

Admission Arrangements for Nursery (K1) Classes in KGs for the 2024/25 School Year

(Applicable to children who were born
on or before 31 December 2021)

KGs Covered

- ▶ Applicable to KGs joining the Kindergarten Education Scheme (Scheme-KGs) or non-Scheme local KGs participating in the K1 Admission Arrangements
 - The list of non-Scheme local KGs joining the “2024/25 K1 Admission Arrangements” has been uploaded onto the EDB’s website in mid-July 2023.

https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html#non-scheme_list

(EDB's website > Education System and Policy > KG Education > Education > Admission Arrangements for Nursery (K1) Classes in Kindergartens > Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2024/25 School Year - 8. List of Local KGs Not Joining the KG education scheme but Participating in the 2024/25 K1 Admission Arrangements)

Measures

- (1) Distribution of Application Forms
- (2) School-based Admission Mechanism
- (3) " Not More Than One Place for Each Child " Measure
- (4) Admission Support for Non-Chinese Speaking Children
- (5) Release of Vacancy Information
- (6) Referral Arrangements for Children

Measures

(1) Distribution of Application Forms

- ▶ Distribution of application forms without quota or via school website to avoid queuing up.
- ▶ Should not interview the child-applicants earlier than November.

Measures

(2) School-based Admission Mechanism

- ▶ KGs should introduce a school-based admission mechanism, including the admission procedure and criteria, and the number of child-applicants to be interviewed, etc.
- ▶ Must be **fair, just and open**.
- ▶ Must be **in compliance with the existing anti-discrimination legislation** and other related legislation/ordinance, including:
 - Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, Race Discrimination Ordinance; and
 - Personal Data (Privacy) Ordinance and/or Prevention of Bribery Ordinance ,etc.
 - Circulars and guidelines issued by EDB, e.g. the application forms and relevant information provided by KGs must be in both Chinese and English

Measures

(2) School-based Admission Mechanism

- ▶ KGs must **inform parents in advance of the details of their school-based admission mechanism** through effective channels (e.g. Guidance notes in application forms, admission guidelines/leaflets, school website, etc.) and **upload the relevant information together with the link to EDB's website on K1 Admission Arrangements onto the school website**
- ▶ KGs must provide the relevant documents of their K1 admission arrangements **in both Chinese and English**, e.g. application forms and relevant information. Templates of relevant documents for admission arrangements have been uploaded onto EDB's website for reference.
- ▶ When considering applications for **Whole-day(WD)/Long WD services**:
 - KGs should give **due priority to families that require WD/LWD services** (e.g. families with working parents, those who need to take care of family member(s) with disability at home, etc.)
 - Relevant conditions should be included in the admission criteria announced

Measures

(2) School-based Admission Mechanism

- ▶ KGs are required to upload the information below to the school website on or before **14 September 2023 (Thursday)** and/or via different channels to inform parents in advance.

1

Information on Admission Application

- Ways to distribute application forms
- Date and period for distribution of application forms
- Application procedure
- Application fee (if applicable)
- Ways to submit application forms
- Date and time for submission of application forms

2

School-based Admission Mechanism

- Number of candidates to be interviewed
- Interview format and arrangements
- Admission criteria

3

Registration Procedure

- Arrangements on announcement of admission results
- Centralised Registration Dates
- Arrangements on submission of a valid registration document and registration fee (including the amount)
- Arrangements on registration for students on waiting list
- Arrangements for students changing school after registration

Measures

(2) School-based Admission Mechanism

- ▶ KGs are required to upload the information below to the school website on or before 14 September 2023 (Thursday) and/or via different channels to inform parents in advance.

4

The link to the webpage indicating the KG's school information in the "Profile of KGs and KG-cum-Child Care Centres"

5

The link to EDB's website on Admission Arrangements for Nursery (KI) Classes in Kindergartens

6

Other relevant information such as the introduction of the school and school fee information

Measures

(3) " Not More Than One Place for Each Child " Measure

- ▶ Premised on the principle that each student should only attend one KG, and for enabling students to have equal opportunities for receiving subsidised KG education as well as making good use of Government resources, regardless of the level (i.e. K1, K2, K3), all Scheme-KGs can only admit children with a valid registration document.
 - Scheme-KGs can only admit children holding a valid registration document.
 - If parents are unable to submit the valid registration document, even if they are willing to pay full school fees, the KG concerned cannot admit their children.

Registration Certificate for KG Admission

(Application starts from September)


- Application forms can be obtained from District Offices, Post Offices, Regional Education Offices of the EDB or downloaded from EDB's website (www.edb.gov.hk/applyRC/2425/en/)


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Sample -Application Form of Registration Certificate for KG Admission

- Application forms can be obtained from **District Offices, Post Offices, Regional Education Offices of EDB** or **downloaded from EDB's website** (www.edb.gov.hk/applyRC/2425/en/)

 (For staple)



Education Bureau
The Government of the
Hong Kong Special Administrative Region
of the People's Republic of China

**APPLICATION FOR REGISTRATION CERTIFICATE
FOR KINDERGARTEN ADMISSION**

(Parents are required to submit an application **between September and November 2023** for their child(ren) going to study in **Nursery Class (K1) in the 2024/25 school year**)

Please circle the appropriate box

(Please read carefully the Guidance Notes before filling in the application form)

Part I Particulars of Applicant (normally the applicant must be the parent of the child or else please specify in Part III with relevant supporting proofs) * Optional to fill in

Parents are reminded to use the **latest version** of the application form (i.e. application for children going to study in nursery (K1) class in the **2024/25 s.y.**).

