



REGISTRAZZJONI TAL-ISTUDENTI REGISTRATION OF STUDENTS

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All data is collected and processed in accordance with the Data Protection Act, 2011.

Jekk jogħġbok, imla BISS it-taqsimiet li japplikaw, skont kif mitlub.
Please complete ONLY the relevant sections, as required.

TAQSIMA 1 – DETTALJI TAL-ISTUDENT/A SECTION 1 – STUDENT'S DETAILS

Din it-taqsimha trid timtela mill-applikanti kollha.
This section needs to be completed by all applicants.

Il-kunjom Surname		L-isem Name	
Maskil Male	☐ Femminil Female ☐	In-numru tal-Karta tal-identità Identity Card number	
Id-data tat-twelid Date of birth		In-numru tal-passaport ¹ Passport number	
L-età Age		Il-pajjiż tat-twelid Country of birth	
Il-post tat-twelid Place of birth		In-nazzjonalità Nationality	
L-iskola li jixtieq/tixtieq jattendi/tattendi Preferred school			
Is-sena skolastika li fiha se jibda/tibda jattendi/tattendi The scholastic year in which s/he will start attending			

Immarka (✓) s-sena li se jkun/tkun fiha fil-kaxxa pprovduta
Tick (✓) the year group s/he will be in, in the box provided

Il-Livell tal-Kindergarten – Kindergarten Level		
Kindergarten 1 (Ottubru/October) ²	Kindergarten 1 (Frar/February) ³	Kindergarten 2 (Ottubru/October)
☐	☐	☐

L-Iskola Medja – Middle School	
Is-Seba' Sena Year 7	It-Tmien Sena Year 8
☐	☐

L-Iskola Primarja – Primary School					
L-Ewwel Sena Year 1	It-Tieni Sena Year 2	It-Tielet Sena Year 3	Ir-Raba' Sena Year 4	Il-Ħames Sena Year 5	Is-Sitt Sena Year 6
☐	☐	☐	☐	☐	☐

L-Iskola Sekondarja – Secondary School		
Id-Disa' Sena Year 9	L-Għaxar Sena Year 10	Il-Ħdax-il Sena Year 11
☐	☐	☐

¹ F'każ ta' studenti barranin BISS.

In case of foreign students ONLY.

² Tfal li jagħlqu tliet snin sal-aħħar ta' Diċembru għandhom jibdeu jattendu l-iskola mill-ewwel ta' Ottubru ta' dik is-sena.

Children who will be three years old by the end of December should start attending school as from 1st October of that year.

³ Tfal li jagħlqu tliet snin sal-aħħar ta' April tas-sena ta' wara għandhom jibdeu jattendu l-iskola fl-ewwel ta' Frar ta' dik is-sena.

Children who will be three years old by the end of April of the following year should start attending school on 1st February of that year.



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Immarka (✓) jekk hemmx aħwa fl-istess skola
Tick (✓) if there are siblings in the same school

☐☐

Iva (Yes)

Le (No)

Jekk iva, nizzel isem ħuh/a jew oħtu/oħtha u l-klassi li
qiegħed/qiegħda fiha
If yes, write down his/her brother's or sister's name and the class in
which s/he is

L-isem Name	
Il-klassi Class	

Immarka (✓) jekk xi wieħed mill-ġenituri/kustodju legali jaħdem fl-istess skola/Kulleġġ
Tick (✓) if one of the parents/legal guardian works in the same school/College

☐☐

Iva (Yes) Le (No)

Jekk iva, nizzel ismu/isimha u l-grad tiegħu/tagħha
If yes, write down his/her name and grade

L-isem Name	
Il-grad Grade	

L-indirizz postali tal-istudent/a
Postal address of student

	Il-kodiċi postali Postcode	

It-telefown tad-dar
Home telephone number

In-numru tal-mowbajl
Mobile number

TAQSIMA 2 – DETTALJI ADDIZZJONALI TAL-ISTUDENT/A F'KAŻ TA' TRASFERIMENT MINN SKOLA OĦRA SECTION 2 – STUDENT'S ADDITIONAL DETAILS IN CASE OF A TRANSFER FROM ANOTHER SCHOOL

Din it-taqsima għandha timtela BISS mill-applikanti li qed jitolbu li t-tfal tagħhom jiġu ttrasferiti minn xi skola oħra.
This section needs to be completed ONLY by applicants who are requesting that their children be transferred from another school.

