



# **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 "2026/27 K1 Admission Arrangements" has been uploaded onto EDB's website in mid-July 2025.





- (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









# (1) Distribution of Application Forms

- Should not limit the number of forms to be distributed and should not set a quota on the number of application forms to be collected to avoid queuing up.
- Should not interview the child-applicants earlier than November.







## (2) School-based Admission Mechanism

- KGs should introduce a school-based admission mechanism, including 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.
- 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



# (2) School-based Admission Mechanism

- All kindergartens must pay attention to the Education Bureau Circular No. 16/2025 Entry of Non-local Children and Children Holding a Form of Recognizance to Schools in Hong Kong regarding the procedure 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 and children whose parent(s) is/are holding a student visa) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.







# (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





### (2) School-based Admission Mechanism

KGs are required to upload the information below to the school website on or before 11 September 2025 (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 presentation of a valid electronic registration document for registration and payment for registration fee (including the amount)
- Arrangements on registration for students on waiting list
- Arrangements for students changing school after registration





## (2) School-based Admission Mechanism

► KGs are required to upload the information below to the school website on or before 11 September 2025 (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



### (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, i.e. "Registration Certificate for Kindergarten Admission" (hereafter referred to as "RC") or "Kindergarten Admission Pass" (hereafter referred to as "AP"), and shall scan the encrypted QR code on the valid electronic registration documents to complete the relevant procedure or collect such valid registration documents from the children at the time of registration.
  - If parents are unable to allow the KG to scan the QR code on the electronic registration documents or submit the valid registration document, even if they are willing to pay full school fees, the KG concerned cannot admit their children.





# (3) "Not More Than One Place for Each Child "Measure Electronic RC / AP (e-RC / AP)



- In line with the Government's policy objective of digitalisation of public services, EDB introduced the electronic RC/AP ("e-RC/AP") in June 2025.
- Each e-RC/AP would contain an encrypted QR code. When parents are registering with the KGs, KG staff would only need to scan the QR code on the e-RC/AP and the registration process will be completed automatically. Hence, KGs would no longer need to collect and keep the paper copies of the RC/AP for their students.









# (3)" Not More Than One Place for Each Child "Measure Electronic RC / AP



Registration Certificate for Kindergarten Admission



**Kindergarten Admission Pass** 





# Video: How to apply for electronic "Registration Certificate for Kindergarten Admission / Kindergarten Admission Pass"

How to apply for
electronic "Registration Certificate for
Kindergarten Admission / Kindergarten
Admission Pass"

https://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/How\_to\_apply\_for\_eRC\_AP\_EN.mp4





# Video: How will parents be notified of the application results of the electronic "Registration Certificate for Kindergarten Registration / Admission Pass"

How will parents be notified of the application results of the electronic "Registration Certificate for Kindergarten Registration / Admission Pass"

https://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/Application\_result\_eRC\_AP\_EN.mp4









# **>** Using the e-RC

- Parents approach the KG admitting the child and provide the QR code (either displayed on the phone or printed on paper).
- The KG scans the QR code on the e-RC and the registration is completed.
- After registration, the child's registration record will be automatically uploaded to EDB's system.











# Using the e-RC for Registration

#### Before e-RC



Parents submit the RC to the KG concerned for registration of the child. After verification, the RC will be kept by the KG.



Parents provide the QR code on the e-RC for the KG concerned to scan for verification.







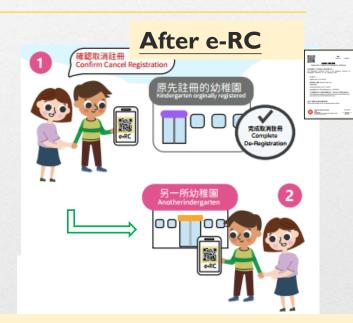
# Using the e-RC for De-registration and Change School

#### **Before e-RC**

Approach the KG already registered with for de-registration



Parents should request the original KG to return the RC. They could submit the RC to another KG and register their child.



Parents should allow the original KG to scan the QR code on the e-RC/AP for de-registration. They could allow another KG to scan the QR code on the e-RC/AP and register their child.

# Video: How to use the electronic "Registration Certificate for Kindergarten Admission / Kindergarten Admission Pass" ?

How to use the "Registration Certificate for Kindergarten Admission / Kindergarten Admission Pass"?

https://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/How\_to\_use\_eRC\_AP\_TC\_EN.mp4





18



# Registration Certificate for KG Admission

(Application starts from September)







# Sample -Application Form of Registration Certificate for KG Admission



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

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Class Applying for:

N: Nursery Class (K1)

School Year Applying for: C: 2026/27 school year



Relevant terms on Personal Information Collection Statement in the application form of RC for the 2026/27 school year will be updated. Parents are reminded to use the **latest version** of the application form for completion.