Part I Particulars of Applicant (Particulars of father/mother of the child)

- Put down your English and Chinese name in the same order as stated on your identity document.

- If HKID card is not available, you shall complete the part of “Other Identity Document” and submit copies of other valid identity documents (e.g. Mainland identity card, travel document, etc.).

6.	Home Address	Flat	<input type="text"/>	Floor	<input type="text"/>	Block	<input type="text"/>
	Name of Building	<input type="text"/>					
	Estate/Village	<input type="text"/>					
	No. & Name of Street	<input type="text"/>					
	District	<input type="text"/>					
	Area	#	<input type="text"/> 1 HK	<input type="text"/> 2 KLN	<input type="text"/> 3 NT		
7.	Correspondence Address in HK (please leave blank if it is the same as the home address)	Flat	<input type="text"/>	Floor	<input type="text"/>	Block	<input type="text"/>
	Name of Building	<input type="text"/>					
	Estate/Village	<input type="text"/>					
	No. & Name of Street	<input type="text"/>					
	District	<input type="text"/>					
	Area	#	<input type="text"/> 1 HK	<input type="text"/> 2 KLN	<input type="text"/> 3 NT		

- Correspondence address must be an address within the territory of Hong Kong. If you do not live in Hong Kong, please provide an address in Hong Kong for correspondence use in addition to the home address.

8.	Local Contact Telephone No.	<input type="text"/>	(mobile*)	<input type="text"/>	(home)
For receiving "Acknowledgement of Application"					

- If you wish to receive SMS for acknowledging receipt of your application, you must provide a valid local mobile phone number.

Part II Particulars of Child(ren)

- Meet the eligibility criteria
- The English and Chinese name should be in the same order as stated on the identity document.

c. Identity Document Type & No. # ☐ A HK Birth Certificate No:

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(Please refer to para 2.3 of Part B of the Guidance Notes) ☐ B HKID Card No:

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☐ C Other Identity Document: _____ Document No: _____

To prove the Hong Kong resident status of the child, the applicant should submit **a copy of the Hong Kong Birth Certificate** (with the word “Established” shown in the “Status of Permanent Resident” column) of the child.

If this is not available or if the Hong Kong Birth Certificate bears the words “Not Established”, the applicant must submit a copy of one of the following valid identity documents of the child(ren) (together with a copy of the Hong Kong Birth Certificate, if available) -

- (a) Hong Kong Special Administrative Region (HKSAR) Re-entry Permit;
- (b) HKSAR Document of Identity for Visa Purposes (pages 1 to 3);
- (c) HKSAR Passport;
- (d) Hong Kong Permanent Identity Card;
- (e) One-way Exit Permit and HKSAR Document of Identity for Visa Purposes;
- (f) Entry Permit issued by the HKSAR Government or travel documents issued by other countries/territories bearing a valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong; or
- (g) Permit to Remain in the HKSAR (ID235B).

If the identity document of student belongs to category (f) or (g) above, the applicant and the child have to present copies of their own valid travel documents (including pages showing the bearer’s particulars, the latest visa label issued by the Immigration Department of the HKSAR Government and the latest “Permission to remain” stamp issued by the Immigration Department indicating the latest period of lawful stay of the applicant and the child) to EDB as well.

d. Date of Birth

				Y			M			D
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- born on or before 31 December 2021 (for admitting K1 in the 2024/25 school year)

e. Relationship with Applicant # ☐ A Child ☐ B Other (please specify in Part III with relevant supporting proofs)

f. School Year Applying for # ☐ C 2024/25 school year ☐ E 2023/24 school year
(please refer to para 2.1 of Part B of the Guidance Notes)

g. Class Applying for # ☐ N Nursery Class (K1) ☐ L Lower Class (K2) ☐ U Upper Class (K3)
(with regard to the school year selected in item f)

Part III Other Special Family Information

If you have filled in Part II particulars of any child who is **not** a child of yours, please specify your relationship with the child. Please also provide copy of the identity document and authorisation letter of the child's father/mother. If such documents cannot be presented, and the child is now under your guardianship, please provide relevant supporting proofs.

Relationship with the child (Please specify) _____

- If the child(ren) is not your child, specify your relationship with the child(ren) and provide a copy of the identity document of the child's father/mother, as well as an authorisation letter.

Filling in the application form – Points to note

Part IV Language of Correspondence

1. Language of correspondence # ☐ C Chinese ☐ E English

Part V Undertaking and Declaration

Signature of Applicant: _____

Date: Y M D

- Read through the paragraphs in the Guidance Notes and sign in the space provided. EDB will not process the application if this part is not properly signed.

Part VI Checklist for Submission of Application

1. Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed? ☐
2. Has copy of your identity document been attached? ☐
3. Has copy of the identity document of all child(ren) been attached? ☐
4. If the child is **not** a child of yours, have you specified your relationship with the child in Part III of the application form with relevant supporting proofs (copy of the identity document and authorisation letter of father/mother of the child)? ☐
5. Have you provided the correspondence address in Hong Kong? ☐
6. For application by post, have you written the correct postal address of EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) and affixed sufficient postage to the envelope for mailing the application? Please note any underpaid mail items will be disposed of by the Hongkong Post. ☐
7. Have you retained a photocopy of the completed application form? ☐

- Please tick the appropriate boxes for action completed.

