



Policy for the Admission of Students Beyond Ballot Years at St Francis Schools

Kindergarten 1 in Birkirkara, Cospicua and Msida	According to the Admission Regulations of the Secretariat for Catholic Education. www.thechurchinmalta.org
Kindergarten 2 in Birkirkara, Cospicua and Msida	Children in KG1 proceed automatically to KG2. Remaining places are filled in according to the Admission Regulations of the Secretariat for Catholic Education. www.thechurchinmalta.org
Primary: Year 1 in Birkirkara, Cospicua and Msida	Children in KG2 proceed automatically to Year 1. Remaining places are filled in according to the Admission Regulations of the Secretariat for Catholic Education. www.thechurchinmalta.org
Secondary: Year 7 in Sliema	In Year 7, girls from St Francis Birkirkara, Cospicua and Msida proceed automatically to Sliema Secondary school. Remaining places are filled in according to the Admission Regulations of the Secretariat for Catholic Education. www.thechurchinmalta.org

St Francis Schools admit students through the ballot process organised by the Secretariat for Catholic Education. Classroom population in our schools follows guidelines set by MEDE and MUT agreements. In the eventuality that students opt to pursue their education at other educational institutions, and vacancies are created, our schools can admit students to fill these vacant places. In these cases, the admission process is as follows:

1. Throughout the course of the year, each school receives letters of intent from parents who would like their child to be admitted to one of our schools 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 said child
 - d. Contact details of the parents
 - e. In the case of SEN children, a copy of the latest psychological report is to be attached too.
3. Both electronic and hard copies of letters of intent may be sent, although electronic copies are preferred. All letters will be acknowledged by the Head of School or by someone on her behalf via e-mail.
4. These letters are each signed by the Head of School and her witness, and if possible, by the parents too, before being kept in file. Each letter is dated to respect the order of receipt. The date of birth of the child serves to indicate the year cohort in which he/she would be admitted should a vacancy arise.
5. As per the charisma of the Franciscan Sisters of the Heart of Jesus, St. Francis Schools embrace the commitment to serve the most vulnerable. Hence, the

schools reserve the right to give precedence to genuine humanitarian cases, such as loss of a parent resulting in lack of educational means; mental health problems of parents resulting in lack of appropriate care of minors; and traumas such as homelessness and severe illnesses.

6. Hence, the schools will distinguish between the following hierarchical criteria as per normal regulations of admission:

- a. Grave Humanitarian Cases (as per no. 5 above)
- b. Children from Children's homes
- c. Children of School employees
- d. Siblings
- e. Other applicants.

7. Two separate lists are kept: one for students following a mainstream curriculum, and another for students with special educational needs.

8. In the event that a place becomes available, the Head of School will contact the parents of students on the waiting list, starting from the top. The list is arranged according to the date on which the letter or email of interest was received. If a place is declined by an applicant, the next person on the list will be contacted, and the process will continue accordingly.

9. In accordance to the Franciscan ethos, St Francis schools accept students irrespective of their religious orientation and beliefs, as long as these individuals respect the schools' right to exhibit religious symbols and to impart religious knowledge to their students.

10. A registration fee of €25 will be asked for upon admission.

These criteria help all St Francis schools abide by the set regulations issued by the Secretariat for Catholic Education and assure correctness, conformity, compliance and clarity.

Review date: July 2025