

**ADMISSION ARRANGEMENTS
FOR NURSERY (K1) CLASSES IN
KINDERGARTENS FOR THE
2025/26 SCHOOL YEAR**

**BRIEFING SESSIONS FOR
KINDERGARTENS**

Background

- ◆ The Government has implemented the Kindergarten (KG) Education Scheme (the Scheme) starting from the 2017/18 school year.
- ◆ K I Admission Arrangements will continue to be at the discretion of individual KGs to fit into the implementation of the Scheme.
- ◆ Education Bureau Circular Memorandum No. 106/2024 on 2025/26 K I Admission Arrangements issued

2025/26 K1 Admission Arrangements

- Objectives
- KGs Covered
- Measures
 - Distribution of Application Forms
 - School-based Admission Mechanism
 - “Not More Than One Place for Each Child” Measure
 - Release of Vacancy Information
 - Admission Support for Non-Chinese Speaking (NCS) Children

Objectives

- ◆ To prevent a child from hoarding a number of school places one time to enable KGs to confirm enrolment for manpower planning, and facilitate parents in securing a place for their children in a timely manner;
- ◆ To avoid parents queuing up for a long time for application forms; and
- ◆ To help parents find places for their children by providing them information on the vacancy situation.

KGs Covered

- ◆ Applicable to Scheme-KGs
- ◆ Strongly encourage non-Scheme local KGs to join:
 - Distribution of application forms via school website / no quota for distribution of printed application forms; and /or
 - “Not More Than One Place for Each Child” Measure; and /or
 - Release of Information on Nursery to Upper KG (K1-K3) classes vacancies to the public through the electronic platform of EDB

Irrespective of whether KGs will join the Scheme or not, they should comply with the following basic principles :

Distribution of Application Forms

- ▶ Should not limit the numbers of forms to be distributed and should not set a quota on the number of application forms to be collected.
- ▶ Must inform parents in advance the arrangements for obtaining application forms and submitting admission applications, including :
 - Dates for distribution and submission of application forms, application procedure and fee (if applicable), etc.

School-based Admission Mechanism

- ▶ Should include the admission procedure and criteria, the mode of interview, and the number of child-applicants to be interviewed, etc.
- ▶ Must be **fair, just and open**
- ▶ Should 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 webpage, etc.**) and upload the relevant information, **the link to the webpage indicating the KG's school information in the "Profile of KGs and KG-cum-Child Care Centres"**, together with the link to **EDB's webpage on KI Admission Arrangements in KGs** onto the school webpage

Irrespective of whether KGs will join the Scheme or not, they should comply with the following basic principles while implementing admission arrangements:

- ▶ 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
 - Personal Data (Privacy) Ordinance, 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

(Paragraph 4 & 5 of EDBCM No. 106/2024)

Measures

➤ **Distribution of Application Forms**

- ▶ Interview arrangements for children: Child applicants should not be interviewed before November.

➤ **School-based Admission Mechanism**

- ▶ When considering applications for Whole-day(WD)/Long WD(LWD) services:
 - KGs should give due priority to families that require the services (e.g. families with working parents, families which need to take care of persons with disability at home ,etc.)
 - Relevant conditions should be included in the admission criteria announced
- ▶ Under special circumstances, EDB will make referrals as appropriate if individual children (including children at risk of developmental delay and NCS children) encounter difficulties in applying for admission :
 - K1 Places for 2025/26 s.y. : Starting from April 2025
 - K2 & K3 Places for 2025/26 s.y. : Starting from July 2025

Measures

➤ School-based Admission Mechanism

- ▶ All KGs shall also pay attention to the prevailing [EDB circular No. 11/2023 on “Entry of Non-local Children and Children Holding a Form of Recognizance to Schools in Hong Kong”](#) concerning the procedures for admission of non-local children.
- ▶ The child(ren) 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 order to be eligible for subsidy under the Scheme and be issued the RC. Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance, children whose parent(s) is/are holding a student visa, etc.) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.

Measures

➤ **School-based Admission Mechanism**

- ▶ KGs must provide the relevant documents of their KI admission arrangements in both Chinese and English, e.g. application forms and relevant information
- ▶ should refer to the “Guidelines on Kindergarten Admission Arrangements for the 2025/26 School Year” to put in place a school-based admission mechanism and provide the relevant information
- ▶ Relevant templates of documents for admission arrangements have been uploaded onto EDB’s webpage for reference
- ▶ All documents related to admission should be properly kept for records (e.g. application forms, interview records, selection results, etc.)

