



## ***Policy For The Admission Of Students Beyond Ballot Years***

St Augustine College admits students through the ballot process which is centrally organised by the Secretariat for Catholic Education. Classroom population in our College is governed by Education authorities and MUT agreement.

Though the pupil population within our College is fixed, throughout the course of the years, it might vary, particularly when a student opt to pursue his education at another educational institution. In this eventuality, a vacancy will arise, and the College, **at its own discretion**, will then admit **baptised** students to fill the vacant places through the following procedure.

1. Throughout the course of the year, the College receives letters of intent from parents who would like their child to be admitted to our College should a vacancy arise.
  
2. All letters of intent should be addressed to the Rector on [college@staugustine.edu.mt](mailto:college@staugustine.edu.mt) 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) Should there be SEN applications, 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;
  - f) A copy of the updated LSE statement or psychological report, if any.

3. Both electronic and hard copies of letters of intent may be provided, although electronic copies are preferred. All letters will be acknowledged 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, a new student will be admitted according to the following preference:
  - a) Children of College employees
  - b) Siblings
  - c) Other applicants.
  
6. In the eventuality that more than one student qualifies for possible admission, a public ballot will be drawn amongst the interested parties.

*December 2020*