# Sample -Application Form of Registration Certificate for KG Admission

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



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 2026/27 s.y.).







# Filling in the application form – Points to note

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

1.	Title*	# 1 Mr.		2	Ms.		3	Mi	iss							
2.	Name in English (in the same order as stated on the identity document)		l l							 					<u> </u>	
3.	Name in Chinese															

- Put down your English and Chinese name in the same order as stated on your identity document.
- 4. Identity Document Type & No. # A HKID Card No.: (please refer to para 1.3 of Part B of the Guidance Notes)

  B Other Identity Document: Document No.:
- 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	Floor Bloc	k
	Name of Building			
	Estate / Village			
	No. & Name of Street			
	District			
	Area	# 1 HK 2 KLN	3 NT	
7.	Correspondence Address in HK (please leave blank if it is the same as the home address)	Flat	Floor Bloc	k
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	Estate / Village			
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a	ddition to the h	nome address.		
8.	Local Contact Telephone No.	For receiving "Acknowledgement of Ap	(mobile*)	(home)

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









# Filling in the application form – Points to note

## Part II Particulars of Child(ren)

1.a.	Name in English (mandatory)													
	(in the same order as stated on the identity document)													
b.	Name in Chinese													

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





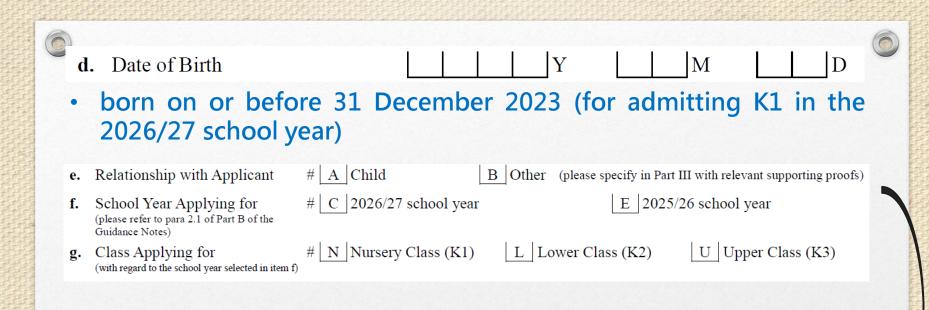
				6
c.	Identity Document Type & No.	# A HK Birth Certificate No:		
	(please refer to para 2.3 of Part B of the Guidance Notes)	B HKID Card No.:		
		C Other Identity Document: _	Document No.:	

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 child 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 e-visa or visa label issued by the Immigration Department of the HKSAR Government and the latest "Permission to remain" stamp or "landing slip" issued by the Immigration Department indicating the latest period of lawful stay of the applicant and the child) to EDB as well.



## 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 <u>original</u> 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 <u>original</u> 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 <b><u>not</u></b> 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 original 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 :

Send to EDB (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong)

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

"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.

**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/)



□ SC-605-3-EDB005-001C | Text Size | 繁 简



### Application for Registration Certificate for Kindergarten Admission

- 1) Introduction
- 2) Part I Particulars of Applicant
- 3) Part II Particulars of child(ren)
- Part III Other Special Family Information (Applicable for child who is NOT a child of yours)
- 5) Part IV Language of Correspondence
- 6) Supporting Documents
- "Undertaking and 7) Declaration" and Digital Signing
- 8) Acknowledgement

General FAQs @

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

#### Important Announcement

The Education Bureau ("EDB") has launched the electronic "Registration Certification for Kindergarten Admission" ("RC"). For applicants who submit their applications for the "RC" online, EDB will send the "RC" (PDF format) to those eligible children via email. The electronic "RC" is printed with a QR code, applicants can directly have the kindergarten scan the QR code to confirm their registration.

Applicants are encouraged to sign the "Undertaking and Declaration" by using the "IAM Smart +" in the application form to complete the application process. Otherwise, parents are required to download/print the "Undertaking and Declaration" (the said document is enclosed in the acknowledgement slip) and return the original signed "Undertaking and Declaration" to the Kindergarten Administration Section 2 of EDB (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) <u>by postage</u> with envelope clearly marked with "Application for Registration Certificate - Undertaking and Declaration", <u>within 10 working days</u> after submission of on-line application to facilitate the EDB in processing your applications.

#### Notes / Required items

- 1. Please read the Instructions for Electronic Application of "RC" a carefully before filling the form.
- If you fill in the electronic form via "iAM Smart", please check all the pre-filled information in the form. Please update/amend the relevant information (such as address and email address), if necessary.
- 3. In the case of server overload as a result of the use of on-line application service by many applicants at the same time, the system will display the message of "This service is temporarily unavailable. Please try again later. Sorry for any inconvenience caused." Please save the form data and submit your online application form later.
- 4. Please refrain from using public computer to submit on-line application for the sake of personal data protection.



