

## Proċedura tad-Dħul fl-iskejjel tal-Knisja ta' Għawdex

L-iskejjel tal-Knisja li huma rregolati minn din il-*policy* huma:

### Skejjel Primarji u Kindergartens:

Bishop's Conservatory Junior School, Victoria

Laura Vicuna School, Għasri

St Francis School, Victoria

St Theresa School, Kercem

### Kindergarten biss (ma tkomplex bħala primarja)

St Francis School Nadur

### Skejjel Sekondarji:

Bishop's Conservatory Secondary School, Victoria

Sacred Heart Minor Seminary, Victoria

### **L-ewwel parti: Dħul fil-Kinder 1 u Form 1**

Id-dħul fil-Kinder 1 tal-Kindergartens u fil-Form 1 fl-iskejjel Sekondarji huwa organizzat mis-Segretarjat tal-Edukazzjoni Kattolika. Ir-regolamenti kollha għad-dħul jinsabu fuq il-websajt tal-Arcidjoċesi ta' Malta fuq: <https://knisja.mt/l-arcidjoċesi/skejjel-tal-knisja/>

### **It-tieni parti: Dħul fi snin oħra**

It-total tal-istudenti f'kull klassi, fl-iskejjel tagħna huwa rregolat mill-Awtoritajiet tal-Edukazzjoni u mill-ftehim li sar mal-union tal-għalliema; il-Malta Union of Teachers (MUT). Matul is-snin, il-popolazzjoni tal-istudenti fl-iskejjel jista' jvakra xi ftit minħabba diversi raġunijiet. Jekk jiġri hekk, jaf ikun hemm xi post jew postijiet vakanti. Fl-eventwalità li l-amministrazzjoni ta' dik l-iskola partikolari tiddeciedi li dak il-post vakanti għandu jimtela, il-proċess biex jimtela ser jitmexxa bil-mod kif spjegat hawn taħt:

### Proċedura tad-Dħul:

1. Il-ġenituri għandhom jibagħtu ittra lill-iskola fejn jixtiequ jdaħħlu lill-wild/uliedhom, għal li jista' jkun, jitbattal xi post.
2. Din l-ittra għandha tiġi indirizzata lill-Kap tal-iskola u trid tinkludi:
  - a. L-isem u l-kunjom tal-istudent
  - b. L-intenzjoni għad-dħul
  - c. Id-data tat-twelid tal-wild
  - d. Id-dettalji tal-kuntatt tal-ġenituri
  - e. Paragrafu żgħir bi spjegazzjoni għandha tiġi pprovduta, kemm-il darba hemm il-possibiltà li l-istudent għad ikollu l-ħtieġa tas-servizz ta' LSE. Fil-każ li dan l-iStatement diġa jeżisti, kopja tad-dokumenti għandu jiġi pprovdut wkoll.

3. L-ittra tista' tintbagħat b'imejl jew bil-posta. L-ittri kollha jiġu rikonoxxuti mis-Segretarja tal-iskola permezz ta' imejl. Dettalji tal-iskejjel kollha ssibuhom iktar 'l isfel f'dan id-dokument.
4. A. F'każ li d-dħul hu għas-snin fil-Primarja, l-ittra mill-ġenituri tintbagħat darba u tibqa' tgħodd għas-snin tal-Primarja kollha, peress li dawn l-ittri jinżammu f'fajl bid-data tat-twelid li tkun tindika l-klassi li l-istudent għandu jidhol fiha jekk jinqala' xi post vakanti.  
B. F'każ li d-dħul hu għas-snin tas-Sekondarja, l-ittra mill-ġenituri trid tintbagħat kull sena biex jikkonfermaw ix-xewqa tagħhom f'każ li jkun hemm post vakanti. Kull ittra li tiġi rċevuta tibqa' valida sal-aħħar ta' dik is-sena skolastika, jiġifieri sal-31 ta' Awwissu, ta' dik is-sena partikolari.
5. Fl-eventwalita' li jinħoloq xi post vakanti, l-amministrazzjoni tal-iskola tipprepara rapport bil-lista tal-istudenti. Dawn il-kriterji jiddeterminaw kif il-post vakanti jiġi mimli:  
F'każ ta' applikanti li għandhom bżonn is-sapport ta' LSE, dawn jiġu aċċettati sakemm hemm post.
  - a. Każijiet Soċjali (f'dan il-każ jiġi maħtur bord biex jiddeċiedi fuq il-merti ta' kull każ)
  - b. Uljed ta' impjegati f'dik l-iskola partikolari
  - c. Aħwa ta' studenti li jattendu f'dik l-iskola partikolari
  - d. Applikanti oħra jidhlu skont l-ordni li applikaw, jiġifieri skont id-data li ntbagħtet l-ittra jew l-imejl tagħhom.  
F'każ li jkun hemm post wieħed vakanti u iktar minn applikant wieħed f'xi kategorija (b u ċ) jidhol dak li applika l-ewwel, jiġifieri skont id-data li ntbagħtet l-ittra jew emajl tagħhom.

