

Parent Information on Admission Arrangements for Nursery (K1) Classes in KGs for the 2026/27 School Year

(Applicable to children who were born
on or before 31 December 2023)

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” will be uploaded onto EDB’s website in mid-July 2025.

Measures

(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.

Measures

(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;
 - 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

Measures



(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.

Measures

(2) School-based Admission Mechanism

- ▶ When considering applications for **Whole-day(WD)/Long WD services**:
 - KGs should give due **priority to families that require WD/LWD services** (e.g. families with working parents, those who need to take care of family member(s) with disability at home, etc.)
 - Relevant conditions should be included in the admission criteria announced

Measures

(2) School-based Admission Mechanism

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

Measures

(2) School-based Admission Mechanism

- ▶ KGs are required to upload the information below to the school website on or before 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

Measures

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

- ▶ 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 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 the valid registration documents from 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.

Measures

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



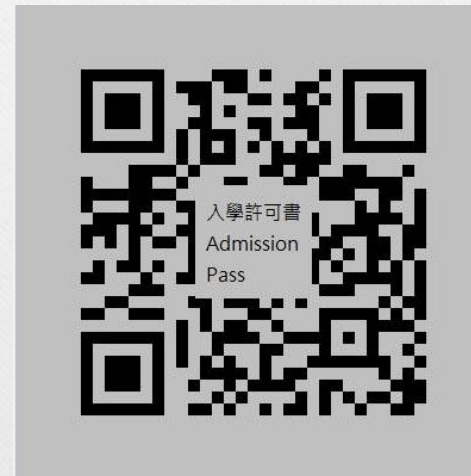
- ▶ In line with the Government's policy objective of digitalisation of public services, EDB introduced the **electronic RC/AP (“e-RC/AP”)** in June 2025.
- ▶ Each e-RC/AP would contain an encrypted QR code. When parents are registering with the KGs, KG staff would only need to scan the QR code on the 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.