# 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 ).
- Por 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.







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Application method		eted application form to	gether with	<ul> <li>Submitting e-applications through the iAM</li> <li>Smart mobile app</li> </ul>								
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Application result and issuance arrangements	Past	<ul><li>Issuance by post</li><li>RC (original)</li><li>Points to note in using RCs</li></ul>	A STATE OF THE STA	Past	(Same to the left)	CONTROL OF THE PROPERTY OF THE						
	From June 2025	<ul> <li>Reply by post</li> <li>Printed copy of the e-RC</li> <li>Points to note in using e-RCs</li> </ul>	The control of the co	From June 2025	<ul> <li>Reply by email, including:</li> <li>An e-RC (PDF format)</li> <li>An encrypted QR code</li> <li>Points to note in using e-RCs</li> </ul>	The control of the co						



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

Registration Certificate for KG Admission (RC)

For children who are <u>eligible for</u> 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.





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

Registration Certificate for KG Admission (RC)

For children who are <u>eligible for</u> receiving subsidised KG education



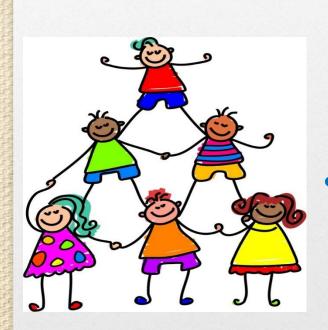
• If parents arrange for their children to receive KG education for more than 3 years due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc.), the parents have to pay the full school fees before deduction of subsidy under the Scheme.





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

Registration Certificate for KG Admission (RC)



# For children who are <u>eligible for</u> receiving <u>subsidised</u> 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 2026/27 School Year." ) when 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 fee 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.



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

Registration Certificate for KG Admission (RC)

For children who are <u>eligible for</u> 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 <u>eligible for</u> 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:

Serial No: 25XXXXXX

#### 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.:

香港身份證

Hong Kong Identity Card / S1234562

沿生日期 Date of Birth (dd/mm/yyyy): 08/11/2022

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

#### [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 14/07/2025

發出日期 Date of Issue







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

Kindergarten Admission Pass (AP)

For children who are <u>NOT eligible for</u> 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 4<sup>th</sup> 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: Serial No:

25XXXXXX

#### 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.: 難民/尋求政治庇護/擔保書/酷刑聲請

Minor of Refugee, Asylum Seeker, Form of Recognizance or Torture

Claimant / C0123062

出生日期 Date of Birth (dd/mm/yyyy): 01/05/2020

[本入學許可書在2024年11月起開始生效,直至2025/26學年完結為止。 This Admission Pass is valid from the month of November in 2024 up to the end of the 2025/26 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)

28/07/2025

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中華人民共和國香港特別行政區政府







#### (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
- ▶ Parents should provide the e-RC / AP to the KG for scanning the QR code to complete the registration process during the Centralised Registration Dates.
- Parents are required to apply to EDB for the RC from <u>September to November 2025</u>. 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, EDB will generally take six to eight weeks to complete processing of the applications and issue the e-RC with an encrypted QR code to applicants who are eligible for receiving subsidy under the Scheme by email (for e-applications) or by post (for applications by post/in person).
- If a child cannot obtain an RC as he/she can receive education in Hong Kong but <u>is not eligible for receiving subsidy under the Scheme</u>:
  - The EDB will issue an AP with an encrypted QR code to the child concerned.
  - Children can use AP for registration and admission to a Scheme-KG.
  - Parents are required to <u>pay full school fees</u> before deduction of subsidy under the Scheme as shown on the Fees Certificate







# Provisional Registration Letter (Application starts from November)

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







(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



TXXXXXXXX(X) Serial Number:

#### 臨時註冊信 **Provisional Registration Letter**

本函件供以下學童登記人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

- 「臨時莊冊信」只週用於已發發有效註冊文件(即「幼稚園入學註冊證」或「幼稚園入學許可言」)的學業。
- 2. 原則上,幼稚園只會為特有有效正式註冊文件的學童辦理人學註冊手續,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
- 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,向該幼稚園是交其子女的 有效正式註冊文件,該幼稚園才可讓有關學童人讀。
- 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」交遷家長保管,家長無需把「臨時註冊信」交
- 5. 此「臨時註冊信」的有效期至 2026年8月31日。

#### Important points to note

- 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").
- 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
- 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.
- 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 PRI, to the Education Bureau.
- 5. This PRL is valid till 31 August 2026.



