Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2027/28 School Year

Guidance Notes on Application for "Provisional Registration Letter"

(This Guidance Notes is applicable to applications submitted between 1 November 2026 and 31 August 2027)

1. General Information

1.1 The Education Bureau (EDB) has implemented the Kindergarten (KG) Education Scheme (Scheme) starting from the 2017/18 school year. Under the Scheme, KG student admission would, in principle, remain a school-based matter with a view to maintaining the flexibility and diversity of the KG sector and free choice for parents. Besides, parents are required to use a valid registration document issued by EDB for their children's registration to Scheme-KGs or non-Scheme KGs having joined the "Not More Than One Place for Each Child" measure under the "2027/28 K1 Admission Arrangements" [Note].

1.2 EDB will issue a registration document to each child who can receive education in Hong Kong: the "Registration Certificate for KG Admission" ("RC") for children who are eligible for receiving subsidy under the Scheme; or the "Kindergarten Admission Pass" ("AP") if they are not eligible for receiving subsidy (i.e. the parents concerned are required to pay full school fees before deduction of the subsidy). Under the "Not More Than One Place for Each Child" measure, during the period of study in a KG, the registration document of a student would be kept by that KG.

1.3 Under special circumstances, some parents may arrange their children to repeat* K1(in original KG / another KG) or change to another KG in the 2027/28 school year, but it is not yet the right time to retrieve the "RC" / "AP" of their children from the KG currently attending. In such cases, the parents can apply to EDB for a "Provisional Registration Letter" ("PRL") **starting from November 2026** to facilitate their children's provisional registration to the KGs concerned. Details are provided in the ensuing paragraphs. Please note that if "PRL" is adopted in the registration procedure, on or before the first day of officially attending the KG concerned, parents have to submit the valid "RC" / "AP" of their child to that KG, only then that KG can admit the student concerned. In this connection, the "PRL" applied using this form is **valid until 31 August 2027**.

2. Eligibility of Application for "PRL"

2.1 The "PRL" is only applicable to a student who has already been issued an "RC" / "AP" and such document is being kept by the KG currently attending.

2.2 As general examples, if an applicant intends to make the following arrangement, upon receipt of the application, EDB will consider issuing a "PRL" to the student concerned:

(a) The student will repeat* K1 in the 2027/28 school year in the KG currently attending or another KG, which is under the Scheme / "Not More Than One Place for Each Child" measure; or

(b) The student will change to another KG in the 2027/28 school year which is under the Scheme / "Not More Than One Place for Each Child" measure.

Note: The list of the non-Scheme KGs concerned is uploaded to EDB's website (https://www.edb.gov.hk/k1-admission_e) and will be updated timely.

* The validity period of "RC", in general, is 3 years. If the parents arrange for their children to repeat their study in certain level and hence 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 full school fee before deduction of subsidy under the Scheme. Under special circumstances, parents may apply for extension of the validity period of the "RC". Application for extension of the validity period of "RC" will only be considered by the Education Bureau on a case-by-case basis for students with special needs. The applicant must provide relevant proof, for example, an assessment report issued by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.), confirming special needs of the child and the need for the child to pursue KG education for a period longer than the normal three years.

2.3 If parent intends to arrange the student to change to another KG in current school year (i.e. 2026/27 school year) which is under the Scheme / "Not More Than One Place for Each Child" measure, he/she is suggested to liaise with the KGs concerned regarding the withdrawal / admission arrangement as soon as practicable. The applicant can get back the "RC" / "AP" from the KG registered with and then submit the original "RC" / "AP" to the KG that the student is being transferred to for registration. In such case, it is not necessary for parents to apply for "PRL"**.**

2.4 If a student is eligible for receiving education in Hong Kong and has never been issued an "RC" / "AP" for his / her admission to a Scheme-KG, the applicant can apply for the "RC" / "AP" directly from EDB. For enquiry, please refer to the contact information in part 4 below.

3. Application Procedures

3.1 Please refer to the following flowchart for the application procedures:

Methods of submitting application form

(a) Applicants may send the completed application form by post in a sealed envelope **with sufficient postage** to the Kindergarten Administration 2 Section, EDB (Address: Room 1432, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. Please specify on the envelope: "Application for Provisional Registration Letter"). Application form can be downloaded from EDB's website (https://www.edb.gov.hk/k1-admission_e) [*Path: Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2027/28 School Year > Application Form > 4. Application for Provisional Registration Letter*]; or

(b) Applicants may enclose the completed application form in an envelope, sealed with front cover labelled "Application for Provisional Registration Letter" and drop it into the drop-in box of EDB on 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Opening hours of drop-in box: Mondays to Fridays 8:30 a.m. to 6:00 p.m., closed on Saturdays, Sundays and Public holidays); or

(c) Applicants can submit application online (url: https://eform.cefs.gov.hk/form/edb038/en/).

[Note: (i) Any underpaid mail items will be disposed of by Hongkong Post.
(ii) Applications by fax or e-mail are NOT accepted.]

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For applications submitted by methods (a) and (b) above, EDB will issue an "Acknowledgement of Application" to the applicants' mobile phone number via SMS within 7 working days from the date of receipt of the applications. Please provide a Hong Kong mobile phone number in the application form. For applications submitted by method (c) above, please provide an email address if applicants wish to receive an acknowledgment email for future reference.

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Upon receipt of all the necessary information, EDB will generally take **14 working days** to complete processing the application and inform the applicants of the results (both successful and unsuccessful) by post. If applicants do not receive any application result from EDB two weeks after submitting their application forms, please call EDB at 3540 6808 / 3540 6811.

3.2 Applicants must fill in each item of the application form carefully. Incomplete or incorrect information may lead to delay in processing or even rejection of the application by EDB.

3.3 If an applicant wants to obtain the "PRL" before the Centralised Registration Dates (i.e. 7 to 9 January 2027) for the "2027/28 K1 Admission Arrangements", he / she must submit the application **on or before 17 December 2026**. Otherwise, the "PRL" will generally not be issued before the Centralised Registration Dates for K1 provisional registration.

3.4 Please **DO NOT** make repeated applications which may lead to delay in processing.

3.5 For reissuance due to loss or damage of the "PRL", applicants should notify EDB in writing. EDB will consider reissuing a duplicate copy of the "PRL" on a case-by-case basis. However, the original copy of the "PRL" will not be reissued. As re-issuance takes time, please take good care of the

"PRL" to avoid registration delay.

4. Enquiry

For details of application for "PRL", applicants may visit EDB's website (https://www.edb.gov.hk/k1-admission_e) or "Glowie", the chatbot or call EDB on 3540 6808 / 3540 6811 (Working hours: Monday to Friday 8:30 a.m. to 1:00 p.m., 2:00 p.m. to 6:00 p.m., closed on Saturdays, Sundays and public holidays) or the 24-hour automatic telephone enquiry system on 2891 0088.

Education Bureau
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