Measures

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



Registration Certificate for
Kindergarten Admission



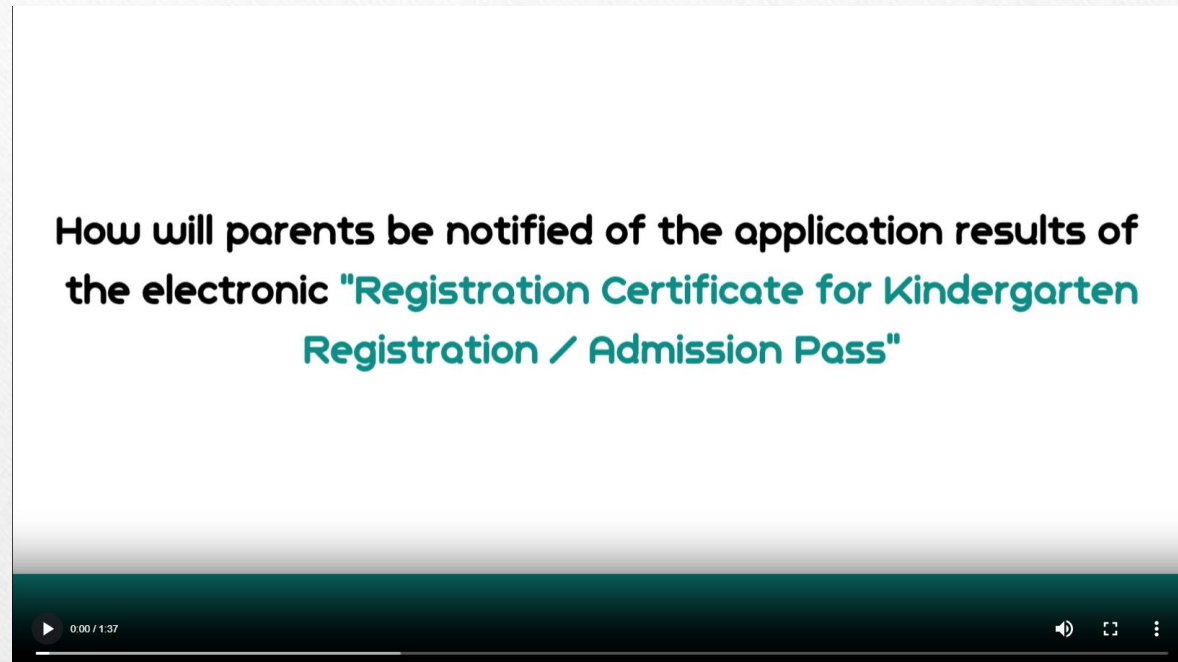
Kindergarten Admission Pass

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



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"

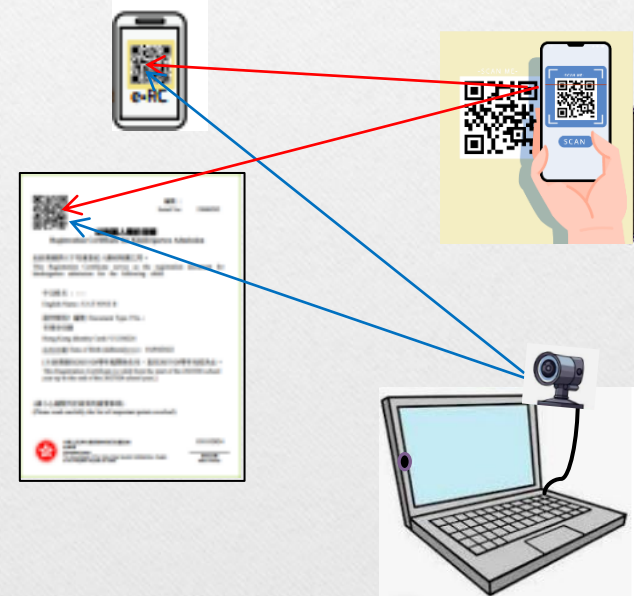


https://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/Application_result_eRC_AP_EN.mp4

Measures

➤ 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.



Measures

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.

After e-RC

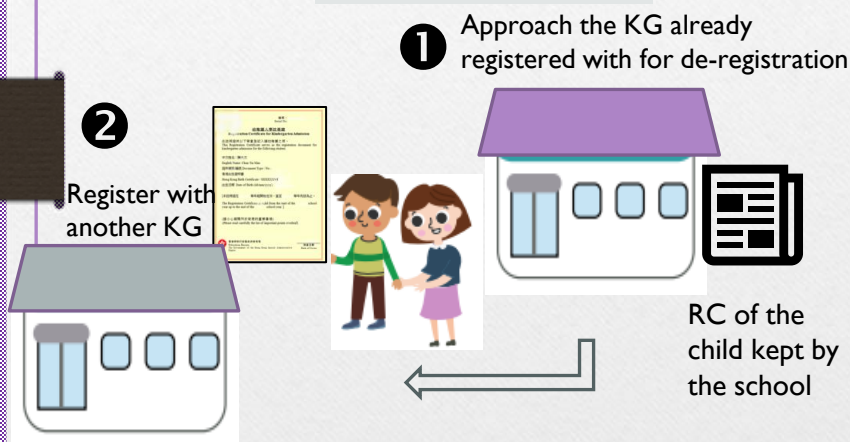


Parents provide the QR code on the e-RC for the KG concerned to scan for verification.

Measures

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

Before e-RC



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

After e-RC



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

Registration Certificate for KG Admission

(Application starts from September)