Measures

➤ School-based Admission Mechanism

- ▶ KGs are required to upload the information below onto the school webpage on or before 12 September 2024 (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 child-applicants 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 children on waiting list
- Arrangements for children changing school after registration

Measures

➤ School-based Admission Mechanism

- ▶ KGs are required to upload the information below onto the school webpage on or before 12 September 2024 (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 webpage on Admission Arrangements for Nursery (K1) Classes in Kindergartens

6

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

Measures

➤ “Not More Than One Place for Each Child” Measure

- ▶ **All Scheme-KGs can only admit children holding valid registration documents, i.e. “Registration Certificate for Kindergarten Admission” (hereafter referred to as “RC”) or “Kindergarten Admission Pass” (hereafter referred to as “AP”), and shall collect such valid registration documents from the children at the time of registration.**

Registration
Certificate for
Kindergarten
Admission

Kindergarten
Admission Pass

Measures

➤ “Not More Than One Place for Each Child” Measure

- ▶ 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.
- ▶ In order to fully implement the measure, principles of the above arrangement are also applicable to K2 and K3.
- ▶ Premised on the principle that each child should only attend one KG, and for enabling children to have equal opportunities for receiving subsidised KG education as well as making good use of the Government resources, regardless of the level, all Scheme-KGs can only admit children with valid registration documents.

Registration
Certificate for
Kindergarten
Admission

Kindergarten
Admission Pass

Measures

➤ “Not More Than One Place for Each Child” Measure

- ▶ EDB will issue a registration document to each child who can receive education in Hong Kong
 - **RC / AP**
- ▶ All Scheme-KGs can only admit children with **RC / AP**
- ▶ Parents are required to apply to EDB for the **RC** from September to November 2024. Details on application will be announced in or before September this year and uploaded onto EDB’s webpage.
- ▶ Upon receipt of the applications with all necessary information and documents provided, it generally takes six to eight weeks for EDB 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 :
 - **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.**

Measures

- **“Not More Than One Place for Each Child” Measure**
 - ▶ To complete the registration, parents are required to submit the following items to the KG concerned during the Centralised Registration Dates (i.e. 2-4 January 2025)
 - RC / AP ; and
 - 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

Measures

➤ “Not More Than One Place for Each Child” Measure

- ▶ 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 must 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

Valid registration documents for 2025/26 school year

**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

Valid registration documents for 2025/26 school year

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.
- ▶ 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 for pursuing KG education for a period longer than the normal three years.
- ▶ KGs must inform the parents of the above-mentioned points to note in writing if the parents show intention in arranging their children to receive KG education for more than 3 years, so as to let parents know that they have to pay the full school fees before deduction of subsidy under the Scheme if their children are to repeat their study in certain level which extends their KG education for more than three years. (Template of the notice is at Appendix 2 of “Guidelines on Kindergarten Admission Arrangements for the 2025/26 School Year.”)



Template of notice on "Arrangements for Repeat Study/Extension of Kindergarten Education for More Than Three Years"

XXX Kindergarten
Arrangements for Repeat Study/
Extension of Kindergarten Education for More Than Three Years

dd mm 20XX

To: Parent/Guardian of _____ (name of student)

We are informed that you intend to arrange for your child to repeat his/her study and extend the kindergarten (KG) education for more than three years. In this connection, please note the following items:

- In general, the validity period of Registration Certificate for KG Admission (RC) is three years. If the parents arrange for their children to repeat their study in certain level due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc.) and the KG education required is more than three years, the parents have to pay the full school fee before deduction of subsidy under the Kindergarten Education Scheme.
- Under special circumstances, parents may apply for the extension of the validity period of the RC. Application for extension of validity period of RC will only be considered by the Education Bureau (EDB) on a 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 for pursuing KG education for a period longer than the normal three years.
- As it takes time to wait for Government assessment services, if necessary, parents should arrange for their children to receive assessment as soon as possible. Parents may seek assessment service through the referrals from Maternal and Child Health Centre or public hospitals to Child Assessment Centre under Department of Health/Hospital Authority, or arrange for their children to receive assessment by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.).
- For enquiries about the applications for the extension of the validity period of the RC, please call EDB at 3540 6808 / 3540 6811. Parents of non-Chinese speaking children may call EDB Hotline at 2892 6676. (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).

The Guidelines on Kindergarten Admission Arrangements for the 2025/26 School Year (Appendix 2)

XXX Kindergarten

Valid registration documents for 2025/26 school year

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.
- 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 (Enquiry no.: 2892 6669).