L-aħħar skola li attenda/attendiet
Last school attended

Is-sena li kien/kienet fiha
The year s/he was in

Il-lingwa li studja/t jew li se jibda/tibda jistudja/tistudja mis-Seba' Sena (jekk applikabbli)
The language which s/he studied or will be studying as from Year 7 (if applicable)

Is-suġġetti li studja/t jew li se jibda/tibda jistudja/tistudja mid-Disa' Sena (jekk applikabbli)
The subject/s which s/he studied or will be studying as from Year 9 (if applicable)

TAQSIMA 3 – DETTALJI ADDIZZJONALI TAL-ISTUDENT/A BI BŻONNIJET SPEĊJALI 3 – STUDENT WITH SPECIAL NEEDS' ADDITIONAL DETAILS

Din it-taqsima għandha timtela BISS mill-applikanti li t-tfal tagħhom għandhom xi bżonnijiet speċjali.
This section needs to be completed ONLY by applicants whose children require special needs.

In-numru maħruġ mill-Bord dwar il-każ speċjali (jekk applikabbli)
Statementing Board number (if applicable)

Immarka (✓) jekk l-istudent/a għandux/għandhiex diġà LSA
Mark (✓) in the appropriate box if the student has already been assigned an Iva (Yes) Le (No) LSA

☐☐



Immarka (✓) t-tip ta' għajnuna li qiegħed/qiegħda tircievi (jekk applikabbli)

Mark (✓) the type of statement (if applicable)

- | | |
|--|--------------------------|
| ☐ Support fuq bażi individwali, matul il-ħin kollu tal-iskola
<i>Full-time support, on a one-to-one basis</i> | ☐ |
| ☐ Support mogħti matul il-ħin kollu tal-iskola, iżda mhux fuq bażi individwali
<i>Full-time support</i> | ☐ |
| ☐ Support offrut lil aktar minn student wieħed fl-istess klassi
<i>Shared in the same class</i> | ☐ |
| ☐ Support offrut lil aktar minn student wieħed, mhux neċessarjament fl-istess klassi
<i>Shared support</i> | ☐ |
| ☐ Għajnuna mogħtija mill-għalliemi tal-klassi, b'kollaborazzjoni mal-LSA, jekk ikun hemm is-servizz tal-LSA fil-klassi
<i>Benefits</i> | ☐ |

Immarka (✓) jekk l-istudent/a għandux/għandhiex trasport speċjali

Mark (✓) in the appropriate box if the student has special transport

☐

Iva (Yes)

☐

Le (No)

TAQSIMA 4 – DETTALJI ADDIZZJONALI DWAR STUDENTI BARRANIN SECTION 4 – FOREIGN STUDENTS' ADDITIONAL DETAILS

Din it-taqsima għandha timtela BISS f'każ ta' studenti barranin.

This section needs to be completed ONLY in the case of foreign students.

Immarka (✓) biex tindika jekk hux obligat li jsir ħlas għas-servizz edukattiv tal-istudent/a matul is-sena skolastika li se jkun/tkun qed jattendi/tattendi

Mark (✓) in the appropriate box to indicate whether it is obligatory to pay for the student's educational service for the year in which s/he will be attending

☐

Iva (Yes)

☐

Le (No)

TAQSIMA 5 – DETTALJI TAL-ĠENITURI JEW KUSTODJI LEGALI SECTION 5 – DETAILS OF PARENTS OR LEGAL GUARDIANS

Din it-taqsima trid timtela mill-applikanti kollha.

This section needs to be completed by all applicants.