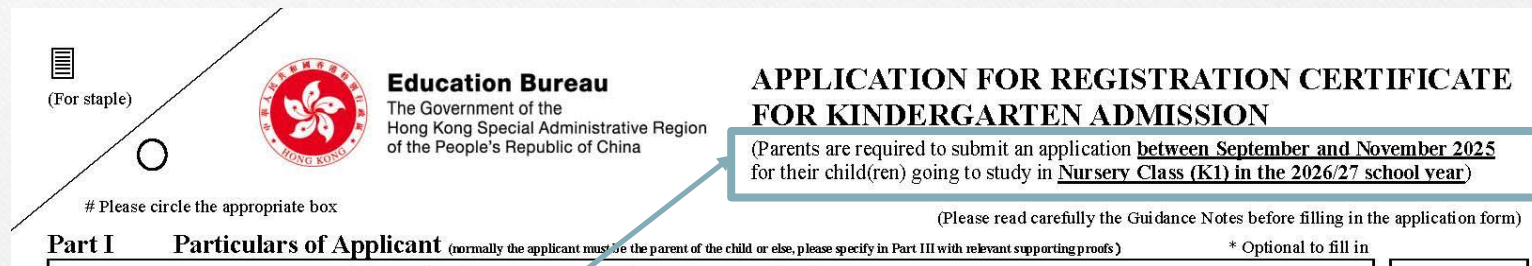
- Application forms can be obtained from District Offices and Regional Education Offices of EDB or downloaded from EDB's website