Submission method

► 1. By post :

Guidance Notes on Application for Registration Certificate for KG Admission – Page 6

Please forward copies of the necessary supporting documents together with the duly completed application form to EDB.

Correspondence
Address



Education Bureau
P.O. Box 23179, Wan Chai Post Office, Hong Kong
“Re. Application for Registration Certificate for Kindergarten Admission”

“Acknowledgement of Application” will be issued to applicants within 10 working days from the date of receipt of the applications.

If a local mobile phone number is provided: acknowledgement by SMS; Otherwise, acknowledgement will be given in writing by post.

Please remember to attach copy of valid supporting documents, provide address and affix sufficient postage on the envelope.

► 2. Drop-in box (drop-in in person; opening hours of drop-in box: Mondays to Fridays 8:30 a.m. to 6:00 p.m.):

14/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, HK

[For enquires, please call EDB during working hours :

Mondays to Fridays 8:30 a.m. to 1:00 p.m., 2:00 p.m. to 6:00 p.m., closed on Saturdays, Sundays and Public holidays)]

Electronic application form for Registration Certificate for KG Admission

◆ 3. Online submission

(<https://eform.cefs.gov.hk/form/edb005/en/>)

GovHK 香港政府一站通

SC-605-3-EDB005-001 | Text Size | 繁體

Application for Registration Certificate for Kindergarten Admission

1) Introduction

2) Part I - Particulars of Applicant

3) Part II - Particulars of student(s)

Part III - Other Special Family Information
4) (Applicable for student who is NOT a child of yours)

5) Part IV - Language of Correspondence

6) Supporting Documents

7) Important Announcement



Education Bureau

The Government of the Hong Kong Special Administrative Region of the People's Republic of China

Important Announcement

After submission of on-line application, applicant is required to submit the duly signed "Declaration and Undertaking" (the said document is enclosed in the acknowledgement slip and please download/ print it out) to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) within 10 working days to facilitate the Education Bureau in processing your applications.

Notes / Required items

1. Please **refrain from** using public computer to submit on-line application for the sake of personal data protection.
2. In general, it takes 15-20 minutes to complete on-line application.
3. Please make digital copy of identity documents (Format: jpg, jpeg, png or pdf; total size not more than 4.0mb) of applicant (i.e. parent/ guardian of student(s)) and student(s) ready before application.
4. For printing of "Acknowledge Slip" and the enclosed "Declaration and Undertaking" after completion of on-line application, please use computer device installed with a printer.
5. Please provide your email address if you want to receive acknowledgement email for future reference. (Note : "Declaration and Undertaking" will not be attached in the e-mail.)

Points to note for online submission

- ▶ Information provided by applicant: same as paper application form
- ▶ Make **digital copy of identity documents**.
- ▶ For printing of “Acknowledge Slip” and the enclosed “Undertaking and Declaration” (if necessary) after on-line submission of electronic application form, **use computer device installed with a printer**.
- ▶ For applicants who choose to use **digital signing with “iAM Smart+”**, make sure they have successfully upgraded to “iAM Smart+” beforehand (For details, please refer to “iAM Smart” website: <https://www.iamsmart.gov.hk/en/reg.html>).
- ▶ For applicants who choose to **submit duly signed “Undertaking and Declaration” by post**, submit the document (enclosed in the “Acknowledge Slip” and download/ print it out) **within 10 working days after submission of on-line application** to the Kindergarten Administration 2 Section of EDB (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) to facilitate EDB in processing the applications.

Measures

(3) " Not More Than One Place for Each Child " Measure
Valid registration documents

Registration Certificate
for KG Admission
(RC)

For children who are eligible for
receiving subsidised KG education



- ▶ The children must be Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong.
- ▶ In general, the **validity of RC is three years.**

Measures

(3) " Not More Than One Place for Each Child " Measure
Valid registration documents

Registration Certificate
for KG Admission
(RC)

For children who are eligible for receiving subsidised KG education



- If parents arrange for their children to receive KG education for more than 3 years due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc.), the parents have to pay the full school fees before deduction of subsidy under the Scheme.

Measures

(3) " Not More Than One Place for Each Child " Measure
Valid registration documents

Registration Certificate
for KG Admission
(RC)

For children who are eligible for
receiving subsidised KG education



- Application for extension of validity period of RC will only be considered by EDB on case-by-case basis for students with special needs. The applicant must provide relevant proof, for example, an assessment report issued by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.), confirming special needs of the child and the need for the child for pursuing KG education for a period longer than the normal three years.
- KGs should inform the parents of the above-mentioned points to note in writing (Template of the notice is at Appendix 2 of "Guidelines on Kindergarten Admission Arrangements for the 2024/25 School Year.") when the parents show intention in arranging their children to receive KG education for more than 3 years.