## **Dettalji tal-iskejjel tal-Knisja li jaqgħu fi ħdan din il-*'policy'* huma:**

### **Bishop's Conservatory Secondary (skola Sekondarja tal-Bniet)**

Imejl: [info@bcss.edu.mt](mailto:info@bcss.edu.mt)

Numru tat-telefown: +356 21560277    Mobile: +356 79560277

Indirizz: Triq l-Arcisqof P Pace, Rabat, VCT 2503 Għawdex

Websajt: <http://bishopsconservatory.edu.mt/>

### **Sacred Heart Minor Seminary (skola Sekondarja tas-Subien)**

Imejl: [headofschool@gozoseminary.com](mailto:headofschool@gozoseminary.com)

Numru tat-telefown: +356 21556479

Indirizz: Triq Enrico Mizzi, Rabat, VCT2042 Għawdex

Websajt: <http://www.gozoseminary.com/>

### **Bishop's Conservatory Junior School (Kinder u Primarja Ko-Ed)**

Imejl: [info@bcjs.edu.mt](mailto:info@bcjs.edu.mt)

Numru tat-Telefown: +356 21556506 / 21550008

Indirizz: Triq l-Arcisqof Pietru Pace, Rabat, VCT 2503, Għawdex

Websajt: <http://bishopsconservatory.edu.mt/>

**Laura Vicuna Primary School (Kinder u primarja Ko-Ed)**

Imejl: [info@lauravicunaschool.com](mailto:info@lauravicunaschool.com)

Numru tat-Telefown: +356 21564937 / 21556346

Indirizz: Pjazza s-Salvatur Ghasri, GSR1012, Gozo

Websajt: <https://www.lauravicunaschool.com/>

**St. Francis Primary School Victoria (Kinder u primarja Ko-Ed)**

Imejl: [sfs@stfrancisvct.edu.mt](mailto:sfs@stfrancisvct.edu.mt)

Telefown: +356 2756 2264

Indirizz: Triq Palma Rabat, VCT1305, Ghawdex

Websajt: <https://www.mmargherita.org/>

**St. Theresa Primary School (Kinder u primarja Ko-Ed)**

Imejl: [info@sttheresa.edu.mt](mailto:info@sttheresa.edu.mt)

Telefown: +356 21556347/21565650

Indirizz: Triq Dr. Anton Calleja, Kerċem, KCM1110, Għawdex

Websajt: <http://www.sttheresaschoolgozo.com>

**St. Francis School Nadur (Kindergarten Ko-Ed)**

Imejl: [sclarahead@gmail.com](mailto:sclarahead@gmail.com)

Telefown: +356 21556650

Indirizz: 31, Triq Madre G Camilleri, Nadur, NDR1105 Għawdex

fb: [St Francis School – Nadur Gozo](#)

Bl-implimentazzjoni ta' dawn il-proċeduri, l-iskejjel tal-Knisja t'Għawdex, jirrispettaw ir-regolamenti tas-Segretarjat tal-Edukazzjoni Kattolika u jassiguraw li dawn il-proċeduri jkunu dejjem imħarsa.

Minn żmien għall-ieħor dawn il-proċeduri jaf jkun hemm bżonn jiġu rriveduti.