Valid registration documents for 2025/26 school year

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



Valid registration documents for 2025/26 school year

Provisional Registration Letter

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





Registration Certificate for KG Admission

(Application starts in September)

Application Form of Registration Certificate for KG Admission

- ◆ Application form can be obtained from District Offices, Post Offices and EDB. Parents can also **submit application on-line** (<https://eform.cefs.gov.hk/form/edb005/en/>)

Application for Registration Certificate for Kindergarten Admission

1) Introduction

2) Part I - Particulars of Applicant

3) Part II - Particulars of student(s)

4) Part III - Other Special Family Information (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.)

Sample - Registration Certificate for KG Admission (For children who are eligible for receiving subsidised KG education)

編號：25XXXXX
Serial No:

幼稚園入學註冊證

Registration Certificate for Kindergarten Admission

此註冊證供以下兒童登記入讀幼稚園之用。

This Registration Certificate serves as the registration document for kindergarten admission for the following child.

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/2022

[本註冊證在2025/26學年起開始生效，直至2027/28學年完結為止。]

This Registration Certificate is valid from the start of the 2025/26 school year up to the end of the 2027/28 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

1/11/2024

發出日期
Date of Issue

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

編號：25XXXXXX
Serial No:

幼稚園入學許可書 Kindergarten Admission Pass

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

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/2022

[本入學許可書在2025/26學年起開始生效，直至2027/28學年完結為止。]

This Admission Pass is valid from the start of the 2025/26 school year up to the end of the 2027/28 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

1/11/2024

發出日期
Date of Issue



Provisional Registration Letter

(Application starts in November)

Sample - Provisional Registration Letter

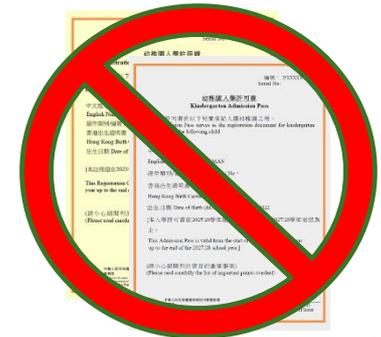
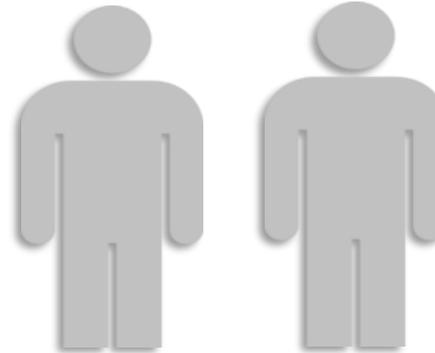
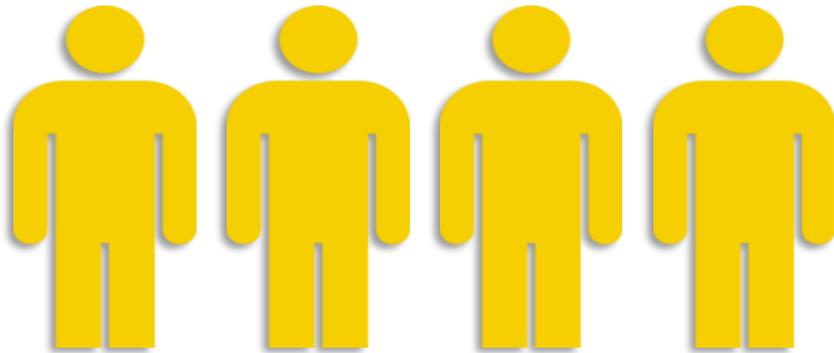
編號: Serial Number:	TXXXXXXXX
臨時註冊信 Provisional Registration Letter	
本信件供以下學童登記入讀幼稚園作臨時註冊之用。	
This letter serves as <u>provisional registration</u> document for kindergarten admission for the following student.	
中文姓名:	陳大文
English Name:	CHAN TAI MAN
證件類別/編號 Document Type / No.:	HKBC/S123****(8)
重要事項	
<p>1. 「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。</p> <p>2. 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，而有關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。</p> <p>3. 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首天或之前，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。</p> <p>4. 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。</p> <p>5. 此「臨時註冊信」的有效期至 2025年8月31日。</p>	
Important points to note	
<p>1. 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").</p> <p>2. 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.</p> <p>3. 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.</p> <p>4. 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.</p> <p>5. This PRL is <u>valid till</u> 31 August 2025.</p>	
12-11-2024 發出日期 Date of Issue	 教育局 Education Bureau

Can receive education in HK

Cannot receive education in HK

Eligible for Subsidy

Not Eligible for Subsidy



When is Provisional Registration Letter required? (Example)

Studying in a K1 class
in School A in the
2024/25 school year

A



Wish to transfer to a K1
class in School B in the
2025/26 school year



Form ID: 20250000
Form No.