Measures

(3) " Not More Than One Place for Each Child " Measure
Valid registration documents

Registration Certificate
for KG Admission
(RC)

For children who are eligible for
receiving subsidised KG education



- For a Scheme-KG to be disbursed with subsidy for a month, an eligible student studying in that KG must have attended classes in that month.
- In general, if students have been **absent from school for an entire month** (i.e. absent for all school days of a specific month), subsidy in respect of the student for that month would not be disbursed to the KG concerned; parents are required to **pay full school fees before deduction of subsidy under the Scheme** as shown on the "Fees Certificate" of the KG to which the child is admitted.

Measures

(3) " Not More Than One Place for Each Child " Measure
Valid registration documents

Registration Certificate
for KG Admission
(RC)

For children who are eligible for
receiving subsidised KG education



- If there are any special circumstances (e.g. absence due to illness for the entire month), upon receipt of justifications and documentary proof (covering all school days of the absent month) from parents, schools may apply to EDB for subsidy. Each case would be considered on its individual merits.
- However, if the whole-month absence of students involves touring, disbursement of subsidy for these cases would not be considered.

Sample -Registration Certificate for KG Admission

(For children who are eligible for receiving subsidised KG education)

編號：22XXXXX
Serial No:

幼稚園入學註冊證 Registration Certificate for Kindergarten Admission

此註冊證供以下學童登記入讀幼稚園之用。
This Registration Certificate serves as the registration document for kindergarten admission for the following student.

中文姓名：陳大文

English Name: Chan Tai Man

證件類別/編號 Document Type / No.:

香港出生證明書

Hong Kong Birth Certificate / SXXXXXXXX

出生日期 Date of Birth (dd/mm/yyyy): XX/XX/2021

In general, the validity period of RC is three years.

[本註冊證在 2024/25 學年起開始生效，直至 2026/27 學年完結為止。]

The Registration Certificate is valid from the start of the 2024/25 school year up to the end of the 2026/27 school year.]

(請小心細閱列於背頁的重要事項)
(Please read carefully the list of important points overleaf)



中華人民共和國香港特別行政區政府
教育局
Education Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

1/11/2023

發證日期
Date of Issue

Measures

(3) " Not More Than One Place for Each Child " Measure
Valid registration documents

Kindergarten
Admission Pass
(AP)

For children who are NOT eligible for
receiving subsidised KG education

E.g. :

- ▶ Non-local children (who can receive education in HK upon obtaining permission from the Director of Immigration) :
 - holder of a form of recognizance
 - whose parent(s) is/are holding a student visa
- ▶ Students who receive the 4th year of KG education but NOT approved for extending the validity of RC



Sample - Kindergarten Admission Pass (For children who are NOT eligible for receiving subsidised KG education)

編號： 22XXXXXX
Serial No:

幼稚園入學許可書 Kindergarten Admission Pass

此入學許可書供以下學童登記入讀幼稚園之用。
This Admission Pass serves as the registration document for kindergarten admission for the following student.

中文姓名：陳大文

English Name : CHAN TAI MAN

證件類別/編號 Document Type / No. :

香港出生證明書

Hong Kong Birth Certificate / SXXXXXXXX

出生日期Date of Birth (dd/mm/yyyy) : XX/XX/2021

[本入學許可書在2024/25學年起開始生效，直至2026/27學年完結為止。]

This Admission Pass is valid from the start of the 2024/25 school year up to the end of the 2026/27 school year.]

(請小心細閱列於背頁的重要事項)
(Please read carefully the list of important points overleaf)



中華人民共和國香港特別行政區政府
教育局
Education Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

1/11/2023

發出日期
Date of Issue

Measures

(3) “ Not More Than One Place for Each Child ” Measure

- ▶ The EDB will issue a registration document (RC / AP) to each child who can receive education in Hong Kong
- ▶ All Scheme-KGs can only admit children with RC / AP
- ▶ RC / AP must be submitted to KG during the Centralised Registration Dates and retained by the KGs until the respective children finish their studies.
- ▶ Parents are required to apply to EDB for the RC from September to November 2023. Details on application will be announced in early September this year and uploaded onto EDB's website.
- ▶ Upon receipt of the applications with all necessary information and documents provided, the EDB will generally take six to eight weeks to complete processing of the applications and issue the RC to applicants who are eligible for receiving subsidy under the Scheme by post.
- ▶ If a child cannot obtain an RC as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme :
 - The EDB will issue an AP to the child concerned.
 - Children can use AP for registration and admission to a Scheme-KG.
 - Parents are required to pay full school fees before deduction of subsidy under the Scheme as shown on the Fees Certificate

Provisional Registration Letter

(Application starts from November)

- Mainly for provisional registration when transferring to another KG/ repeating K1 in the same KG
- Must be replaced by RC or AP on or before the 1st day of officially attending the KG
- Call EDB hotline for more details if necessary

Measures

(3) " Not More Than One Place for Each Child " Measure

Valid registration documents

Provisional
Registration Letter

- Mainly for provisional registration when transferring to another KG/ repeating K1 in the same KG
- Must be replaced by RC or AP **on or before the 1st day** of officially attending the KG



Sample - Provisional Registration Letter

編號: TX00000000X
Serial Number:

臨時註冊信 Provisional Registration Letter

本函件供以下學童登記入讀幼稚園作臨時註冊之用。

This letter serves as provisional registration document for kindergarten admission for the following student.