16-12-2025 發出日期

Education Bureau

Date of Issue







# Application procedure – Points to note

- Parents should understand from KGs about their schoolbased 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 provide the following items to the KG concerned during the Centralised Registration Dates (i.e. 8-10 January 2026)
  - Electronic RC / AP with the QR code; and
  - Payment for 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 allow the KG which they have registered with to scan the QR-code on the e-RC for de-registration or collect the registration document from the KG that they have registered with. The KGs should complete the de-registration or 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. 2027/28 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, the EDB will reissue an RC with a validity period of 3 years (starting from the 2027/28 school year)
- Please note that the returned RC must have not been used for receiving subsidised KG education.







#### (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.









- (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.









#### (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.





CHEER

Centre for Harmony and Enhancement

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: **HKCS** 

- 3755 6855 (Tagalog) 3755 6811 (Bahasa Indonesian) •
- 3755 6822 (Nepali)
- 3755 6833 (Urdu)
- 3755 6844 (Punjabi)

3755 6866 (Thai)

3755 6877 (Hindi)

of Ethnic Minority Residents

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









#### (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: <a href="https://www.edb.gov.hk/k1-admission\_e">https://www.edb.gov.hk/k1-admission\_e</a>
- More information/resources on related support for NCS children is available on the above website.







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



# 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 (KCs) with an immersed Chinese language environment as early as possible to facilitate their learning of the Chinese language. In this connection, the Government has rouled out a series of support measures for



#### 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-discomination ordinances.
- ★ KSs 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 schol 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 amanged 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/finend during the interview to facilitate communication. KGs should provide the interview to facilitate communication. KGs should provide the lephone 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 rose.
- 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 admitted in NCS student also receive the subsidy. The full-year provision of the highest tier in the 2021/22 school year is about 5800 0001.

- 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\_e



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











#### Resources on Support for Non-Chinese Speaking Children







#### Related Support for Non-Chinese Speaking Children

Back to previous page

The Education Bureau (EDB) provides useful resources and tools in various languages of diverse race (including Bahasa Indonesia, Hindi, Nepali, Punjabi (Indian), Tagalog, Thai, Urdu, and Vietnamese) for parents of non-Chinese speaking (NCS) children. These resources include leaflets, posters, application forms and guidance notes for application for "Registration Certificate for Kindergarten Admission" (RC) as well as subtitles for TV Announcements for NCS parents' reference.

In addition, EDB organises an annual briefing session for parents of NCS children on admission to Nursery (KI) classes, to help them familiarise with the application procedures and support measures.

<u>LInformation on Admission Arrangements in Kindergartens and Application for</u> RC

2.Briefing Sessions and Seminars for Parents of Non-Chinese Speaking Children

3.Promotional Leaflets and Posters

**4.Reference Materials** 









#### (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.



## (5) Release of Vacancy Information

▶ EDB will collect information from KGs on K1-K3 vacancies in the 2026/27 school year about a week after the Centralised Registration Dates through an electronic platform, and publish a list of K1-K3 vacancies of KGs in various districts in late January 2026.

Only the vacancy situation of individual KGs will be released but

not the number of vacancy of individual KGs.

School Name		Telephone	Vacancies		
			K1	K2	K3
1.	AAA KG	XXXX XXXX	Υ	Υ	Р
2.	BBB KG	XXXX XXXX	N	Р	N
3.	CCC KG	XXXX XXXX	Р	Υ	N

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







## (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 2026/27 s.y.: Starting from April 2026
  - K2 & K3 Places for 2026/27 s.y.: Starting from July 2026
- 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.



# 2026/27 K1 Admission Arrangements Flowchart







## 2026/27 K1 Admission Arrangements Flowchart

Parents apply to EDB for the RC from September to November 2025

Upon receipt of the applications with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing the applications and issue the electronic RC / AP ("e-RC/AP") containing an encrypted QR code to parents by email (for e-applications) or by post (for applications by post/in person)

KGs process K1 admission applications for the 2026/27 School Year

KGs inform parents of the application result before 12 December 2025

If application is successful

If application is not successful

Parents register with one KG during the Centralised Registration Dates (i.e. 8 to 10 January 2026) by allowing the KG to scan the QR code on the e-RC / AP and paying a registration fee

Parents refer to the K1-K3 vacancy information released by EDB after the Centralised Registration Dates (i.e. from late January 2026) and apply for admission to other KGs





## Profile of Kindergartens and Kindergarten-cum-Child Care Centres

(www.chsc.hk/kindergarten/en)













# **Enquiry**

**Public Holidays** 





Website: <a href="http://www.edb.gov.hk/k1-admission\_e">http://www.edb.gov.hk/k1-admission\_e</a>

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 &	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!