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

此表是根據《1996年教育條例》(第375章)第20條訂立的。
This Registration Certificate, when in the possession of an applicant, allows for the kindergarten admission for the following child.

中文名稱: 陳太
English Name: Chan Tai Mei
註冊學校編號 (School No.):
學校地址 (Address):
學校電話號碼 (School Phone No.):
學校傳真號碼 (School Fax No.):
申請日期 (Date of Application):
申請人姓名 (Applicant's Name):

[此註冊表只供2025/26學年使用。若已於2025/26學年報到，則此註冊表將失效。]
[This Registration Certificate is valid from the start of the 2025/26 school year up to the end of the 2025/26 school year.]

[請小心填寫表格，如有錯誤，恕不負責。]
[Please fill in carefully. No liability is accepted for errors.]

教育局註冊處
EDB Registration Office
地址: 香港干諾道中111號
電話: 2825 2222
傳真: 2825 2223



Form ID: 20250000
Form No.

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

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English Name: Chan Tai Mei
註冊學校編號 (School No.):
學校地址 (Address):
學校電話號碼 (School Phone No.):
學校傳真號碼 (School Fax No.):
申請日期 (Date of Application):
申請人姓名 (Applicant's Name):

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[Please fill in carefully. No liability is accepted for errors.]

教育局註冊處
EDB Registration Office
地址: 香港干諾道中111號
電話: 2825 2222
傳真: 2825 2223



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

Need to apply for the
Provisional Registration Letter
from the EDB in November
2024

Transferring to School B

B



Submit the
Provisional Registration Letter for
registration during the Centralised
Registration Dates

Form ID: 20250000
Form No.

預先註冊表
Provisional Registration Letter

此表是根據《1996年教育條例》(第375章)第20條訂立的。
This Provisional Registration Letter, when in the possession of an applicant, allows for the provisional registration for the following child.

中文名稱: 陳太
English Name: Chan Tai Mei
註冊學校編號 (School No.):
學校地址 (Address):
學校電話號碼 (School Phone No.):
學校傳真號碼 (School Fax No.):
申請日期 (Date of Application):
申請人姓名 (Applicant's Name):

[此預先註冊表只供2025/26學年使用。若已於2025/26學年報到，則此預先註冊表將失效。]
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[Please fill in carefully. No liability is accepted for errors.]

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EDB Registration Office
地址: 香港干諾道中111號
電話: 2825 2222
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Form ID: 20250000
Form No.

預先註冊表
Provisional Registration Letter

此表是根據《1996年教育條例》(第375章)第20條訂立的。
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English Name: Chan Tai Mei
註冊學校編號 (School No.):
學校地址 (Address):
學校電話號碼 (School Phone No.):
學校傳真號碼 (School Fax No.):
申請日期 (Date of Application):
申請人姓名 (Applicant's Name):

[此預先註冊表只供2025/26學年使用。若已於2025/26學年報到，則此預先註冊表將失效。]
[This Provisional Registration Letter is valid from the start of the 2025/26 school year up to the end of the 2025/26 school year.]

[請小心填寫表格，如有錯誤，恕不負責。]
[Please fill in carefully. No liability is accepted for errors.]

教育局註冊處
EDB Registration Office
地址: 香港干諾道中111號
電話: 2825 2222
傳真: 2825 2223

When is Provisional Registration Letter required? (Example)

Studying in a K1 class
in School A in the
2024/25 school year

A



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

B

Transferring to
School B



Must submit RC or AP to School B
on or before the 1st day of officially attending School B in the 2025/26
school year