中文姓名: 陳大文

English Name: CHAN TAI MAN

證件類別/編號 Document Type / No.: HKBC/S123***8

重要事項

- 「臨時註冊信」只適用於已獲發有效註冊文件（即「幼稚園入學註冊證」或「幼稚園入學許可書」）的學童。
- 原則上，幼稚園只會為持有有效正式註冊文件的學童辦理入學註冊手續。如學童在特殊情況下未能出示上述其中一項有效正式註冊文件（例如轉校，而有園有效正式註冊文件正由現時就讀的幼稚園保管），可以「臨時註冊信」作臨時註冊之用。
- 如以「臨時註冊信」辦理註冊手續，家長必須於其子女正式入讀有關幼稚園當天或之前，向該幼稚園提交其子女的有效正式註冊文件，該幼稚園才可讓有關學童入讀。
- 幼稚園在收到有關學童的有效正式註冊文件後，應把「臨時註冊信」交還家長保管，家長無需把「臨時註冊信」交回教育局。
- 此「臨時註冊信」的有效期至 2024年8月31日。

Important points to note

- The Provisional Registration Letter (PRL) is only applicable to student who has already been issued a valid registration document (i.e. "Registration Certificate for Kindergarten Admission" or "Kindergarten Admission Pass").
- In principle, all kindergartens (KGs) can only admit students with valid registration documents. If students are unable to tender the valid registration documents listed above under special circumstances (e.g. changing to another KG, and the valid registration document is being kept by the KG currently attending), they can use the PRL for provisional registration.
- Parents are required to tender the valid registration document to the KG which the student has registered with PRL, on or before the first schooling date. The KG could admit the student only upon receipt of the valid registration document.
- After the KG has received the valid registration document from the student, the KG should return the PRL to the parent concerned. There is no need for the parent to return the PRL to the Education Bureau.
- This PRL is valid till 31 August 2024.

12-11-2023

發出日期

Date of Issue

教育局
Education Bureau

Application procedure – Points to note

- ▶ Parents should **understand from KGs about their school-based admission mechanism**, including the admission procedure and criteria, the interview arrangements, application fee, etc.
- ▶ Parents should collect and submit application forms in accordance with the requirements of individual KGs.
- ▶ Approved **ceiling of application fee is \$40**.
- ▶ Scheme-KGs cannot collect fees exceeding the approved ceilings. Parents should approach individual KGs should they have any related enquiries.

Registration procedure – Points to note

- ▶ To complete the registration, parents are required to submit the following items to the KG concerned during the **Centralised Registration Dates** (i.e. 4-6 January 2024)
 - RC / AP
 - Registration fee
- ▶ KGs **should not require parents to complete the registration procedure**, or pay the registration fee or other fees (e.g. for purchasing school uniforms, tea and snacks, etc.) in any forms **before the Centralised Registration Dates**.
- ▶ Scheme-KGs cannot collect registration fees exceeding the approved ceilings:
 - Half-day session : \$970
 - Whole-day session: \$1,570
- ▶ Should parents intend to **change to another KG after registration**, they should get back the registration document from the KG that they have registered with. The KGs should return the registration document to the parents as soon as possible. Normally, registration fee paid will not be refunded.
- ▶ The registration fee must be refunded to any child who pays the registration fee and subsequently takes up the place within the 1st month of the school year concerned after receiving the 1st installment of the school fee from the child, if any.

Registration procedure – Points to note

- ▶ If parents decide to **defer K1 study** of their children for one year (i.e. 2025/26 school year) with regard to their own circumstances, they should **return the RC to the EDB stating that the RC should be voided**. Parents can resubmit an application in the next year, EDB will reissue an **RC** with a validity period of 3 years (starting from the 2025/26 school year)
- ▶ Please note that **the returned RC must have not been used** for receiving subsidised KG education.

Measures

(4) Admission Support for Non-Chinese Speaking (NCS) Children

Equal opportunities for admission to KGs must be provided by KGs for all children (regardless of their race, gender and ability).

- ▶ KGs must provide **both Chinese and English versions** of the relevant information on K1 Admission Arrangements .
- ▶ **Creating an icon, simple message in English or providing a link to the English version of the website on the home page of the school website prominently** to facilitate parents of NCS children in obtaining the English version of information.
- ▶ Providing links to (1) the English version of **EDB's website on K1 Admission Arrangements** in KGs and (2) the webpage indicating the KG's school information in the "**Profile of KGs and KG-cum-Child Care Centres**" on the school website.

Measures

(4) Admission Support for Non-Chinese Speaking (NCS) Children

- ▶ Providing information on **KG's support to NCS children, enquiry telephone number and email address** for parents of NCS children on the school website.
- ▶ If **interviews** are arranged for NCS children/parents, KGs should arrange **interpretation and/or translation service for applicants** as necessary, or allow parents and children to be **accompanied by a Chinese speaking relative/friend** during the interview to facilitate communication. **KGs should state explicitly the above-mentioned interview arrangements on the school website** to inform parents of NCS children that the above assistance could be offered. Parents can take the initiative to seek assistance from KGs for arrangement of relevant services when necessary.

