

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

*Applicable for De La Salle College and Stella Maris College (including St Benild School)*

**UPDATED 25 September, 2021<sup>1</sup>**

### **Introduction**

The Lasallian Colleges in Malta, De La Salle College and Stella Maris College, follow the policy and procedures undertaken by the Secretariat for Catholic Education (SfCE) in relation to entry into Year 1 and Year 7 (Form 1) through the relevant ballot process <https://church.mt/archdiocese/church-schools/>

There may be occasions whereby vacancies may arise in other Year groups within the Primary and Secondary level for a number of reasons. The Lasallian Colleges may decide to 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 the Colleges.

### **Procedure**

1. Throughout the course of the year, both Colleges 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 both Colleges should be addressed to the Director for Educational Mission and include:
  - a. the name and surname of the child in question;
  - b. the College and Year group for which the request is being made;
  - c. the reason for requesting admission, specifying under which category of clause 6 the application is being made;
  - d. the date of birth of the said child;
  - e. contact details of the parents/guardians;

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<sup>1</sup> Clauses 2, 3 and 6 have been amended and updated as of 25 September 2021.

- f. current school;
  - g. a copy of the statement of needs if the child has such a statement , or a copy of any relevant application/documentation if the child is undertaking the process to apply for such a statement.
3. Letters of intent should be sent by email to [director@lasallemalta.edu.mt](mailto:director@lasallemalta.edu.mt). Failure to provide any information requested in clause 2 will result in disqualification of the letter of intent from the relevant process. All emails will be acknowledged.
  4. This new procedure will come into effect as from March 2021. As from that date, letters of intent need to be sent **by 15<sup>th</sup> May of each year**, requesting intent for any vacant places for the following scholastic year starting in September.
  5. The procedure assigning any vacant places will take place in July and will cover vacant places available for the forthcoming scholastic year starting the following September. Letters of intent received till 15<sup>th</sup> May of that year will be eligible to be considered for this process but will no longer remain valid at the end of the process in July. Letters of intent can be resent for the following year's procedure if parents/guardians choose to do so.
  6. The selection procedure undertaken in July will assign vacant places according to the following criteria, with preference given according to the following order:
    - a. Children and grandchildren of present employees of the College for which the letter of intent has been sent as well as nephews/grandnephews of De La Salle Brothers followed by nephews/grandnephews of College Chaplains who have given uninterrupted service to the Colleges for at least 5 years;
    - b. Siblings of students currently attending the same College for which the letter of intent has been sent;
    - c. Children from Children's homes and children of refugees or those having subsidiary protection status;
    - d. Children and siblings of former students of the College for which the letter of intent has been sent, followed by children and siblings of former students of the other Lasallian College;
    - e. other applicants.

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

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 Colleges 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 or when a student may be transferred from one Lasallian college to another. This process is initiated by the relevant Head of School and is subject to approval by the Director of Educational Mission. It will take place prior to the process described above and the number, if any, of remaining vacant places available will be assigned after this process is concluded or deemed to be not applicable for that particular year.
9. At the end of the selection process, a report will be prepared by the Director of Educational Mission which will be submitted to the Board of the Malta Trust of the Brothers of the Christian Schools. The report will outline the number of vacancies available, the manner in which the procedure was applied and the outcome of the procedure.
10. 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.
11. This policy has been approved by the Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers) and may be reviewed and/or updated by the Trust as necessary. The Trust also reserves the right to suspend the provisions of the policy.

**Updated 25<sup>th</sup> September 2021**