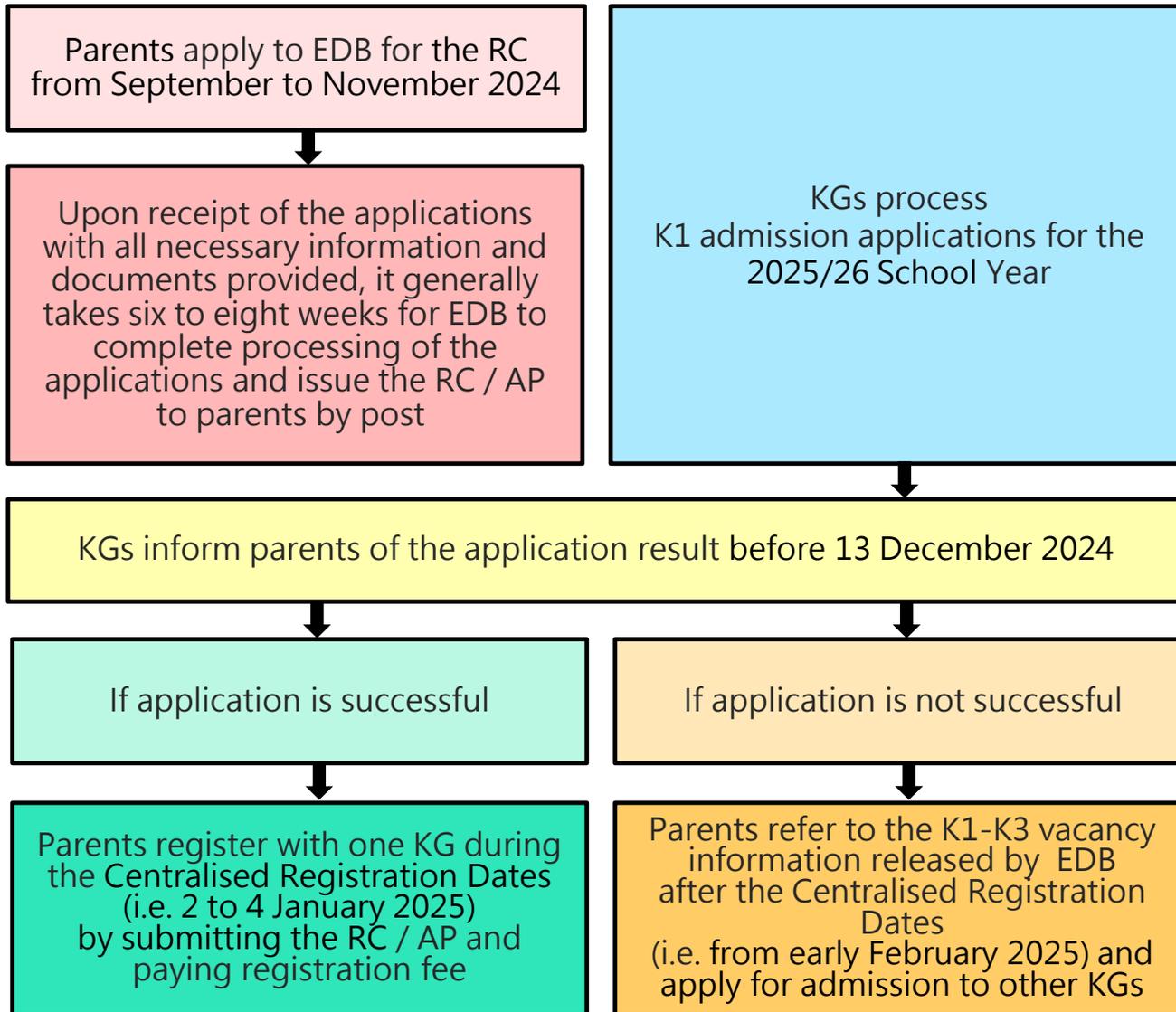
Documents to be distributed to KGs in late August

- ◆ Leaflets and posters for application for Registration Certificate for KG Admission
- ◆ Application forms of Registration Certificate for KG Admission
- ◆ Guidance Notes on application for Registration Certificate for KG Admission

KGs may encourage parents to submit electronic application form online, or download the application form for "Registration Certificate for Kindergarten Admission"

Some relevant information in the application form of RC will be updated. KGs should provide parents with the latest version of the application form. (i.e. the application submitted for children who will be admitted to KI classes in the 2025/26 school year)

2025/26 K1 Admission Arrangements Flowchart



Measures

- **Release of Vacancy Information**
 - ▶ EDB will collect from KGs on vacancies of Nursery to Upper KG (K1-K3) classes in the 2025/26 school year about a week after the Centralised Registration Dates through an electronic platform for publishing in early February 2025.
 - ▶ Only the vacancy situation of individual KGs will be released but not the number of vacancy.