Part III	<p>Other Special Family Information</p> <p>If you have filled in Part II particulars of any child who is not a child of your spouse, please specify your relationship with the child. Please also provide the address of the deponent document and notification 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 proof.</p> <p>Relationship with the child / Please specify:</p>	 Office Use Only
Part IV	Language of Correspondence	
1. Language of correspondence <input type="checkbox"/> Chinese <input type="checkbox"/> English		
Part V	Undertaking and Declaration	
<ol style="list-style-type: none"> 1. The Government of the Hong Kong Special Administrative Region (hereafter referred to as "HKSAR Government") has implemented the Kindergarten (EC) Situation Scheme (hereafter referred to as "Scheme") with effect from the 2017/18 school year. As the HKSAR Government is to continue and process the application for a Registration Certificate for Kindergarten Admission ("hereafter referred to as "RC") or Kindergarten Admission Paper ("hereafter referred to as "AP") for my dependent(s) (particulars of whom are provided in Part I of this form), I hereby undertake individually or collectively referred to as a "Child" according to the "Scheme" (I/it will be the understanding with no particular being provided for Part I of this form) hereby acknowledge and agree as set out in Clause 2 to 11 below. 2. I understand and fully understand the "Situation Scheme" on Application for Registration Certificate for Kindergarten Admission ("hereafter referred to as "Childcare Note"). I hereby undertake that I shall comply with and ensure the Child will comply with all requirements and specifications stated out in the "Childcare Note" (any terms from time to time amended by the HKSAR Government) and fulfil other requirements and directives from time to time issued by the HKSAR Government regarding the application for and the conditions on use of the RC or AP. 3. I understand and agree that the RC/AP is only applicable to the eligible Child covered under the "Scheme" for registration in an eligible level under the "Scheme". 4. I understand that only one of the parent or guardian can submit an application for each eligible child each year only. I declare that I have reached an agreement with my partner' spouse (including separated legally divorced husband/spouse) and/or co-parent(s) (if applicable) that I will apply for RC/AP for the child concerned. I understand that if an applicant or other relevant person submits more than one application for the same child, his duplicated applications will not be processed. 5. I understand the validity period of RC, in general, of 3 years. If the parents arrange for their children to repeat their study in certain level and hence receive RC education for over three years due to personal consideration (e.g. individual condition of the children, family factors, changing schools, etc.), the parents have to pay full school fee before admission, and only under the Scheme, Under special circumstances, parents may apply for extension of the valid period of the RC. Application for extension of the valid period of the RC will be subject to the consideration by the Education Bureau (EDB) on a case-by-case basis for students with special needs. The applicant must provide sufficient proof, for example, an assessment report submitted by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical physiotherapist, etc.), confirming special needs of the child or evidence of the child's learning difficulties or educational needs. 6. Transferred, for a Scheme-RC to be delivered with subsidy for a term, an eligible student under this RC may 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 specific month, whereby in respect of the student for that month would not be delivered to the RC free of charge, students are required to pay full school fees for that month under the Scheme as shown on the "Fee Statement" of the RC to which they are transferred. If there are any special circumstances (e.g. absence due to illness for the whole month), upon receipt of notification and documentary proof (covering all school days of the absent month), students are entitled to apply for reimbursement for that month. Such cases would be considered on an individual basis. However, if the whole-month absence of students involves truancy, delinquency or behavior of students for these cases would not be considered. 7. I hereby undertake and warrant that information, supporting documents and representation (hereafter collectively referred to as "Information") made by me or my behalf hereon, including my signature, is true and correct, and I understand that if I knowingly or willfully make any false statement or withhold any information, or otherwise mislead the Government, it will render me liable to prosecution. 8. I understand that if my signature and Undertaking and Declaration is incorrect or misleading (e.g. if a false instrument is provided or (ii) if I fail to comply with any provisions of this Undertaking and Declaration, without prejudice to my powers, rights and remedies that the HKSAR Government may have under this Undertaking and Declaration or in law, the HKSAR Government shall be entitled to immediately invalidate this application or, at the case may be, immediately invalidate the RC or AP issued, and I may be liable to criminal and/or civil prosecution. 		
Personal Identification Collection Statement I understand and agree: <ol style="list-style-type: none"> (a) The personal data provided by the applicant in this form will be used by EDB for one or more of the following purposes: <ol style="list-style-type: none"> (i) Activities relating to the processing, authorization and assessment on eligibility and cost-sharing of the application for Registration Certificate for Kindergarten Admission, individual grant and subsidy as well as cost sharing for pre-EDB; (ii) Activities relating to compiling of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authorization, assessment on eligibility and cost-sharing of the application submitted to ED; (iii) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB; and (iv) Activities relating to compilation of statistics, research and Government publications. (b) The provision of personal data required by the above processing of this form is obligatory. In the event that the applicant does not provide those personal data, EDB may not be able to handle or further process the application. 		
<u>Consent of Third Parties</u> <ol style="list-style-type: none"> (c) The personal data provided by the applicant will be available to persons working at EDB. Apart from this, they may be transferred or disclosed to the parties in the government listed bodies: <ol style="list-style-type: none"> (i) other Government bureaux and departments, including Immigration Department and Student Finance Office, for the purpose mentioned in paragraph (a) above; (ii) the school to which the child is to be enrolled as mentioned in paragraph (a) above; (iii) personnel, secret, service provider or organizations, including computing providing data preparation services, engaged by TTB to provide services or advice for purposes mentioned in paragraph (a) above; (iv) where the applicant has given his / her prescribed consent to such disclosure; and (v) where such disclosure is mandated or required under the law or court order applicable to Hong Kong. 		
<u>Access to Personal Data</u> <ol style="list-style-type: none"> (d) The applicant has the right to request access to and correction of his / her personal data held by EDB. Request for review or correction of personal data should be made in writing to Senior Civil Service Officer (Information Administration 21A) P.O. Box 23179, Wan Chai Post Office, Hong Kong or email to osvsk@21a.gov.hk. 		
<ol style="list-style-type: none"> 18. This Undertaking and Declaration shall be governed by and construed in accordance with the laws of Hong Kong, and HKSAR Government shall irreversibly submit to the exclusive jurisdiction of the Courts of Hong Kong. 19. I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration. 		
<div style="text-align: center;">Signature of Applicant:</div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> Date: _____ } Y M D </div>		

19

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**



The image shows a sample application form for kindergarten admission. At the top left, there is a box for a staple with the text "(For staple)" and a circle to be circled. Next to it is the Education Bureau logo and the text "Education Bureau The Government of the Hong Kong Special Administrative Region of the People's Republic of China". To the right, the title "APPLICATION FOR REGISTRATION CERTIFICATE FOR KINDERGARTEN ADMISSION" is displayed. Below the title, a note states: "(Parents are required to submit an application between September and November 2025 for their child(ren) going to study in Nursery Class (K1) in the 2026/27 school year)". Below this, a line of text reads: "(Please read carefully the Guidance Notes before filling in the application form)". At the bottom, the form is divided into sections: "Part I Particulars of Applicant" (with a note: "(normally the applicant must be the parent of the child or else, please specify in Part III with relevant supporting proofs)"), and a section marked with an asterisk: "* Optional to fill in".