Measures

(4) Admission Support for Non-Chinese Speaking Children

- ▶ **Parent seminars** on K1 admission are organised for parents of NCS children. Interpretation service is provided as appropriate. A PowerPoint with English narration on “K1 admission arrangements” , with relevant content translated into languages of diverse races to facilitate NCS parents’ understanding on the implementation details and points to note under K1 admission arrangements has been uploaded to EDB webpage.
- ▶ **Relevant materials** published by EDB, such as leaflets, posters, guidance notes and form for Application for Registration Certificate for KG Admission, etc. **have been translated into eight languages of diverse race**, (including Bahasa Indonesia, Hindi, Nepali, Punjabi (Indian), Tagalog, Thai, Urdu and Vietnamese) and will be uploaded onto EDB’s website in early September.
- ▶ The **KG Profile**, which is published in both English and Chinese, provides a wide range of school information, including **support to NCS students**, which serves as useful reference for parents in making school choices.
- ▶ Should individual NCS students encounter genuine difficulties in seeking admission to KGs, EDB will **make referrals**, as appropriate, to Scheme-KGs that have vacancies.

Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER Centre)

- ◆ Free-of-charge telephone interpretation service in ethnic minority languages provided by the Home Affairs Department-funded “Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)” . The telephone interpretation service hotlines are:

- 3755 6811 (Bahasa Indonesian) • 3755 6855 (Tagalog)
- 3755 6822 (Nepali) • 3755 6866 (Thai)
- 3755 6833 (Urdu) • 3755 6877 (Hindi)
- 3755 6844 (Punjabi) • 3755 6888 (Vietnamese)



- ◆ Other interpretation and translation services:
 - Schools can contact CHEER direct to gain more understanding on the relevant services if deemed necessary. Please refer to the following webpage for details:
 - <http://hkcscheer.net/interpretation-and-translation-services>

Measures

(4) Admission Support for Non-Chinese Speaking Children


- ▶ Parents of NCS children are **encouraged to send their children to KGs with an immersed Chinese language environment** as early as possible to facilitate their learning of the Chinese language. In this connection, the Government has put in place a series of support measures for NCS children in KGs.
- ▶ **The leaflet on Support for Non-Chinese Speaking Children** has been produced to introduce the relevant measures. The above-mentioned leaflet in eight languages of diverse race can be downloaded from EDB's website: https://www.edb.gov.hk/k1-admission_e
- ▶ More information/resources on related support for NCS children is available on the above website.

Measures

(4) Admission Support for Non-Chinese Speaking Children Leaflet on Support for Non-Chinese Speaking Children

https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html#NCS_support


(Path: EDB's website > Education System and Policy > KG Education > Admission Arrangements for Nursery (K1) Classes in KGs > Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2024/25 School Year - 11. Related Support for Non-Chinese Speaking Children)



Education Bureau
The Government of the
Hong Kong Special Administrative Region
of the People's Republic of China

Kindergarten Education Policy Support for Non-Chinese Speaking Children

Non-Chinese speaking (NCS) children's early start in learning the Chinese language will facilitate their adaptation to mainstream curriculum and integration into the local community. Parents of NCS children are encouraged to send their children to kindergartens (KGs) with an immersed Chinese language environment as early as possible to facilitate their learning of the Chinese language. In this connection, the Government has rolled out a series of support measures for NCS children in KGs.



Support Measures for Non-Chinese Speaking Children in Kindergartens

Admission to KGs

- ★ All KGs must ensure equal opportunities in admission for all children regardless of their race, gender and ability and their school-based admission mechanism should be fair, just, open and comply with the anti-discrimination ordinances.
- ★ KGs are reminded to provide both Chinese and English versions of their application forms and relevant information, and to create an icon or provide a simple message in English on the school webpage to facilitate parents' access to the English version of the information. KGs are also reminded to state explicitly on the school website that if interviews are arranged for NCS children, KGs should arrange interpretation and/or translation service for applicants where necessary or allow parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication. KGs should provide the information on the school's support to NCS children, enquiry telephone number and email address for parents of NCS children on the school website.
- ★ Parent seminars on Nursery (K1) admission are organised for parents of NCS children annually. Interpretation service is provided as appropriate.
- ★ Relevant materials published by Education Bureau (EDB), such as leaflets, posters, application form and guidance notes on "Application for Registration Certificate for KG Admission" as well as the subtitles of publicity announcements, have been translated into languages of diverse race.
- ★ The KG Profile, which is published in both English and Chinese, provides a wide range of school information, including support to NCS students, which serves as useful reference for parents in making school choices.
- ★ Should individual NCS children encounter genuine difficulties in seeking admission to KGs, EDB will make referrals, as appropriate, to KGs joining the KG education scheme (Scheme-KGs) that have vacancies.

Catering for NCS Students' Needs

- ★ To support KGs in catering for the needs of NCS students, different school-based support services are offered. KGs admitting NCS students may apply for the relevant services according to their school development needs.
- ★ Professional training programmes are offered for KG teachers on teaching and learning of Chinese for NCS students.
- ★ Starting from the 2019/20 school year, we have refined the additional subsidy on support to NCS students. A 5-tiered subsidy is provided to Scheme-KGs according to the number of NCS students admitted to facilitate their support for NCS students. KGs admitting 1 NCS student also receive the subsidy. The full-year provision of the highest tier in the 2021/22 school year is about \$800,000.