Admission Support for Non-Chinese Speaking (NCS) Children

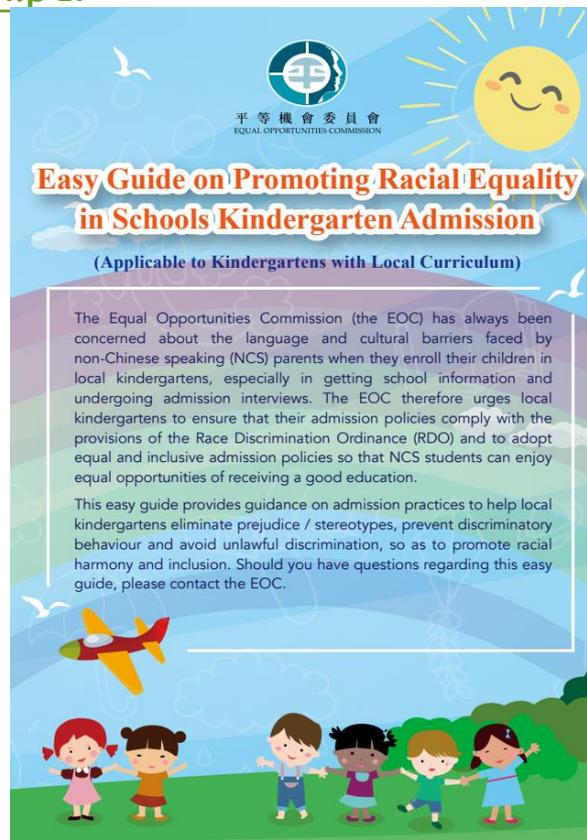
- ▶ Equal opportunities for admission to KGs must be provided by KGs for all children (regardless of their race, gender and ability), including handling the applications from NCS children properly with due regard to the difference in their culture and customs from local practices.
- ▶ If there are vacancies, KGs should continue to admit children with different backgrounds and needs.
- ▶ Be careful about the details of admission arrangements on whether they may involve direct or indirect discrimination; when answering enquiries from parents, teachers and staff should offer assistance as appropriate and avoid misunderstanding.
- ▶ KGs should ensure that all staff involved in the admission procedures have a clear understanding of the measures catering for NCS children and their parents, and implement such measures properly, e.g. providing parents of NCS children with the English version of application form and admission guidelines. In this regard, the Equal Opportunities Commission has published an “Easy Guide on Promoting Racial Equality in Schools: Kindergarten Admission (Applicable to Kindergartens with Local Curriculum)” . For details, please refer to:

https://www.eoc.org.hk/EOC/Upload/Training%20and%20education/Teaching%20resources/L_eaflet_Admission_English.pdf

“Easy Guide on Promoting Racial Equality in Schools Kindergarten Admission”

Equal Opportunities Commission hotline: 2511 8211

https://www.eoc.org.hk/EOC/Upload/Training%20and%20education/Teaching%20resources/Leaflet_Admission_English.pdf



Measures

➤ Admission Support for NCS Children

- ▶ KGs must provide both Chinese and English versions of the application form and other relevant information.
- ▶ KGs should create an icon, simple message in English or provide a link to the English version of the webpage on the home page of the school webpage prominently, to let parents of NCS children obtain the English version of the information instantly when browsing the home page of the school webpage.
- ▶ KGs should also provide the links to the English version of EDB's webpage on KI Admission Arrangements in KGs and the webpage indicating the KG's school information in the "Profile of KGs and KG-cum-Child Care Centres" on the school webpage prominently (e.g. home page of the school webpage/the webpage providing the admission information in English) to facilitate parents in browsing relevant information.
- ▶ KGs should provide the information on their support to NCS children, enquiry telephone number and email address for parents of NCS children on the school webpage.
- ▶ 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 webpage to inform parents of NCS children that the above assistance could be offered.

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 6822 (Nepali)
- 3755 6833 (Urdu)
- 3755 6844 (Punjabi)
- 3755 6855 (Tagalog)
- 3755 6866 (Thai)
- 3755 6877 (Hindi)
- 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:
- <https://hkcscheer.net/interpretation-and-translation-services>

Points to Note for Updating/Creating KGs' School Websites

(Please refer to the item 2 of Appendix I on “Guidelines on Kindergarten Admission Arrangements)