Parents are reminded to use the latest version of the application form (i.e. application for children going to study in nursery (K1) class in the 2026/27 s.y.).

Checklist for Submission of Application in paper form

- ▶ The application form, “Undertaking and Declaration” have been correctly filled in and duly signed
- ▶ Copy of the applicant's identity document has been attached
- ▶ Copy of the child-applicant's identity document has been attached
- ▶ If the child is not a child of yours, your relationship with the child has been specified in the application form with relevant supporting proofs (copy of the identity document and authorisation letter of father/mother of the child)
- ▶ The correspondence address in Hong Kong has been provided
- ▶ Sufficient stamp has been affixed to the envelope for mailing the application (Any underpaid mail items will be disposed of by the Hong Kong Post. Please note that EDB will issue an acknowledgement within 10 days starting from the date of receipt of the application.)
- ▶ A photocopy of the completed application form has been retained

Submission method

► 1. By post :

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

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

Correspondence
Address



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

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

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

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

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

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

[For enquires, please call EDB during working hours :

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

Electronic application form for Registration Certificate for KG Admission

◆ 3. Online submission

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



GovHK 香港政府一站通

SC-605-3-EDB005-001C | Text Size | 繁體

Application for Registration Certificate for Kindergarten Admission

1) Introduction

2) Part I - Particulars of Applicant

3) Part II - Particulars of child(ren)

4) 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

7) "Undertaking and 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) by postage with envelope clearly marked with "Application for Registration Certificate - Undertaking and Declaration", within 10 working days 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"](#) or carefully before filling the form.
2. 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

- ▶ 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 children) and children ready before application.
- ▶ For printing of “Acknowledge Slip” and the enclosed “Undertaking and Declaration” (if necessary) after online submission of electronic application form, please **use computer device installed with a printer**.
- ▶ Before submission, please ensure the electronic form has been correctly filled.





Points to note for online submission



- ▶ For applicant who chooses to use **digital signing with "iAM Smart+"** , please make sure you have successfully upgraded to "iAM Smart+" beforehand (For details, please refer to "iAM Smart" website: <https://www.iamsmart.gov.hk/en/reg.html>).
- ▶ For applicant who chooses to **submit duly signed "Undertaking and Declaration" by post**, please submit the document (enclosed in the "Acknowledge Slip" and please download/ print it out) **within 10 working days after submission of online application** to the Kindergarten Administration 2 Section of the EDB (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) to facilitate EDB in processing your application.
- ▶ Please provide your email address if you want to receive acknowledgement by email.

Measures

Measures

	Paper-form Applications		E-applications	
Application method	Completed application form together with copies of required documents: <ul style="list-style-type: none"> ● send to Kindergarten Administration 2 Section, EDB by post ● Place into the drop-in box at 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong 		<ul style="list-style-type: none"> ● Submitting e-applications through the iAM Smart mobile app ● Fill in and submit the e-application form online 	
Application result and issuance arrangements	Past	Issuance by post <ul style="list-style-type: none"> ● RC (original) ● Points to note in using RCs 	Past	(Same to the left) 
	From June 2025	Reply by post <ul style="list-style-type: none"> ● Printed copy of the e-RC ● Points to note in using e-RCs 	From June 2025	Reply by email, including: <ul style="list-style-type: none"> ● An e-RC (PDF format) ● An encrypted QR code ● Points to note in using e-RCs 

Which is faster?

e-applications or paper-based applications

- ▶ Note: If applicants submit e-applications with digital signing with "iAM Smart+" , and documents required for application are all available and valid, **in normal condition, processing procedure for e-applications will be completed faster than paper-based applications.**

Measures

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

Valid registration documents for 2026/27 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 period of RC is three years.**

Measures

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

Valid registration documents for 2026/27 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 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.