Isem u kunjom il-missier/kustodju legali
Father's/legal guardian's name & surname

Isem u kunjom l-omm/kustodju legali
Mother's/legal guardian's name & surname

In-numru tal-Karta tal-Identità
Identity Card number

In-numru tal-Karta tal-Identità
Identity Card number

In-numru tal-passaport ⁴
Passport number

In-numru tal-passaport ⁵
Passport number

Il-pajjiż tat-twelid
Country of birth

Il-pajjiż tat-twelid
Country of birth

In-nazzjonalità
Nationality

In-nazzjonalità
Nationality

⁴ F'każ BISS li l-missier/kustodju legali jkun barrani.
In case of a foreign father/legal guardian ONLY.

⁵ F'każ BISS li l-omm/kustodju legali tkun barranija.
In case of a foreign mother/legal guardian ONLY.



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In-numru tat-telefown <i>Telephone number</i>		In-numru tat-telefown <i>Telephone number</i>	
In-numru tal-mowbajl <i>Mobile phone number</i>		In-numru tal-mowbajl <i>Mobile phone number</i>	
L-indirizz postali tal-missier/kustodju legali <i>Postal address of father/legal guardian</i>		L-indirizz postali tal-omm/kustodju legali <i>Postal address of mother/legal guardian</i>	
	Il-kodiċi postali <i>Postcode</i>		Il-kodiċi postali <i>Postcode</i>
L-indirizz elettroniku <i>e-mail address</i>		L-indirizz elettroniku <i>e-mail address</i>	

TAQSIMA 6 – RAĠUNIJIET MOGĦTIJA GĦAR-REĠISTRAZZJONI TAL-ISTUDENT/A FL-ISKOLA MAGĦŻULA SECTION 6 – REASONS GIVEN FOR THE STUDENT'S REGISTRATION IN THE CHOSEN SCHOOL

Din it-taqsima għandha timtela **BISS** mill-ġenituri/kustodji legali li **MA JOQOGĦDUX** fl-istess lokalità tal-iskola li fiha jixtiequ jirreġistraw lit-tifel/tifla/tfal tagħhom.

*This section needs to be completed **ONLY** by parents or legal guardians who **DO NOT RESIDE** in the same locality of the school in which they would like to register their child/ren.*

TAQSIMA 7 – DIKJARAZZJONI MILL-ĠENITURI JEW KUSTODJI LEGALI SECTION 7 – DECLARATION FROM PARENTS OR LEGAL GUARDIANS

Din it-taqsima għandha timtela mill-ġenituri (l-omm u l-missier) jew il-kustodji legali.

This section needs to be completed by both parents or legal guardians.

Aħna, il-ġenituri/kustodji legali ta' (niżżel l-isem u l-kunjom sħiħ tat-tifel/tifla) _____,
solennement niddikjaraw illi, safejn nafu aħna, l-informazzjoni kollha li niżżilna f'din il-formola hija korretta.
*We, the parents/legal guardians of (full name and surname of the child) _____,
solemnly declare that, to the best of our knowledge and belief, the information in this application is correct.*

Il-firma tal-missier/kustodju legali
Father's/legal guardian's signature

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Il-firma tal-omm/kustodju legali
Mother's/legal guardian's signature

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Id-data / Date: ____/____/____



