



Policy For The Admission Of Students Beyond Ballot Years

Our School admits students through the ballot process which is centrally organised by the Secretariat for Catholic Education. Classroom population in our schools is governed by Education authorities and MUT agreement. Throughout the course of the years, pupil population within our school might vary as students might opt to pursue their education at other educational institutions. In this eventuality, when vacancies arise, the school can admit students to fill the vacant places.

Method of admission in other years not included in the centralised ballot:

1. Throughout the course of the year, the school receives letters of intent from parents who would like their child to be admitted to our school should a vacancy arise.
2. All letters of intent should be addressed to the Headmaster 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
3. Both electronic and hard copies of letters of intent may be provided, although electronic copies are preferred. All letters will be acknowledged by the School Secretary by e-mail.
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. In the eventuality of such vacancies, the School Administration will prepare a report indicating the list of candidates. Such a list will distinguish between the following hierarchical criteria as per normal regulations of admission:
 - a. Grave Humanitarian Cases
 - b. Children from Children's homes
 - c. Children of School employees
 - d. Siblings
 - e. Other applicants.
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. The report will then be discussed with the Board and in reference to the Delegate for Education and the Director for Education at SFCE.
8. In the eventuality that more than one student qualifies for possible admission, a public ballot will be drawn amongst the interested parties.

In implementing these procedures, the School abides with the set regulations by the Secretariat for Catholic Education and assures that it is not in breach of delineated procedures.

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