



Procedure for the Admission of Students beyond Ballot Years at Primary and Secondary level

Applicable for all St Monica Schools

Introduction

St Monica Schools: St Monica School B’Kara, Gzira and Mosta, admit students through the ballot process which is centrally organised by the Secretariat for Catholic Education [Church Schools – Archdiocese of Malta](#). Classroom population in our schools is governed by Education authorities and MUT agreement.

Entry points

St Monica School B’Kara: Year 1

St Monica School Gzira: Kindergarten II, Year 1, Year 4 (from 2021-2023), Year 7 (until 2023)

St Monica School Mosta: Kindergarten II, Year 1

There may be occasions whereby vacancies may arise in other Year groups within the Primary and Secondary level for a number of reasons. St Monica Schools fill such vacancies according to the following procedure. The aim of this procedure is to ensure that the filling of such vacancies is undertaken in a fully open and transparent manner, while reflecting the Christian ethos and values of St Monica Schools.

Procedure

1. Throughout the course of the year, St Monica Schools receive letters of intent from parents who would like their child to be admitted to our schools should a vacancy arise.
2. All letters of intent for St Monica Schools should be addressed to the respective Head of School and include:
 - a. the name and surname of the child in question;
 - b. the Year group for which the request is being made;
 - c. the reason for requesting admission, specifying under which category of clause 5 the application is being made;
 - d. the date of birth of the said child;
 - e. contact details of the parents/guardians;
 - f. Current school.

3. Letters of intent should be sent by email to the respective school. All emails will be acknowledged.
4. 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.
5. Vacant places will be assigned according to the following criteria, with preference given according to the following order:
 - a. Nieces of Augustinian Sisters;
 - b. Children of present employees working at the same school for which the letter of intent has been sent;
 - c. Siblings of students currently attending the same school for which the letter of intent has been sent;
 - d. Children from Children's homes;
 - e. Other applicants.

The selection procedure will thus take place in stages according to the above order.

6. Should there be SEN applications, an added paragraph should be included in the letter of intent which highlights the possibility of provision of an LSA as regulated by the Department of Education and MUT agreements.
7. In the eventuality that there are more students applying for admission in a particular stage than there are places available, a public ballot will be drawn amongst the interested parties for the applicable stage.
8. The Schools reserve the right to fill vacant places for the educational benefit of their present students and with the consent of their parents/guardians. This may occur when, for example, a student may be required to repeat a year.
9. Parents/Guardians will be individually informed of the outcome of the procedure while respecting GDPR requirements when doing so. In the case of the need for a ballot, this will be held publicly, and parents/guardians will be invited to view the undertaking of the ballot.

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