Measures

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

Valid registration documents for 2026/27 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.

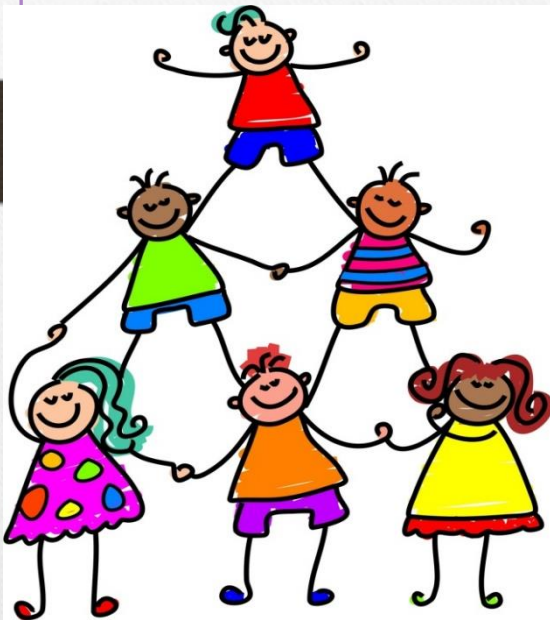
Measures

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

Valid registration documents for 2026/27 school year

Registration Certificate
for KG Admission
(RC)

For children who are eligible for
receiving subsidised KG education



- If there are any special circumstances (e.g. absence due to illness for the entire month), upon receipt of justifications and documentary proof (covering all school days of the absent month) from parents, schools may apply to EDB for subsidy. Each case would be considered on its individual merits. Take another example, 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 subsidy of 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：陳太文

English Name : CHAN TAI MAN

證件類別/ 編號 Document Type / No. :

香港身份證

Hong Kong Identity Card / S1234562

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

[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.]

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

(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

發給日期
Date of Issue

Measures

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

Valid registration documents for 2026/27 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 period of RC



Sample - Kindergarten Admission Pass

(For children who are NOT eligible for receiving subsidy of KG education)



編號 :
Serial No: 25XXXXXX

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. :

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)



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

28/07/2025

發出日期
Date of Issue

Measures

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

- ▶ 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 September to November 2025**. Details on application will be announced in or before 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 is not eligible for receiving subsidy under the Scheme :
 - 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 pay full school fees before deduction of subsidy under the Scheme as shown on the Fees Certificate

Only one RC/AP will be issued for each eligible child

- ▶ Note: In general, the applicant must be one of the parents of the child. Please note that only one of the parents or guardians can submit an application for each eligible child once only. Before submitting the application, parents should reach an agreement with his/ her partner/ spouse (including separated/ legally divorced former spouse) and other guardian(s) (if applicable) that one of you will apply for RC/ AP for the child concerned. If an applicant or other relevant person submits more than one application for the same child, the duplicated applications will not be processed.

Provisional Registration Letter

(Application starts from November)

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

Application procedure – Points to note

- ▶ Parents should collect and submit application forms in accordance with the requirements of individual KGs.
- ▶ Scheme-KGs cannot collect fees exceeding the approved ceilings.
Approved **ceiling of application fee is \$40.**

Registration procedure – Points to note

- ▶ To complete 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. 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.

Measures

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

- ▶ **Equal opportunities** for admission to KGs must be provided by KGs for all children (regardless of their race, gender and ability).
- ▶ KGs must provide **both Chinese and English versions** of the relevant information on K1 Admission Arrangements .
- ▶ To facilitate parents of NCS children in obtaining the English version of information, parents can note the **icon or simple message in English on the home page of the school website**. Parents can also browse relevant information from the links to the English version of EDB's website on K1 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 website.
- ▶ 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 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.