Riveduta Gunju 2022

**Service Manager Gozo Church Schools**

Imejl: [christine.scerri@maltadiocese.org](mailto:christine.scerri@maltadiocese.org)

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Indirizz: Il-Kurja tal-Isqof, Triq ir-Repubblika, Rabat, VCT 1000, Għawdex.

# 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 School, Victoria  
St Theresa School, Kercem

## Kindergarten only (no continuity to other Church School primaries)

St Francis School Nadur

## Secondary Schools:

Bishop's Conservatory Secondary School, Victoria  
Sacred Heart Minor Seminary, Victoria

### **Section 1. Admissions at Kinder 1 and Form 1**

Admissions to Kindergarten 1 and Form 1 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 a 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. Details of schools governed by this Policy are listed further down in this document.
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. Letters of intent received within a scholastic year remain valid till the end of the scholastic year, that is, August 31st of any given year.
5. In the eventuality of such vacancies, the School Management will prepare a report indicating the list of candidates. The following criteria and order will determine how the vacancy will be filled:  
Acceptance of students with a statement of needs applying under any of the criteria below, can only be considered if the maximum quota for students required the support of an LSE hasn't already been reached in the particular year group/class.
  - a. Social Cases. In such applications, a board shall be set up to decide on the merits of the case.
  - 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 email/letter of intent to the school where there is the vacancy.

In the eventuality of a single vacancy and more than one applicant in a category, the child admitted will be the one whose application was received first.

## **Contact details of the Church schools governed by this policy**

### **Bishop's Conservatory Secondary (Secondary Girls)**

Email: [info@bcss.edu.mt](mailto:info@bcss.edu.mt)

Telephone: +356 21560277    Mobile: +356 79560277

Address: Archbishop P Pace Street, Victoria, VCT 2503 Gozo

Website: <http://bishopsconservatory.edu.mt/>

### **Sacred Heart Minor Seminary (Secondary Boys)**

Email: [headofschool@gozoseminary.com](mailto:headofschool@gozoseminary.com)

Telephone: +356 21556479

Address: Enrico Mizzi Street, Victoria, VCT2042 Gozo

Website: <http://www.gozoseminary.com/>

**Bishop’s Conservatory Junior School (Kinder & primary Co-Ed)**

Email: [info@bcjs.edu.mt](mailto:info@bcjs.edu.mt)

Telephone: +356 21556506 / 21550008

Address: Archbishop Pietru Pace Street Victoria, VCT 2503, Gozo

Website: <http://bishopsconservatory.edu.mt/>

**Laura Vicuna Primary School (Kinder & primary Co-Ed)**

Email: [info@lauravicunaschool.com](mailto:info@lauravicunaschool.com)

Telephone: +356 21564937 / 21556346

Address: Pjazza s-Salvatur Ghasri, GSR1012, Gozo

Website: <https://www.lauravicunaschool.com/>

**St. Francis Primary School Victoria (Kinder & primary Co-Ed)**

Email: [sfs@stfrancisvct.edu.mt](mailto:sfs@stfrancisvct.edu.mt)

Telephone: +356 2756 2264

Address: Palm Street, Rabat, VCT1305, Ghawdex

Website: <https://www.mmargherita.org/>

**St. Theresa Primary School (Kinder & primary Co-Ed)**

Email: [info@sttheresa.edu.mt](mailto:info@sttheresa.edu.mt)

Telephone: +356 21556347/21565650

Address: Dr. Anton Calleja Street, Kerċem, KCM 1110, Gozo

Website: <http://www.sttheresaschoolgozo.com>

**St. Francis Primary School Nadur (Kindergarten CO-Ed)**

Email: [sclarahead@gmail.com](mailto:sclarahead@gmail.com)

Telephone: +356 21556650

Address: 31, Madre G Camilleri Str Nadur, NDR 1105, Gozo

fb: St Francis School – Nadur Gozo

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

This admissions procedure may be revised from time to time as deemed appropriate by the Church Schools governed by this policy.

Revised June 2022

Service Manager Gozo Church Schools

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