wednesday 31st.
Thursday 1st February is open to all applicants.

Documents referred to in Para. 6 are required.

13.1 IF other requests are received, appointments will be given between Monday 5th and Thursday 8th February 2018.

13.2 Late Applications of Other Applicants (Para. 3):

- online on <http://knisja.org/applications> from Thursday 19th to Wednesday 28th February, 2018 OR
- at the Archbishop's Curia on Wednesday 28th February 2018 between 9.00 a.m. and 1.00 p.m.
- the fee for a late application fee is €20.

13.3 Parents/ guardians who submit an application online for Criteria 3 Other Applicants are to contact Admissions Office as per instructions in Para. 20 should they not receive an acknowledgement by the 16th March 2018.

13.4 The method of application will proceed as per Paras. 6, 7 and 8.

13.5 The applicants are placed in one of these groups: applicants with L.S.A. full-time one-to-one support, applicants with L.S.A. shared, applicants with L.S.A. shared for particular lessons/particular times, applicants who have or will have certification from an educational psychologist or similar or whose statementing is still in process, and social cases.

14. Applicants who are not considered as Serious Cases are informed in writing. They will be allowed to apply according to the other criteria. The parents have to fill a form which is received from the Commission together with the notification. This form is to be duly filled and returned to the Secretary, Admissions Board (para. 20) by Friday, 23rd March 2018.
15. For every year of entry, a ballot is drawn for each group of 'Other Applicants' referred to in para. 13.5 and considered by the Commission as Serious Cases. The ballots establish a rank order and the process continues until the names of all the applicants are drawn.
- 15.1 One ballot is drawn for boys and girls together in year one kindergarten. A separate ballot, one for boys and the other for girls, takes place for the other years.

Ballots are drawn in the following order on Monday, 26th March 2018 at St.Elias College Santa Venera:

4.00 p.m.	Year One Kindergarten	4.15 p.m.	Year Two Kindergarten
4.30 p.m.	Year One Primary	4.45 p.m.	Form One Secondary

An approximate time is being indicated and the ballots are drawn consecutively. The results of the ballot, showing the application number and rank order, will be published on www.thechurchinmalta.org

16. Applicants are registered in schools according to the level of support which can be provided by the school having an available place for a serious case, and by the rank order established by the ballot.
- 16.1 When the elder sibling or a twin of a serious case applicant is registered in a Church School, the serious case applicant is entitled to register according to the Sibling Criterion if it is possible for the school (see para. 3.1). There may be circumstances where the school can accept a serious case but not that particular case (eg. if the school has a vacant place for Shared LSA and the applicant requires a Full Time LSA). The sibling cases take precedence over those participating in the Other Applicants ballot as established by para. 15.1. This also applies for Girls.

OTHER MATTERS

17. Children registered in a Church school are obliged to attend regularly the school in which they registered as from the beginning of the scholastic year.
- 17.1 An exemption can be given in case parents are going to be abroad for a serious reason like work, sickness or study for a period of one scholastic year as from the date when the child should start attending school. To be given this exemption, parents need to write to the Admissions Board to inform the Board of their need, the duration of their stay abroad and 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 providing the necessary details. The Board will inform the parents about the decision taken. The decision of the Board is final. The place reserved for the child will not remain available if the exempted child does not start attending school by the stipulated date.
18. Applicants for form one secondary have to take the national end-of-primary-education examination, unless they are exempted by the Education Authorities. Each applicant awarded a place is bound to pass on the national end-of-primary-education examination result to the Head of School of his/her new school, or authorise the Education Division to pass on this information to the school in question. Failure to do this will result in forfeiture of the place in the school register.
19. **All information that one provides to the Church Schools Admissions Board in relation to oneself or ones child constitutes Personal Data for the purposes of the Data Protection Act 2001. The Board will only process such data in accordance with the said Act. Details of Data Protection Policy can be accessed on: www.thechurchinmalta.org.**
20. The Board can be contacted on: The Secretary, Church Schools Admissions Board, Secretariat for Catholic Education, 16, The Mall, Floriana, FRN 1472, or: marisa.ellul@maltadiocese.org
21. Whoever does not receive an awaited reply according to these Regulations should contact the Board by not later than a week after the relevant date.

22. Procedures with regards to the infringement of these Regulations are being published on www.thechurchinmalta.org. Infringement of these Regulations can lead to the exclusion from school of the child and anyone involved. Any allegations must be made according to the procedures published on the website above. Allegations are to be addressed to: The Delegate for Catholic Education, Secretariat for Catholic Education, 16, The Mall, Floriana, FRN 1472, tel. 27790060, email: charles.mallia@maltadiocese.org.
23. 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 is submitted for every new scholastic year.
24. **The Regulations for Church Schools Entry apply for entry in scholastic year 2018-2019. It is possible that in the future they might be changed. It is possible that the situation in schools might change in the future. Therefore it is not guaranteed that present opportunities will also be available in the future. Opportunities may remain constant, they might decrease or increase.**
25. **Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
26. **The Maltese language version prevails, in case of discrepancies between the Maltese and English language versions of these Regulations.**