

**XXX Kindergarten**  
**Information on Admission to K1 Classes in the 202X/2X School Year**

**Collection of application Forms (No quota):**

1. Download from school website
2. Obtain from school in person
3. Request by post

**Distribution Period:**

1. Date: dd/mm/202X (day of the week) to dd/mm/202X (day of the week)
2. Time: XXX a.m. to XXX p.m. (Mondays to Fridays) /  
XXX a.m. to XXX p.m. (Saturdays)

**Return of Application Forms (No set quota for the kindergarten):**

1. Period: dd/mm/202X (day of the week) to dd/mm/202X (day of the week)
2. Time: XXX a.m. to XXX p.m. (Mondays to Fridays) /  
XXX a.m. to XXX p.m. (Saturdays)
3. Return method: Submit the application form together with the documents required (including identity document) in person / by post
4. Application fee (if applicable): HK\$XX (to be collected together with the application form). The application fee is non-returnable whether the application is successful or not.

**Application for the “Registration Certificate for Kindergarten Admission”**

1. Under the Kindergarten (KG) Education Scheme (the Scheme), each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit children holding a valid registration document.
2. Parents are required to submit an application for the Registration Certificate for Kindergarten Admission (RC) to the Education Bureau (EDB) **from September to November 202X**. The RC will be open for applications in September 202X and EDB will announce and upload the details of application onto EDB website ([https://www.edb.gov.hk/k1-admission\\_e](https://www.edb.gov.hk/k1-admission_e)) in due course. Upon receipt of the applications with all necessary information and documents provided, it generally takes six to eight weeks for EDB to complete processing of the applications. Depending on the method of submission of application form (including completing and submitting e-application via EDB’s website, applying through “iAM SMART” mobile app, mailing the application form by post and submitting the application form in person), EDB would issue the RC by different methods to applicants who are eligible for subsidy under the Scheme. 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<sup>1</sup>, EDB will then issue a Kindergarten Admission Pass (AP) to the child concerned for registration and admission to a Scheme-KG but the parents

---

<sup>1</sup> 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) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.

concerned 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.

### **Admission Criteria**

1. Interview performance
2. The applicant with sibling(s) currently studying in the KG will be given due priority consideration
3. The applicant from families in need of whole day / long whole day classes will be given due priority consideration when applying for whole day / long whole day classes  
(As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

### **Interview Arrangements**

1. The KG will arrange interview for all applicants
2. Interviews will be conducted from dd/mm/202X to dd/mm/202X and notification will be sent to parents separately by XX
3. Group and / or individual interviews will be arranged
4. Parents should accompany their child for the interview
5. Please contact us at \_\_\_\_\_ (telephone no.) if interpretation / translation service is required during the interview with non-Chinese speaking (NCS) applicants. We also allow NCS parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication.

### **Announcement of Admission Results**

We will inform parents of the K1 admission results before dd/mm/202X.

### **Registration Arrangements**

1. Successful applicants: Parents should complete the registration procedures for their child from dd to dd mm 202X (Centralised Registration Dates) by submitting the e-RC / AP or screenshot of the QR code on the e-RC / AP to the KG and paying the registration fee.
2. Applicants on the waiting list: We will inform parents (notification means: by email / by post / others) and parents should complete the registration procedures for their child according to the specified date set by the KG. Parents are required to submit the e-RC / AP or screenshot of the QR code on the e-RC / AP to the KG and pay the registration fee.
3. Please be reminded that if parents cannot submit a valid electronic registration document or screenshot of the QR code to the school during registration, the KG may not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to EDB within the specified period.
4. The registration fee for 202X/2X K1 place is HK\$XXX. If the child concerned studies in the KG, the registration fee paid will be refunded in \_\_\_\_\_ (month). Should parents decide to change school after registration, please notify the KG in writing. The KG will complete the de-registration as soon as possible but the

registration fee will not be refunded. Upon de-registration, the KG will no longer keep the school place for the child.

**Enquiry**

Our telephone no.: XXXX XXXX      Our e-mail address: XXXXXXXX@XXXX