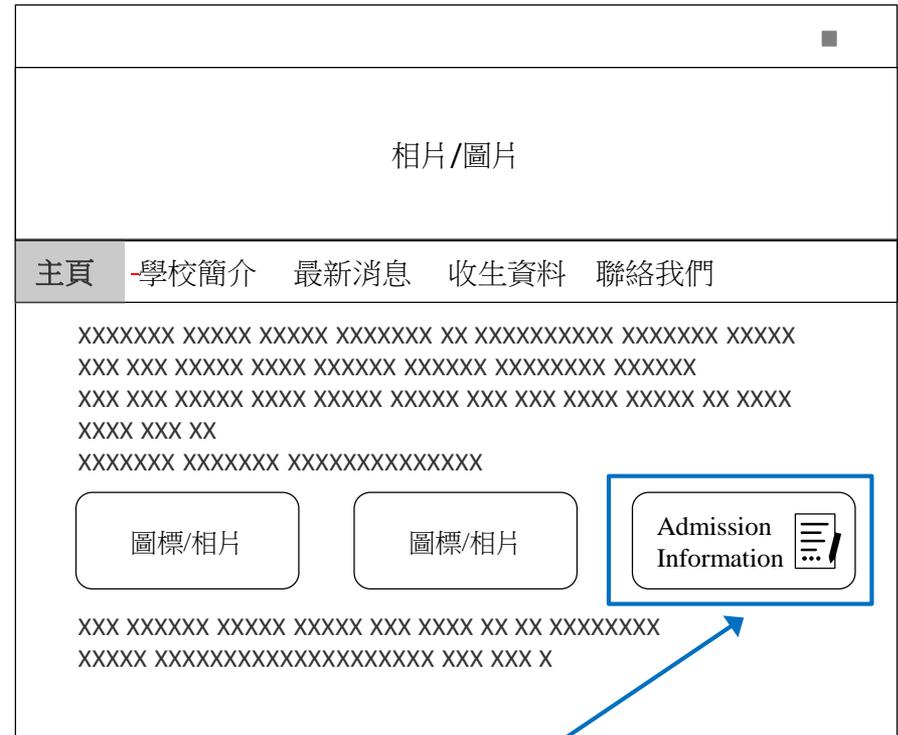
1. All Scheme-KGs should provide the following information in both Chinese and English on their school websites (please refer to EDBCM no. 126/2020 on “Kindergarten Education Scheme- Website Enhancement Grant” for the Tier-1 requirement) :
 - Introduction of the school
 - School-based admission arrangements for nursery (K1) classes in KGs
 - School' s support to NCS children
 - School fee information
 - “Profile of KGs and KG-cum-Child Care Centres” – provide a link to the webpage indicating the KG' s school information (**Attention: It is required to update the link after the new version is released every school year**)
 - Provide a link to EDB' s webpage on Admission Arrangements for Nursery (K1) Classes in KGs
 - Enquiry telephone number and email address for parents of NCS children
2. Both English and Chinese versions of admission information on the school websites should be identical.

Points to Note for Updating/Creating KGs' School Websites

(Please refer to the item 2 of Appendix I on “Guidelines on Kindergarten Admission Arrangements)

3. To facilitate parents of NCS children in obtaining relevant information on admission arrangements, KGs should create an icon, simple message in English or provide a link to the English version of the website on the home page of the school website prominently, to let parents obtain the English version of the information instantly when browsing the home page of the school website. The icon/message in English/link to English version of the website should not be displayed at an inconspicuous location or on webpages other than the home page (e.g. relevant English icon/message in English/link to the English version of the website can only be seen after clicking on other Chinese icons on the home page).
4. KGs should provide the links to the English version of the webpage indicating the KG' s school information in the “Profile of KGs and KG-cum-Child Care Centres” and the EDB' s website on K1 Admission Arrangements in KGs (https://www.edb.gov.hk/k1-admission_e) on the school website prominently (e.g. home page of the school website/the webpage providing the admission information in English) to facilitate parents of NCS children browsing relevant information.
5. KGs should state explicitly on the school website that they could 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.

Examples of Website Design – Homepage



An English message is provided in the Chinese version of the main menu of the home page or an icon is created on the home page prominently so as to facilitate parents of NCS children in obtaining the admission information in English.

Examples of Website Design - Webpage providing information on admission arrangements

Please list the following information on the school website prominently. The content of both Chinese and English versions of information should be consistent.

ABC幼稚園- 收生資料

相片/圖片

主頁 學校簡介 最新消息 收生資料Admission 聯絡我們

A. 學校簡介

- XXXXXXX XXX
- XXXXX

B. 校本收生安排

- XXXXXXX XXXXX XXXXXXXXX
- XXX XXXX XXX

C. 學費資料

- XXXXX XXXXX XXXXXXX
- XXXX XX XXXX

D. 非華語兒童入學申請的安排

- 在面見非華語兒童時，學校可按需要為申請人安排傳譯及 / 或翻譯服務，或家長和兒童由懂中文的親友陪同會面，協助溝通。
- 為非華語兒童家長而設的查詢電話號碼及電郵地址
 - ◆ 電話號碼: xxxx xxxx
 - ◆ 電郵地址: ncs_enquiry@abckg.edu.hk

E. 對非華語兒童的支援措施

- XXXXXXXXXXX XXXXX
- XXXX XXXXXXX

F. 《幼稚園及幼稚園暨幼兒中心概覽》- 本校資料
(<https://kgp2023.azurewebsites.net/edb/schoolinfo.php?lang=tc&schid=xxxxx>)

G. 教育局幼稚園幼兒班(K1)收生安排的網頁連結
(https://www.edb.gov.hk/kl-admission_tc)

Examples of Website Design - Webpage providing information on admission arrangements

Please list the following information on the school website prominently. The content of both Chinese and English versions of information should be consistent.