1.  Ċertifikat tat-twelid tat-tifel/tifla (f'każ ta' studenti barranin BISS).
Child's birth certificate (in case of foreign students ONLY).
2.  F'każ ta' ġenituri separati/divorzjati, ikunu meħtieġa d-dokumenti uffiċjali dwar il-kustodja tat-tifel/tifla (jekk applikabbli).
In case of separated/divorced parents, the official documents of the child's custody (if applicable), are required.
3.  F'każ li wieħed mill-ġenituri/kustodji legali jirrifjuta jew ma jkunx jista' jiffirma din il-formola, għal kwalunkwe raġuni, kif mitlub f'Taqsim 7, ikun meħtieġ li jsir rikors fil-Qrati ta' Malta biex it-talba għar-registrazzjoni tat-tifel/tifla fl-iskola magħżula tkun tista' tiġi pproċessata mingħajr il-kunsens tal-parti l-oħra. It-talba għar-registrazzjoni tat-tifel/tifla tkun tista' tiġi pproċessata BISS meta kopja tad-dokument uffiċjali, maħruġ mill-Qorti, ikun ippreżentat ma' din il-formola.
If one of the parents/legal guardians refuses or is not able to sign this form, for whatever reason, as required in Section 7, an application needs to be filed in the law courts of Malta so that the request for the registration of the child in the chosen school could be processed without the other party's consent. The request for the registration of the child could ONLY be processed when a copy of the official document, issued by the court, is presented with this form.
4.  Kopja bil-kulur tal-Karta tal-Identità tal-ġenituri/kustodji legali (miż-żewġ naħat) JEW kopja tal-passaporti tagħhom (tradotti għall-Ingliz b'mod uffiċjali, f'każ ta' ġenituri barranin). Il-kopja tal-Karta tal-Identità jew tal-passaporti għandha tkun iffirmata mill-applikanti. L-applikanti għandhom jippreżentaw ukoll id-dokumenti originali meta jirreġistraw lit-tfal tagħhom.
A photocopy in colour of the parents'/legal guardian's Identity Card (back & front) OR a copy of their passports (translated officially into English, in case of foreign parents). The photocopies of the Identity Card or passports should be signed by the applicants. Applicants should also present the original documents when they register their children.
5.  F'każ ta' ġenituri barranin jew ġenituri li se jrin joqogħdu fl-istess lokalità fejn tinsab l-iskola li fiha jixtiequ jirreġistraw lit-tfal tagħhom, ikun meħtieġ kopja tal-kuntratt tal-kirja jew konvenju. *In case of foreign parents or parents who will be residing in the same locality as the school they wish to register their children in, a copy of the leasing agreement or promise of sale is required.*
6.  Jekk issir talba mill-ġenituri/kustodji legali biex it-tifel/tifla tiġi registrata go skola li mhix fil-lokalità li jkun joqogħdu fiha huma u r-raġuni li tingħata (f'Taqsim 6) tkun li t-tnejn jaħdmu, u għaldaqstant ma jkunux jistgħu jwasslu jew jiġbru lit-tfal tagħhom lejn u mill-iskola, ikun meħtieġ li tinħareġ ittra uffiċjali mill-ETC jew minn min jimpjega lill-ġenituri/kustodji legali, li tiċċertifika li t-tnejn tabilhaqq jaħdmu. Importanti li l-ħinijiet tax-xogħol ikunu indikati.
If a request is made by the parents/legal guardians to register their children in a school which is not in the locality in which they reside and the reason given (in Section 6) is related to the fact that both parents work, and therefore could not bring and pick up their children to and from school, an official letter from ETC or the employers of the parents/legal guardians will be needed in order to certify that they both work. It is important that the hours of work are indicated.
7.  Ittra ta' kunsens minn min se jkun qiegħed iwassal u/jew jiġbor lit-tifel/tifla lejn u mill-iskola, minflok il-ġenituri/kustodji legali (jekk applikabbli).
Letter of consent, written by a third party, who will assume the responsibility of bringing and/or picking the child to and from school instead of the parents/legal guardians (if applicable).
8.  Ittra ta' kunsens mill-ġenituri/kustodji legali fejn jawtorizzaw lil haddiehor biex iwassal u/jew jiġbor lit-tifel/tifla tagħhom lejn u mill-iskola (jekk applikabbli).
Letter of consent by parents/legal guardians in which they authorize a third party to assume the responsibility of bringing and/or picking the child to and from school (if applicable).



