



Dear Parents,

23rd November 2022

Secretariat for Catholic Education is in charge of the Admission Process into Church Schools in Gozo for scholastic year 2023-2024 for Kindergarten one and Form one Secondary. **The whole process adheres to the Regulations for Admission into Church Schools for scholastic year 2023 - 2024. These Regulations will be published on [www.church.mt](http://www.church.mt), by the 24th November.** Admission in the different years is linked to a year of birth. Those born in the years listed in the table below are eligible to apply:

Year of Entry	Year of Birth
Year One kindergarten	2020
Year One Secondary	2012

The whole process will be carried out online. Applications for Criteria 1: Children in Year 6 Gozo Church Schools, Children of Employees in Church Schools in Gozo, Sibings in the same school, Children of employees at SfCE, cases with support of these criteria, Social Cases and Asylum Seekers, Applicants from Għasri and applicants for St Francis Nadur Kindergarten will be held in December.

Parents can download a set of regulations from [www.church.mt](http://www.church.mt)

Criteria 1 Applications Mainstream and Serious Cases	How	When
Children in Year 6 Gozo Church Schools, Children of Employees in Church Schools in Gozo Sibings in the same school, Children of employees at SfCE, Social Cases and Asylum Seekers, Applicants from Għasri and Applicants for St Francis Nadur Kindergarten	Online on: <a href="https://church.mt/gozoapplications">https://church.mt/gozoapplications</a>	From Friday 9 <sup>th</sup> December to Thursday 15 <sup>th</sup> December 2022
	In case of difficulty in filling the application online, one can phone on: 7999 0271	From Friday 9 <sup>th</sup> December to Thursday 15 <sup>th</sup> December 2022 from 8:00 a.m. till 2:00 p.m.

## **INFORMATION & DOCUMENTATION REQUIRED FOR THE APPLICATION:**

**Applicants are required to provide the following information online:**

Child's name and surname; Child's ID card number; Child's Date of Birth; Child's Gender; Address, Locality & Post Code; Home Telephone Number; Mother's name and surname; Mother's ID card number; Mother's mobile number; Father's name and surname; Father's ID card number; Father's mobile number; Email address of one of the parents/guardians.

## **Documents that need to be uploaded with the application:**

- The child's birth certificate from the Public Registry.
- If applying under the siblings' criteria: birth certificate of the sibling already in a Church school in Gozo.
- Those applying for Form 1 need to also upload the Declaration for Educational Programme.

The Educational Programme Declaration, filled by the Head of School, indicating whether the student is mainstream, has access arrangements or is supported by an LSE or has started the process for statementing.

This Declaration may be downloaded from [www.church.mt](http://www.church.mt)

In certain circumstances the Educational Programme Declaration may be sent later. In this case the applicant needs to indicate whether the student is mainstream, has access arrangements, is supported by an LSE or has started the process for statementing. If there is a discrepancy between the parents' declaration and that of the Head of School, the Admissions Board will consider the indications by the Head of School and chances available according to the parents' indication may be forfeited even if they have already occurred.

For the application to be valid, the Educational Programme Declaration signed by the Head of School needs to be sent to Admissions Office not later than the 5<sup>th</sup> April 2023, If this is not submitted, then the Registration will be invalid.

## **Required Information according to the Application Criteria**

- Those applying under the Criteria of Students in Year 6 Primary Gozo Church Schools must specify the name of the school the student is currently attending. This information will also be verified with the school.
- Those applying under the Criteria of employee must specify the name of the school s/he is employed with or the Secretariat for Catholic Education. This information will be verified with the school and the Secretariat for Catholic Education.
- Those applying under the Sibling Criteria must specify in which church school the sibling is attending. This information will be verified with the school.
- Those applying under Criteria 1f for Laura Vicuna need to indicate so on the application and upload a copy of the parents' Identity Cards.
- Those applying under Serious Case Criteria who need the support of an LSE or as a Social case or as an Asylum Seeker need to upload documents and/or certificates relevant with the case.
- In the case of separated parents when the Court has decided that the care and custody is joint and both parents have legal rights re the education of their children, both parents need to indicate their consent. In such cases the relative and most recent legal document that defines the children's custody and educational responsibility is to be presented.

- When applying according to paragraphs 1c ii, iii and iv, these documents are also required:
  - A photocopy of the identity cards of both parents
  - Custody documents
  - AND a Declaration under oath in front of a notary (see regulations paragraph 1c).

Documents which are not submitted with the application need to be submitted online on this link: <https://knisja.mt/forms/cs-missing-documents/>

Unless indicated otherwise, all documents for First Criteria applications have to be submitted by the 31<sup>st</sup> January 2023 and all documents for Second Criteria have to be submitted by the 5<sup>th</sup> April 2023. In case these are not sent, the application will be **invalid**.

**Fees-** A fee of €25.00 for each application is carried out to cover administrative costs. Payment is carried out by Visa Card.

Rev Dr Charles Mallia

Delegate for Catholic Education