

Admissions Policy Gozo Church Schools

The Church schools governed by this policy are:

Primary Schools:

Bishop's Conservatory Junior School, Victoria

Laura Vicuna School, Ghasri

St Francis Schools, Victoria/Nadur

St Theresa School, Kercem

Secondary Schools:

Bishop's Conservatory Secondary School, Victoria

Sacred Heart Minor Seminary, Victoria

Section 1. Admissions at Kinder 1 and Form 1

Admissions in Kinder 1 of Primary schools and in Form 1 at Secondary Schools are centrally organised by the Secretariat for Catholic Education. Regulations for admissions can be found on the website of the Archdiocese of Malta available at:

<https://church.mt/archdiocese/church-schools/> under the heading Admissions Church Schools Gozo.

Section 2. Admissions in other years

Classroom population in our schools is governed by Education Authorities and the Malta Union of Teachers' Collective Agreements. Throughout the course of the years, student population within schools may vary as students might opt to pursue their education at other educational institutions. In this eventuality, when vacancies arise and the management team of the particular school decides to fill the vacancy, admission to fill the vacant place shall take place as described below.

Procedure for admission:

1. Throughout the course of the year, individual schools receive letters of intent from parents who would like their child to be admitted at the particular school should a vacancy arise.
2. All letters of intent should be addressed to the Head of School and include:
 - a. The Name and Surname of the child in question
 - b. The intent for admission
 - c. The date of birth of the child
 - d. Contact details of the parents
 - e. Where applicable, an added paragraph should be included in the letter of intent which highlights the possibility of provision of an LSE as regulated by the Department of Education and MUT agreements. In the case where a Statement of Needs Report already exists, this is to be included with the documentation provided.
3. Both electronic and hard copies of letters of intent may be provided. All letters will be acknowledged by the School Secretary of the respective school by e-mail.
4. A. In the case of request for admission into any of the primary schools, there is no need for a letter of intent to be sent every year as these letters will be kept in file and the date of birth serves to indicate the year cohort in which the child/ren would be admitted should

- a vacancy arise.
- B. In the case of the secondary schools a letter of intent needs to be sent each year to confirm the wish to be admitted should a vacancy arise.
5. In the eventuality of such vacancies, the School Management will prepare a report indicating the list of candidates. Such a list will distinguish between the following hierarchical criteria:
- a. Humanitarian Cases
 - b. Children of employees of the particular school
 - c. Siblings of students attending the particular school
 - d. Any other applicants will be admitted on a first come first served basis according to the date when they sent their letter of intent to the school where there is the vacancy.

In the case of applicants with a statement of needs or applicants applying on humanitarian grounds, an admissions board shall be set up to decide on each case on its own merits. A determining factor for acceptance of students with a statement of needs is whether the full quota for such students has already been reached in the particular class.

6. **Special note regarding St Francis Schools Victoria and Nadur kindergarten ONLY.**
- If a vacancy arises in Kinder 2 at St Francis Victoria, a ballot shall be drawn amongst students attending kinder 2 at St. Francis Nadur Kindergarten who would have sent a letter of intent indicating their wish to secure a place for their children at St Francis School Victoria should a vacancy arise.
- Letters of intent may also be received from parents of students not attending St Francis Nadur. Their names shall be drawn in the same ballot mentioned above.
- The ballot shall be drawn in the eventuality that none of the applicants fall under the categories indicated in points 5a-5c above.

In implementing these procedures, the Gozo Church Schools abide by set regulations of the Secretariat for Catholic Education and assure that it is not in breach of delineated procedures.

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