



**SACRED
HEART
COLLEGE**

Admissions Policy

Other than in Year 1 and Year 7

1. Rationale

This policy aims to inform stakeholders and the general public of the enrolment procedure followed by Sacred Heart College in every year level except when the Secretariat for Catholic Education (hereinafter referred to as SfCE) organises the Church Schools' Admission process. SfCE organises the admission process regularly in Year 1 and Year 7 but also in other years, when the need arises. In enrolling any new student following any vacancy arisen due to the withdrawal of a student from Sacred Heart College, the College will follow the standard procedure laid out in this document.

For the purposes of this policy, it is being noted that classroom population size at Sacred Heart College follows the Collective Agreement between the Church Schools Authorities and the Malta Union of Teachers for Education Grades in Church Schools and in the Secretariat for Catholic Education (7th August 2018)

2. Procedure for Enrolment outside Ballot Years

- a. Parents interested in enrolling their daughter at the College should print and complete the attached form titled **Expression of Interest to Register a Child at Sacred Heart College**.
- b. Although electronic submissions are preferred, both electronic and hard copies of the expression of interest will be accepted.
- c. Hard copies of the form should be addressed to the Head of the Junior School for students of primary school age or to the Head of the Senior School for students of secondary school age at the following addresses:

Junior School

The Head of Junior School
Sacred Heart College
Sacred Heart Avenue
St Julian's STJ 1432

Senior School

The Head of Senior School
Sacred Heart College
Sacred Heart Avenue
St Julian's STJ 1432

- d. Electronic copies of the completed form [i.e. scanned copies of the completed form] must be emailed on the following addresses:
Junior School: juniorsecretary@sacredheart.edu.mt
Senior School: sacredheart@sacredheart.edu.mt
- e. All letters received, whether in hard or electronic form will be acknowledged by the respective School Secretary by email.
- f. The Junior and Senior Schools at the College keep an official record of all requests for enrolment received listed by
 - date of receipt of the form, and
 - year cohort (i.e. student year of birth).
- g. This official record is kept from year to year, therefore there is no need to resubmit an expression of interest form every year.
- h. As stated earlier, in Year 1 and Year 7, i.e. the year groups regulated by the ballot organised by the SfCE, applications through this process will not be accepted.

3. Procedure for Admission outside Ballot Years

- a. In the eventuality that such vacancies should arise, Junior/Senior School administration officials will prepare a report listing all the candidates on record, according to the following hierarchical order:
 - i. Siblings of students attending Sacred Heart College
 - ii. Children of College employees who are employed on an Indefinite Contract and have successfully ended their probation
 - iii. Siblings of students attending the Archbishop's Minor Seminary School, Rabat
 - iv. Serious Cases (as assessed on an individual basis by Junior/Senior School administration officials)
 - v. Other applicants according to the date of receipt of requestShould it so happen that after having followed the hierarchical order above and the day of receipt of request, more than one application is equally eligible for admission, a public ballot will be drawn amongst those particular applicants that are equally eligible.

- b. Serious cases may be accepted depending on the capacity of the College and the seriousness of the case. Such cases may take precedence over this hierarchy. Such cases will be decided by an *ad hoc* committee, including the relevant (or both) Heads, the College Director, the Chairperson of the Board of Governors of the College or her delegate and the Delegate for Catholic Education or his delegate.
- c. In implementing these procedures, Sacred Heart College abides by the regulations set by the SfCE and is fully compliant with delineated procedures.
- d. Sacred Heart College strictly follows the Church Schools Admission Regulations at entry level i.e. in Year 1 in the Junior School and in Year 7 in the Senior School. Should a student fail to continue her education at the College during the first term of the scholastic year in Year 1 or Year 7, the SfCE reserves the right to replace that student according to the ballot outcome and waiting list results.

4. School Attendance

- a. A student registered at Sacred Heart College is obliged to attend school regularly from the beginning of the scholastic year and throughout the scholastic year until the last day of school for students as per applicable legislation in force at any time.
- b. Exemptions to regular attendance as defined above may be given for a period of one scholastic year, starting from the date when the child should start attending school, in cases where parents/guardians may need to relocate abroad for such serious reasons as work, sickness or study.
- c. To request such an exemption, parents/guardians must write to the Head of School stating
 - the purpose for relocating abroad,
 - the planned duration of their stay abroad, and
 - proof that the child has been accepted at a registered school abroadattaching such relevant documentation as proves that they are relocating for serious reason.
- d. The place reserved for the child will not remain available if the child benefitting from such exemption does not return to school by the stipulated date.
- e. Places for registered students will be kept for a maximum of one year except in exceptional cases that are deemed sufficiently serious for College officials to decide otherwise. In all such cases, the College requires official certification from the receiving registered school abroad that the student is enrolled and attending school. The decision of the College officials on such matters will be final.

- f. In cases of prolonged absence from school, parents must be aware that they must comply with all regulatory and legislative obligations that may be in force at any given time in relation to the Education Department or such other body carrying out a similar function.

Ms Elaine Siegler

Head of Junior School

Ms Joanna Attard Pulis

Head of Senior School

Dr Joe Gauci

College Director

Date: October 2021