- ★ To help KGs strengthen communication with parents of NCS students, a set of Communication Cue Cards with audio files and a set of templates for commonly used school circulars have been translated into languages of diverse race for use of KGs.
- ★ The KG Education Curriculum Guide sets out the direction and principles for facilitating the integration of NCS students into the local school settings, as well as introducing specific strategies and relevant resources on how teachers can help NCS students learn Chinese.

Other Information





For further information or assistance, please contact EDB:

Telephones of Regional Educational Offices:		
(HK)	2863 4646	(NTE) 2639 4876
(KLN)	3698 4108	(NTW) 2437 7272

Telephone of Joint Office for Kindergartens and Child Care Centres:
3107 2197

Hotline for parents of NCS children on admission to KGs:
2892 6676

Other relevant websites:

KG Education Scheme http://www.edb.gov.hk/free-quality-kg-edu_en	
Admission Arrangements for Nursery (K1) Classes in KGs http://www.edb.gov.hk/k1-admission_e	
KG Profile http://www.chsc.hk/kindergarten/en	
Education Services for NCS Students http://www.edb.gov.hk/ncs	

Other Resources on Support for Non-Chinese Speaking Children

11. Related Support for Non-Chinese Speaking Children

● Leaflet on "Support for Non-Chinese Speaking Children" (2022 updated version)

Other Languages Versions: [English](#) , [Traditional Chinese](#) , [Simplified Chinese](#) , [Bahasa Indonesia](#) , [Hindi](#) , [Nepali](#) , [Punjabi\(Indian\)](#) , [Tagalog](#) , [Thai](#) , [Urdu](#) , [Vietnamese](#)

● PowerPoint Slides on Admission Arrangements for K1 Classes in Kindergartens and Application for Registration Certificate for Kindergarten Admission

- [English Version](#) (with English narration) [PPT](#)
- 8 Other Languages Versions (To be uploaded by late August 2023)
- [PowerPoint Slides of "Important Dates of Admission Arrangements for Nursery \(K1\) Classes in Kindergartens \(KGs\) for the 2024/25 School Year"](#) [PDF](#)

● Leaflet on Admission Arrangements for K1 Classes in Kindergartens for the 2024/25 School Year

Details will be announced later.

● Information on Application for Registration Certificate for Kindergarten Admission (2024/25)

Details will be announced in September 2023.

● Seminars for Parents of Non-Chinese Speaking (NCS) Children

Seminar on "Admission Arrangements for K1 Classes in Kindergartens for the 2024/25 School Year"

Date	Relevant materials
22 July 2023	<ul style="list-style-type: none">• Poster on Parent Seminars PDF• PowerPoint Slides of "Parent Information on Admission Arrangements for Nursery (K1) Classes in KGs for the 2024/25 School Year" PDF• PowerPoint Slides of "Kindergarten Education Curriculum" (provided by Curriculum Development Institute) PDF• PowerPoint Slides of "2023/24 Student Financial Assistance for Pre-primary Students" (provided by Student Finance Office) PDF• PowerPoint Slides of "Promoting Equal Opportunities in Kindergarten Admissions" (provided by Equal Opportunities Commission) PDF

Measures

(4) Admission Support for Non-Chinese Speaking Children

A series of measures have been put in place to support the learning of NCS children in KGs:

- ▶ The **KG Education Curriculum Guide** launched in February 2017 has included recommendations on how schools could support NCS children, specifically on Chinese learning for NCS children.
- ▶ Starting from the 2019/20 school year, we have refined **the additional subsidy on support to NCS children**. A 5-tiered subsidy will be provided to Scheme-KGs according to the number of NCS children admitted for enhancing the support to NCS children. KGs admitting 1 NCS child will also receive the subsidy.
- ▶ EDB is **strengthening teacher training and school-based support services** for NCS children in KGs. All KGs, regardless of the number of NCS children admitted, may apply to join.

Measures

(5) Release of Vacancy Information

- ▶ EDB will collect information from KGs on K1 vacancies in the 2024/25 school year about a week after the Centralised Registration Dates through an electronic platform, and publish a list of K1 vacancies of KGs in various districts **in late January 2024**.
- ▶ Only the vacancy situation of individual KGs will be released but not the number of vacancy of individual KGs.

School Name		Telephone	Vacancies
1.	AAA KG	XXXX XXXX	Y
2.	BBB KG	XXXX XXXX	N
3.	CCC KG	XXXX XXXX	P

Y – With vacancy
N – Without vacancy
P – Applications on the waiting list being processed

