



MALTESE EPISCOPAL CONFERENCE

Secretariat for Catholic Education

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**APPLICATION AND REGULATIONS FOR ADMISSION INTO CHURCH SCHOOLS, GOZO
KINDERGARTEN 1 – SCHOLASTIC YEAR 2018-2019**

N.B. Application valid for children born in 2015

1. Application forms for Kindergarten 1, duly filled in all parts and with the necessary documents attached, are to be presented at the Bishop's Chancery, Victoria, Gozo, as from Monday 8th January 2017 and by not later than Friday 19th January 2018, between 8.30am and noon. Please note that the Bishop's Chancery is closed on Thursdays.
2. A maximum number of 104 boys and girls will be admitted to Kindergarten 1 in scholastic year 2018-2019. Children shall be divided according to the following regulations, with up to a maximum of 26 children per school.
3. The Church Schools in Gozo admitting children in Kindergarten 1 are:
 - a. Bishop's Conservatory Primary School, Victoria, run by the Diocese;
 - b. Laura Vicuna Primary School, run the Salesian Sisters (Kindergarten classes are situated in Victoria, while the Primary school is situated in Għasri);
 - c. Saint Francis Primary School, Victoria, run by the Franciscan Sisters;
 - d. Saint Theresa Primary School, in Kerċem, run by the Carmelite Sisters.
4. Children admitted in Kinder 1 and finishing off primary school in their respective Church Schools have a right to be enrolled in the Secondary Schools run by the Church in Gozo (the Minor Seminary for boys and the Bishop's Conservatory Secondary School for girls).
 - 4.1. **The Saint Francis Schools of Nadur, and Xagħra**
 - a. Parents who wish to send their children in one of the above schools at Kindergarten 1 and Kindergarten 2 level and WISH TO PROCEED to Primary level at St Francis School, Victoria MUST FILL IN THIS APPLICATION FORM and choose Saint Francis School Victoria as their school of preference.
 - b. On the other hand, those who DO NOT WISH TO PROCEED to Primary level at St. Francis School, Victoria MUST FILL IN A DIFFERENT APPLICATION FORM in which they declare their intent. Children who will not proceed to Primary level will be admitted to one of the above schools without the need of a ballot, according to available space.
 - c. Other candidates may be admitted to these schools without the ballot, according to available space.
5. Applicants to be awarded a place in Church Schools fall under the following criteria:
 - a. Children from Church Homes;
 - b. Siblings in the same school or school complex;
 - c. Children of Church School employees within the same school;
 - d. Children of employees of the Secretariat for Catholic Education and (in the case of Gozo) children of employees at the Sacred Heart Minor Seminary;
 - e. Not more than a boy and a girl per school applying under the Serious Cases clause (the Franciscan schools are considered as one entity);

- f. In the case of children coming from Ghasri and not falling in the previous criteria, 3 students who physically reside in Ghasri will be admitted to Laura Vicuna School;
 - g. The remaining applicants will be sorted by a public ballot.
6. To apply under criterion 5b, a sibling must be attending the same school during the scholastic year 2017-2018. If opting for a different school, applicants will be placed in the ballot.
 7. To apply under criterion 5c, parent/s must be employed on a full-time basis in the same school for at least a year.
 8. Parents applying under criterion 5d, have a right to enrol their children in a school of their choice without resorting to the ballot, but only after criteria 5a, 5b and 5c are satisfied, and if space is still available.
 9. To apply under criterion 5e (Serious Cases include children in need of a Learning Support Assistant, children coming from difficult social backgrounds and refugee families), the application must be accepted by the Church Schools Admissions Board and the Commission for Serious Cases. Applicants not applying under this criterion are thus declaring that the child does not need help or special attention in class. Children who are admitted to Kindergarten 1 through the ballot and result in need of special attention in class, may lose their right to be admitted/or to pursue their education in the school opted for.
 10. An application must be filled in for every child, even in the case of twins. In the latter case, when a twin is awarded a place through the ballot, the other sibling is automatically awarded another place in the same school. This criteria applies only subject to space availability and does not apply in serious cases, since these fall under a different clause.
 11. In the application, besides personal details, the school of preference must be clearly marked. Please choose only one school of preference.
 12. Documents to present with the application:
 - a. An original copy of the birth certificate;
 - b. ID card of mother and/or father;
 - c. A signed declaration from the Director of Church Homes if applying under criterion 5a;
 - d. A signed declaration from the Head of School and a birth certificate of siblings if applying under criterion 5b;
 - e. A signed declaration from the Head of School if applying under criterion 5c;
 - f. The relative documents if applying under criterion 5d;
 - g. A legal document when children are under the supervision of legal guardians.

13. Criteria for the ballot.

A **first ballot** is held according to the first preference. In the case of schools which have less applications than the available space, all applicants will be automatically admitted in that school. Those who do not succeed in securing a place through the first ballot will be registered in a waiting list (according to the school of preference) valid until April 2019.

A **second ballot** will be eventually held for those applicants who do not get into the school of their first preference, in order to determine a second ranking order for

those who wish to enrol in another school where space is available. The second ballot will create a second waiting list, valid until April 2019.

Other information:

14. Parents/Guardians whose children are admitted in Church Schools are declaring that their children will respect and follow the ethos of Church Schools, the teaching of Catholic Religion as a school subject, and will participate in religious activities as programmed by the school.
15. For every application, a €7 fee is requested.
16. Ballot will take place on the 5th March 2018 at 10.00am at the Sacred Heart Seminary, Victoria. The results of the ballot will be published on the notice boards of the Bishop's Chancery, Victoria, and will be available till the end of the same month.
17. No information will be given by telephone.
18. Late applications will be accepted only after ballot takes place, and applicants will be eventually placed on the waiting list after all other applicants.
19. All information written in the application form which, according to the Data Protection Act of 2011 constitutes personal data, will be processed only according to the Data Protection Act. More information may be downloaded from: www.thechurchinmalta.org.
20. Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.
21. The Maltese language version prevails, in case of discrepancies between the Maltese and English language versions of these Regulations.