

Kindergarten Education Scheme

Notes on using the “Kindergarten Admission Pass”

I. Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2025/26 School Year

1. The Government has implemented the Kindergarten (KG) Education Scheme (Scheme) starting from the 2017/18 school year. Under the Scheme, KG student admission would, in principle, remain a school-based matter with a view to maintaining the flexibility and diversity of the KG sector and free choice for parents. The Education Bureau (EDB) will continue the implementation of K1 Admission Arrangements for the 2025/26 school year.
2. EDB has launched the electronic “Registration Document” (i.e. “Registration Certificate for Kindergarten Admission” / “Kindergarten Admission Pass”) since June 2025. An encrypted QR code is printed on the electronic “Registration Document”. Parents are required to present it to the KGs joining the Scheme (Scheme-KGs) to complete the registration procedure for their children by scanning the QR code.
3. To prevent a child from hoarding a number of places at one time, each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit children holding a valid registration document.
4. Parents should understand from KGs about their school-based admission mechanism, including the procedure, criteria, interview arrangements, application fee, etc. They should obtain application form and submit application for admission in accordance with the requirements as specified by individual KGs.
5. Scheme-KGs will inform parents of the application result before 13 December 2024.
6. Upon receipt of notification(s) of admission, should parents, after careful consideration, choose one Scheme-KG for registration, they are required to complete the registration procedure with the KG and pay registration fee at the KG to complete the registration procedure between 2 and 4 January 2025 (i.e. the Centralised Registration Dates”).
7. In case a child is offered a place of a Scheme-KG after the Centralised Registration Dates, the parents should complete the registration procedure on the date set by individual KGs.
8. As for the approved ceilings of registration fee, they are \$970 and \$1,570 for half-day session and whole-day session respectively. Scheme-KGs are not permitted to collect registration fee exceeding the approved ceilings.

9. EDB will release K1-K3 vacancy information from early February 2025 onwards so as to help parents find a school place for their children at different school levels.
10. For details of the admission arrangements for K1 classes in KGs for the 2025/26 school year, parents may visit EDB's website (https://www.edb.gov.hk/k1-admission_e).
11. After the "AP" is issued, if parents subsequently find that the development of the child is not suitable for enrolment in a KG in the 2025/26 school year and decide to defer their child's K1 study to the next school year, parents should return the original copy of the "AP" to EDB for voiding (applicable to paper "AP").
12. For enquiries, you can visit the EDB website (https://www.edb.gov.hk/k1-admission_e), or "Glowie", the chatbot under EDB or call the Kindergarten Administration 2 Section at 3540 6808 / 3540 6811 during office hours or (Office 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) or the 24-hour automatic telephone enquiry system at 2891 0088, or contact EDB's Regional Education Offices or the Joint Office for KGs and Child Care Centres. Parents of non-Chinese speaking children may call EDB Hotline at 2892 6676 for enquiry on admission to KGs.

II. Points to Note Regarding the Use of AP

1. School places under the Scheme-KGs

- 1.1 In case of any discrepancy between the personal information shown on the issued AP and that you submitted for the application, please notify EDB promptly to facilitate rectification.
- 1.2 If your child holding an AP is offered a school place by a Scheme-KG and the offer is accepted, you should complete the registration procedure with the selected KG. The KG will issue an acknowledgement to you to confirm the completion of the registration procedure. To ensure a smooth registration process, parents need to provide a legible image of the QR code and download the electronic "AP" in advance or save the screenshot of it beforehand (for example: display it directly on the screen of your mobile phone or print it on paper).
- 1.3 You should pay full tuition fee before deduction of subsidy under the Scheme by monthly instalments. The amount of tuition fee per instalment and the number of instalments are shown on the "Fees Certificate" issued by EDB to the KG. The "Fees Certificate" should be exhibited conspicuously at a prominent position in the KG.

- 1.4 If your child is permitted by the Immigration Department to stay in Hong Kong for a limited period of time, his/her AP will remain valid up to the end of the permitted period for him/her to stay in Hong Kong. If permission has subsequently been granted by the Immigration Department to extend the stay of your child in Hong Kong, you may lodge the application for the extension of the validity period of the “AP” through the mobile application (Apps) of the “iAM Smart” or the webpage of EDB (<https://eform.cefs.gov.hk/form/edb037/en/>), and provide electronic copies of the required documents of your child as well as that of yours, i.e. valid entry permits (issued by the Immigration Department of the Hong Kong Special Administration Region Government) and travel documents in PDF, JPEG and JPG format, showing the extended limit to stay granted by the Immigration Department, and submit them according to the instruction for the re-assessment of the eligibility of your child(ren). EDB will issue the application result to you by email. Alternatively, you may apply by writing to us or paper application form (EDB198) by downloading it from EDB’s website at <http://www.edb.gov.hk/en> > About EDB > Forms & Circulars, and send it to the Kindergarten Administration 2 Section of EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) by post. Eligible child(ren) will be issued with a renewed AP showing the new validity period. You are required to lodge your application to EDB before the expiry of the original visa of your child.
- 1.5 In case the child’s eligibility for receiving the subsidy under the Scheme and/ or the validity period of registration document changes upon EDB’s reexamination of the application, EDB will issue an appropriate registration document in replacement of the previously issued AP in light of the circumstances. Your attention is drawn to note that the child/parent should comply with the requirements and directions from time to time be issued by EDB regarding the application for and the conditions on use of the AP.
- 1.6 If there is any change of holder’s personal information (e.g. name) or loss of the “AP” during the validity period, the holder should apply for re-issue of the AP as soon as possible. You may lodge the application for the re-issue of the “AP” through the mobile application (Apps) of the “iAM Smart” or the EDB’s webpage (<https://eform.cefs.gov.hk/form/edb037/en/>). Alternatively, you may apply by writing to us or paper application form (EDB198) by downloading it from EDB’s website at <http://www.edb.gov.hk/en> > About EDB > Forms & Circulars, and provide copies of the required documents and pay the prescribed fee. EDB will re-issue the “AP” to you. Please be reminded that once the “AP” is void, it cannot be used as the registration document for KG admission.

2. Points to note for transfer to another KG

- 2.1 If your child changes to another Scheme-KG during the validity period of the AP, you are required to first cancel the registration by scanning the QR code with the KG that your child initially registered with/attended. Otherwise, your registration with another KG will be restricted. Please note that upon de-registration, the KG concerned will no longer reserve the place for the child. Normally, the registration fee paid to the KG with which the child has registered will not be refunded.

Education Bureau
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