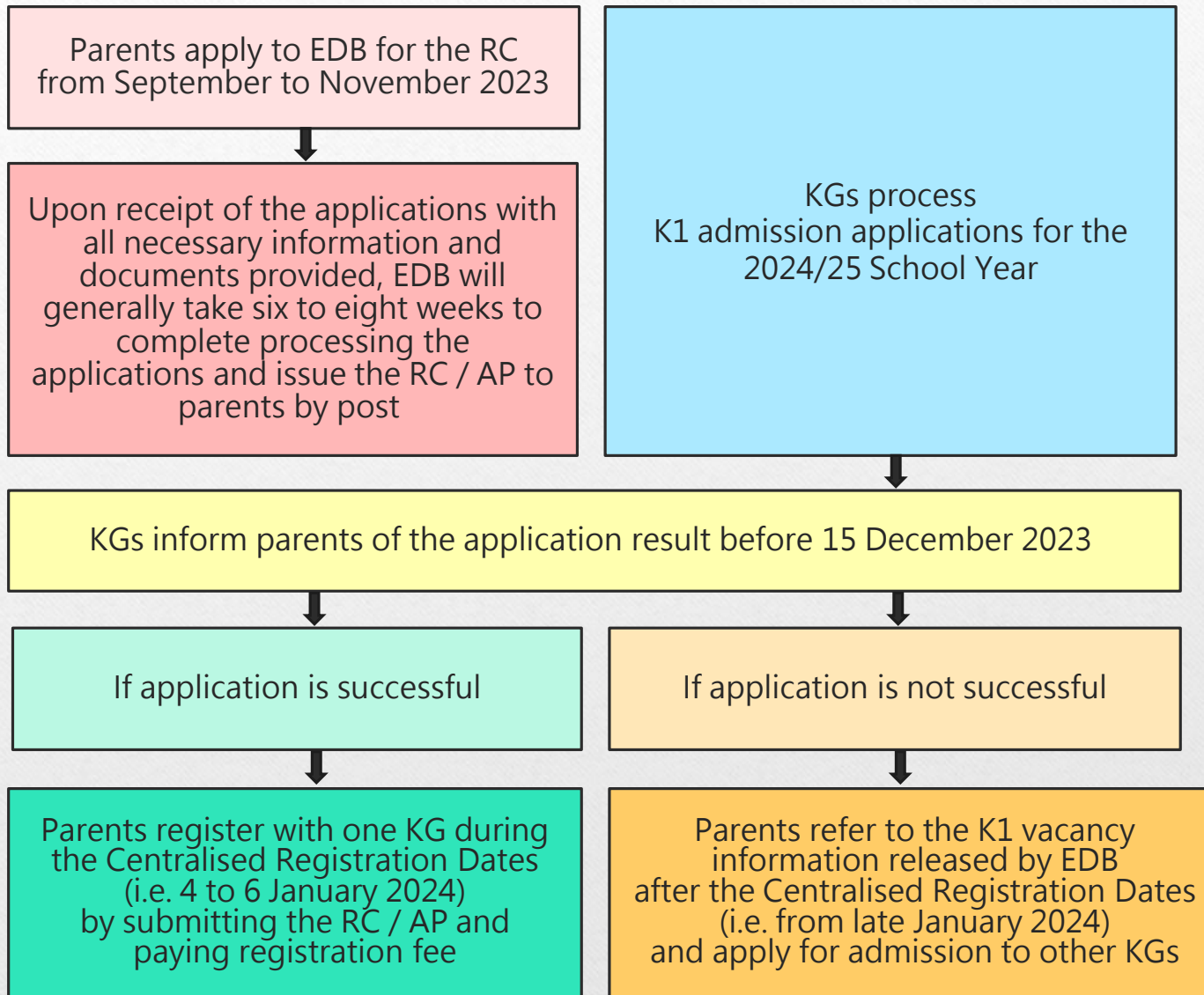
Measures

(6) Referral arrangements for children

- ▶ KG student admission is a school-based matter
 - Parents apply for a K1 place by themselves in accordance with their children's needs ; and
 - EDB provides relevant information to support parents
- ▶ Under **special circumstances**, **EDB will make referrals** as appropriate if individual children (i.e. those at risk of developmental delay and NCS children) encounter difficulties in applying for admission :
 - K1 Places for 2024/25 s.y. : Starting from April 2024
 - K2 & K3 Places for 2024/25 s.y. : Starting from July 2024
- ▶ In this regard, parents of children in need may approach the Regional Education Offices and the Joint Office for Kindergartens and Child Care Centres for referral assistance, if necessary.

2024/25 K1 Admission Arrangements Flowchart

2024/25 K1 Admission Arrangements Flowchart



Profile of Kindergartens and Kindergarten-cum-Child Care Centres



教育局
Education Bureau

Profile of Kindergartens and
Kindergarten-cum-Child Care Centres
2022/ 23 School Year

 中文
Home [Font] A A A

District: All School Category: All Joining KG Education Scheme: All Curriculum Type: All

School Name: Other Keywords: Search Reset

 General Information

 Reading Notes

 Details of Child Care Services

 Quality Review Report

 Quality Education Fund Project Information



iPhone
App Download



Android
App Download



18 Districts School List

New Territories West
Kwai Chung & Tsing Yi
Tsuen Wan
Tuen Mun
Yuen Long

New Territories East
North
Sha Tin
Tai Po

Kowloon
Kowloon City
Kwun Tong
Sai Kung
Sham Shui Po
Wong Tai Sin
Yau Tsim & Mong Kok

Hong Kong
Central & Western
Hong Kong East
Islands
Southern
Wan Chai





(Updated version will be published later in due course.)

Enquiry



▶ EDB —

- Website : http://www.edb.gov.hk/k1-admission_e

Hotline: 3540 6808 / 3540 6811

Hotline for parents of NCS children : 2892 6676

Mondays to Fridays

8:30 am to 1:00 pm

2:00 pm to 6:00 pm

Saturdays, Sundays &
Public Holidays

Closed

- 24-hour automatic telephone enquiry system : 2891 0088
- The Regional Education Offices or the Joint Office for Kindergartens and Child Care Centre

Thank You !