ABC幼稚園- 收生資料

相片/圖片

主頁 學校簡介 最新消息 **收生資料Admission** 聯絡我們

English Admission Information

- A. Introduction of the School
 - XXXXXX XXXXXX
 - XXXXX XXXX
- B. School-based Admission Arrangements
 - XXXXXX XXXXX XXXXXXXXXXXX XXX
 - XXX XXXX XXX
- C. School Fee Information
 - X XXX XXXXX XXXXXX
 - XXXX XX XXXX XXX XXXXXXX
- D. Arrangement for admission application of Non-Chinese Speaking (NCS) Children
 - When interviewing NCS children, interpretation and/or translation service for applicants will be provided where necessary; or parents and children are allowed to be accompanied by a Chinese speaking relative/friend to facilitate communication.
 - Enquiry Telephone Number and Email Address for Parents of NCS Children
 - ◆ Tel No: xxxx xxxx
 - ◆ Email address: ncs_enquiry@abckg.edu.hk
- E. Support to Non-Chinese Speaking (NCS) Children
 - XXXX XXXXXX
 - XXXXXX XXXXXXX
- F. Our school Information on *Profile of Kindergartens and Kindergarten-cum-Child Care Centres* (<https://kgp2023.azurewebsites.net/edb/schoolinfo.php?lang=en&schid=xxxxxxx>)
- G. EDB's website on Admission Arrangements for Nursery (K1) Classes in Kindergartens (https://www.edb.gov.hk/k1-admission_e)

Measures

➤ Admission Support for NCS Children

- ▶ 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.

Measures

➤ Admission Support for NCS 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 “Support for Non-Chinese Speaking Children” has been produced to introduce the relevant measures.
- ▶ The above-mentioned leaflet in languages of diverse race has been uploaded to EDB’s webpage (Path: Education System and Policy > Kindergarten Education > Admission Arrangements for Nursery(KI) Classes in Kindergartens > Admission Arrangements for Nursery (KI) Classes in Kindergartens for the 2025/26 School Year - II.Related Support for Non-Chinese Speaking Children) for KGs to print and distribute to the parents of NCS children for their reference.

Measures

Leaflet on Support for Non-Chinese Speaking Children

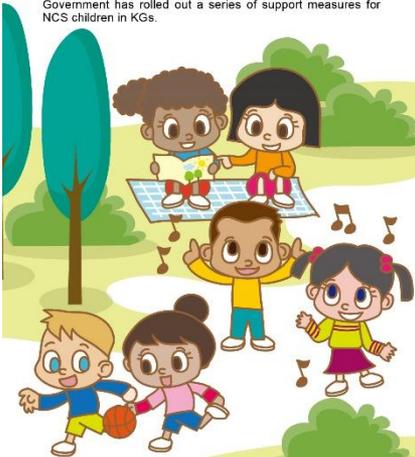
(Home>Education System and Policy >Kindergarten Education > Admission Arrangements for Nursery (K1) Classes in Kindergartens > Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2025/26 School Year - I I. Related Support for Non-Chinese Speaking Children)



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.



(2022 updated version)

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 \$900,000.

- ★ 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:

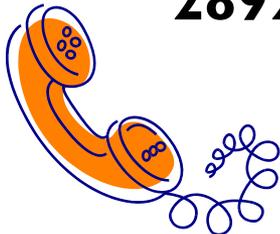
KG Education Scheme http://www.edb.gov.hk/free-quality-kg-edu_en	
Admission Arrangements for Nursery (K1) Classes in KGs http://www.edb.gov.hk/k1-admission_e	
KG Profile http://www.chsc.hk/kindergarten/en	
Education Services for NCS Students http://www.edb.gov.hk/ncs	

Enquiry

◆ **The respective School Development Officers or Services Officers**

◆ **EDB**

- **Webpage:** https://www.edb.gov.hk/kl-admission_e
- **Hotline: 3540 6808 / 3540 6811**
- **Hotline for parents of non-Chinese speaking children : 2892 6676**





Thank You !

2025/26 K1 Admission Arrangements

Q & A Session