9.  Kopja bil-kulur tal-Karta tal-Identità tal-persuna awtorizzata, kif imsemmija f'Punt 7, biex twassal u/jew tiġbor lit-tifel/tifla lejn u mill-iskola (miż-żewġ naħat) (jekk applikabbli). Il-kopja tal-Karta tal-Identità għandha tkun iffirmata mill-persuna awtorizzata. Il-Karta tal-Identità originali għandha tiġi pprezentata wkoll.
A photocopy in colour of the Identity Card of the person who is authorized, as mentioned in Point 7, to assume the responsibility of bringing and/or picking the child to and from school (back & front) (if applicable). The photocopy of the Identity Card should be signed by the authorized person. The original Identity Card should also be presented.
9.  Ċertifikat tal-mewt jekk xi wieħed mill-ġenituri/kustodju legali jkun nieqes (f'każ ta' studenti barranin BISS).
Death certificate if one of the parents/legal guardians is deceased (in case of foreign students ONLY).
10.  Dokumenti oħra li jistgħu jsaħħu t-talba tal-applikanti.
Any other documents which could substantiate further the applicants' request.
11.  Dokumenti oħra li jistgħu jintalbu mill-Kulleġġ jew l-Iskola.
Any other documents which could be requested by the College/school.

NOTI IMPORTANTI:

Important Notes:

- Studenti li ma joqogħdux f'xi waħda mil-lokalitajiet tal-Kulleġġ, ma jistgħux jingħataw is-servizz tat-trasport.
Students who reside outside the College localities cannot be provided with transport arrangements.
- F'każ ta' ġenituri/kustodji legali li **MA JOQOGĦDUX** fl-istess lokalità tal-iskola li fiha jixtiequ jirreġistraw lit-tfal tagħhom, din l-applikazzjoni għandha tintbagħat fl-Uffiċċju tal-Prinċipal tal-Kulleġġ.
*In the case of parents/legal guardians who **DO NOT RESIDE** in the same locality of the school in which they would like to register their children, this application should be sent to the Head College Network Office.*
- F'każ ta' ġenituri/kustodji legali li **JOQOGĦDU** fl-istess lokalità li fiha jixtiequ jirreġistraw lit-tfal tagħhom, din l-applikazzjoni għandha tintbagħat lill-amministrazzjoni tal-iskola.
*In the case of parents/legal guardians who **RESIDE** in the same locality of the school in which they would like to register their children, this application should be sent to the school's administration.*
- Il-ġenituri/kustodji legali għandhom jagħmlu appuntament mas-segretarjat tal-Kulleġġ jew l-Iskola (skont kif japplika) biex jiġu vverifikati d-dokumenti originali.
Both parents/legal guardians should make an appointment with the College/school secretariat (depending on which is applicable) so that the original documentation can be verified.
- Talbiet aċċettati għal studenti minn lokalitajiet tal-Kulleġġ jew lokalitajiet li ma jagħmlux parti mill-Kulleġġ, huma validi biss sakemm jgħaddi l-perjodu tal-iskola Primarja. Meta dan il-perjodu jasal fi tmiemu, studenti li mhumx mil-lokalitajiet tal-Kulleġġ, dawn jiġu awtomatikament diretti għall-iskola Medja/Sekondarja tal-Kulleġġ fejn huma residenti. Għalhekk, kull talba li se ssir għal studenti li se jkunu minn Year 7 'il fuq, minn lokalitajiet tal-Kulleġġ/lokalitajiet li ma jagħmlux parti mill-Kulleġġ, dawn iridu jsiru kompletament mill-ġdid.
Accepted requests for students of out of catchment/locality are only valid for the period that the student/s is/are of Primary school age. On completion of the Primary Years, out of catchment area students will be automatically directed to their residence address catchment Middle/Secondary school. Any out of locality/catchment requests for Year 7 and beyond need to be submitted again.



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GHALL-UŻU UFFIĊJALI / FOR OFFICIAL USE

- It-talba għar-registrazzjoni/trasferiment tal-istudent/a ġiet **AĊĊETTATA**
*The request for student's registration/transfer is **ACCEPTED***
- It-talba għar-registrazzjoni/trasferiment tal-istudent/a **MHIX AĊĊETTATA**
*The request for student's registration/transfer is **NOT ACCEPTED***

☐☐

Il-Firma tal-Prinċipal tal-Kulleġġ/Kap tal-Iskola
Signature of Head College Network/Head of School

Id-data
Date