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:
- <http://hkcscheer.net/interpretation-and-translation-services>



Measures



(4) Admission Support for Non-Chinese Speaking Children

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

Measures

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



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.
- ★ From the 2019/20 school year, we have refined the additional subsidy on support to NCS students. A 5-tiered subsidy is provided to Scheme-KGs according to the number of NCS students admitted to facilitate their support for NCS students. KGs admitting 1 NCS student also receive the subsidy. The full-year provision of the highest tier in the 2021/22 school year is about \$800,000.

- ★ To help KGs strengthen communication with parents of NCS students, a set of Communication Cue Cards with audio files and a set of templates for commonly used school circulars have been translated into languages of diverse race for use of KGs.

- ★ The KG Education Curriculum Guide sets out the direction and principles for facilitating the integration of NCS students into the local school settings, as well as introducing specific strategies and relevant resources on how teachers can help NCS students learn Chinese.

Other Information

For further information or assistance,
please contact EDB:

Telephones of Regional Educational Offices:

(HK) 2863 4646 (NTE) 2639 4876

(KLN) 3698 4108 (NTW) 2437 7272

Telephone of Joint Office for Kindergartens
and Child Care Centres:

3107 2197

Hotline for parents of NCS children
on admission to KGs:

2892 6676

Other relevant websites:

KG Education Scheme
http://www.edb.gov.hk/free-quality-kg-edu_en

Admission Arrangements for
Nursery (K1) Classes in KGs
http://www.edb.gov.hk/k1-admission_e

KG Profile
<http://www.chsc.hk/kindergarten/en>

Education Services for NCS Students
<http://www.edb.gov.hk/ncs>



Measures

(4) Admission Support for Non-Chinese Speaking Children

- The earlier the NCS children began schooling or received support in learning, the more effective their learning will be.
- NCS children studying at KGs with Chinese as the medium of instruction (MOI) performed significantly better in the Chinese Language compared to NCS children studying at KGs with English as MOI.
- Parents are encouraged to make good use of children's prime time in learning the Chinese language and **consider schools with a language-rich environment** which would **facilitate children's learning of the Chinese language** with authentic, meaningful and developmentally appropriate language learning experiences through try-outs, exploration and interpersonal interactions.

Measures

(5) Release of Vacancy Information

- ▶ The 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 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
1.	AAA KG	XXXX XXXX	Y
2.	BBB KG	XXXX XXXX	N
3.	CCC KG	XXXX XXXX	P

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

Measures

(6) Referral arrangements for children

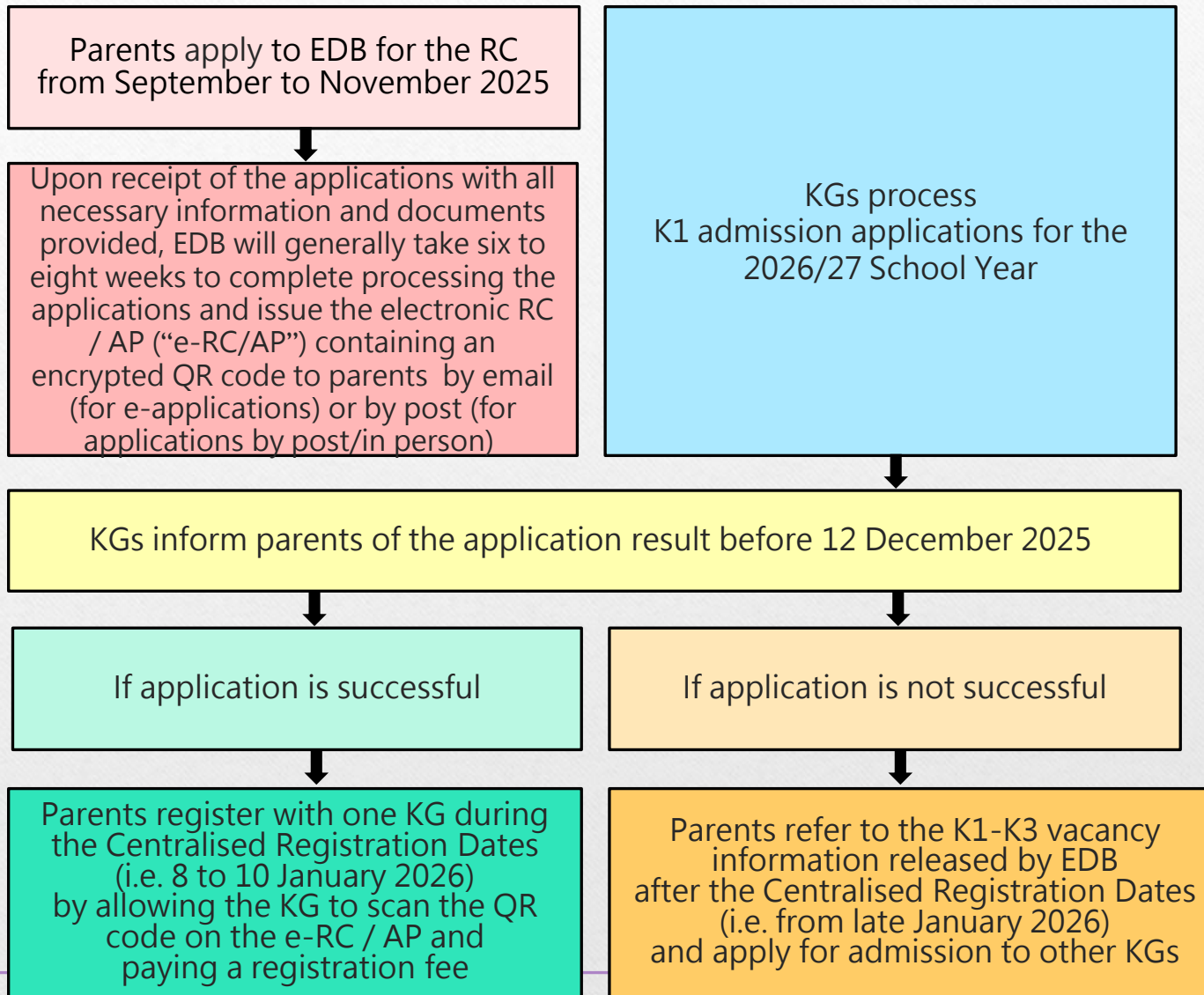
- ▶ KG student admission is a school-based matter
 - Parents apply for a K1 place by themselves in accordance with their children's needs ; and
 - The EDB provides relevant information to support parents

▶ 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
- By the Regional Education Offices and the Joint Office for Kindergartens and Child Care Centres


2026/27 K1 Admission Arrangements Flowchart

2026/27 K1 Admission Arrangements Flowchart




Profile of Kindergartens and Kindergarten-cum-Child Care Centres

<http://www.chsc.hk/kindergarten/en>




教育局
Education Bureau


Profile of Kindergartens and
Kindergarten-cum-Child Care Centres
2024 / 25 School Year


 中文
Home [Font] A A A


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


School Number: School Name: Other Keywords: Search Reset

 General Information


 Reading Notes

 Details of Child Care Services


 Inspection Reports



iPhone
Version
App
Download




Android
Version
App
Download



Android
Version
(Huawei)
App
Download

18 Districts School List

New Territories West	New Territories East	Kowloon	Hong Kong
Kwai Chung & Tsing Yi	North	Kowloon City	Central & Western
Tsuen Wan	Sha Tin	Kwun Tong	Hong Kong East
Tuen Mun	Tai Po	Sai Kung	Islands
Yuen Long		Sham Shui Po	Southern
		Wong Tai Sin	Wan Chai
		Yau Tsim & Mong Kok	





Enquiry



▶ EDB —

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

Hotline: 3540 6808 / 3540 6811

Hotline for parents of NCS children : 2892 6676

Mondays to Fridays	8:30 am to 1:00 pm 2:00 pm to 6:00 pm
Saturdays, Sundays & Public Holidays	Closed

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

Thank You !

Q & A