

## **EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 102/2019**

From : Permanent Secretary for Education

To : Supervisors and Heads of  
Kindergartens /Kindergarten-cum-Child  
Care Centers and Schools with  
Kindergarten Classes

Ref. : EDBCM102/2019

Date: 4 June 2019

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### **Admission Arrangements for Nursery Classes in Kindergartens for the 2020/21 School Year**

#### **Summary**

This circular memorandum announces details of the admission arrangements for Nursery (K1) classes in kindergartens (KGs) for the 2020/21 school year (hereafter referred to as “2020/21 K1 Admission Arrangements”) and reminds KGs, KG-cum-child care centers and schools with KG classes (hereafter collectively referred to as “KGs”) of the issues related to their student admission. The “2020/21 K1 Admission Arrangements” are applicable to KGs joining the KG education scheme (hereafter referred to as “Scheme”). Heads of KGs should ensure that this circular memorandum is circulated to all teachers and staff concerned for action.

#### **Background**

2. The Government has implemented the Scheme starting from the 2017/18 school year. The policy objectives are to provide good quality and highly affordable KG education, and enhance the accessibility of students to different modes of services that suit their specific needs. In this regard, on top of the basic half-day (HD) unit subsidy for HD service, the Government will provide additional resources for eligible KGs offering whole-day (WD) and long WD (LWD) services to encourage them to offer such services at a more affordable rate. Under the Scheme, KG student admission, in principle, remains a school-based matter to maintain the flexibility and diversity of the KG sector and free choice for parents. To achieve the objectives as mentioned in paragraph 3 below, the EDB will continue the implementation of K1 Admission Arrangements for the 2020/21 school year.

## **Details**

### Objectives

3. The EDB aims to achieve the following objectives through the “2020/21 K1 Admission Arrangements”:

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

### Admission Arrangements

#### *Distribution of Application Forms*

4. We understand that most KGs have uploaded their admission application forms onto their websites for downloading by parents. There are also KGs which distribute printed application forms. Irrespective of the means of distributing application forms, KGs should not limit the number of forms to be distributed to avoid parents queuing up for a long time for application forms. Similarly, KGs should not set a quota on the number of application forms to be collected. KGs are required to inform parents in advance the arrangement for obtaining application forms and submitting admission applications, including the dates for distribution and submission of application forms, application procedure and fee<sup>1</sup> (if applicable), etc. so that parents can make preparation.

#### *School-based Admission Mechanism*

5. To enhance transparency and avoid unnecessary misunderstanding or complaints, KGs are required to put in place a school-based admission mechanism, which should include the admission procedure and criteria, and the number of candidates to be interviewed, etc., they are also required to 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 the [EDB’s website on K1 Admission Arrangements in KGs](#) onto the school website to facilitate browsing and downloading by parents. KGs must also provide timely response to parents’ enquiries about admission arrangements and handle

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<sup>1</sup> For all KGs joining/intending to join the Scheme in the 2020/21 school year, the approved ceiling of application fee to be collected from the children applying for admission to K1 in the 2020/21 school year is \$40. Schools are not allowed to collect application fees exceeding the approved ceiling.

related complaints. The admission mechanism must be fair, just and open and in compliance with the existing anti-discrimination legislation (including the Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance and Race Discrimination Ordinance), Personal Data (Privacy) Ordinance, Prevention of Bribery Ordinance, etc., as well as circulars and guidelines issued by the EDB, e.g. the application forms and relevant information provided by KGs must be in both Chinese and English.

6. For WD/LWD services, KGs are provided with additional resources by the Government. To unleash the potential of the local labour force under the population policy, when considering applications for WD/LWD services, KGs should give due priority to families in need (such as those with working parents) and those having genuine need for WD/LWD services due to their special circumstances (such as families which need to take care of persons with disability at home). Such relevant information should be included in the admission criteria announced by the KGs.

7. Under the Scheme, in principle, student admission will continue to be school based, KGs should comply with the requirements as stipulated in paragraphs 4 to 6 above. Under special circumstances, if Scheme-KGs still have vacancies and individual children (including children at risk of developmental delay and non-Chinese speaking children) encounter difficulties in applying for admission, Regional Education Offices and Joint Office for Kindergartens and Child Care Centres will make referrals as appropriate.

#### ***“Not More Than One Place for Each Child” Measure***

8. To prevent a child from hoarding a number of places at one time, which would affect other children, each child who can receive education in Hong Kong will only be issued one registration document and all Scheme-KGs can only admit students holding a valid registration document. Parents are required to apply timely and obtain a valid registration document to complete the registration procedure for admission to a K1 class in a Scheme-KG in the 2020/21 school year.

9. If parents wish to apply for admission to a K1 class in a Scheme-KG for their children in the 2020/21 school year, they are required to apply to the EDB for the “Registration Certificate for KG Admission” (hereafter referred to as “RC”) from **September to November 2019**. Details on application will be announced in or before September this year and uploaded to the EDB’s website. Upon receipt of the applications with all necessary information and documents provided, the EDB will generally take six to eight weeks to complete processing the applications and issue the “RC” by post to applicants who are eligible for subsidy under the Scheme. If a student cannot obtain an “RC”

because he/she can receive education in Hong Kong but is not eligible for subsidy under the Scheme<sup>2</sup>, the EDB will issue a “Kindergarten Admission Pass” (hereafter referred to as “AP”) to the student concerned for registration to a Scheme-KG, but the parents concerned are required to pay full school fees (i.e. before deduction of subsidy under the Scheme) as shown on the Fees Certificate of the KG admitting the child.

10. While individual KGs may conduct their admission procedures according to their school-based arrangements, KGs are reminded to comply with the requirements in relevant circulars and guidelines on [student admission for the next school year](#) issued by the EDB, which include continuing to admit children with different backgrounds and needs if there are vacancies.

11. If interviews are arranged as part of the admission procedures, KGs are required to respect the pattern of children’s development and should not require children to answer questions or do tasks that are intellectually, physically and emotionally beyond their age.

12. KGs must notify parents of the results of K1 admission before **20 December 2019**. Parents will be required to confirm acceptance of a K1 place by submitting the “RC” / “AP” and paying the registration fee<sup>3</sup> during the “centralised registration dates” to complete the registration procedure. Since each child will be issued only one “RC” / “AP”, parents must choose only one KG for registration. **The “centralised registration dates” are 9 to 11 January 2020 (Thursday to Saturday)**. A flowchart on the “2020/21 K1 Admission Arrangements” is at **Appendix 1**.

13. After the “centralised registration dates”, KGs may fill the vacancies by admitting children on the waiting list or those who have not yet secured a place. If a child is offered a place after the “centralised registration dates”, the parents should complete the registration procedure on the date set by individual KGs, but they are still required to complete the registration by submitting the “RC” / “AP” to the KG concerned.

14. In general, the validity period of “RC” is 3 years. If the parents arrange for their children to receive KG education for more than 3 years, the parents have to pay the full school fee before deduction of subsidy under the Scheme. Under special circumstances, parents may apply for the extension of the validity period of the “RC”. KGs should inform the parents of the above-mentioned points to note in writing when the parents show intention in arranging their children to receive KG education for more than 3 years. Template of the notice concerned is at Appendix 2 of “Guidelines on Kindergarten

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<sup>2</sup> Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance, children whose parent(s) is/are holding a student visa, etc.) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.

<sup>3</sup> For all KGs joining/intending to join the Scheme in the 2020/21 school year, the approved ceilings of registration fee to be collected from the children admitted to K1 in the 2020/21 school year are \$970 and \$1,570 for HD session and WD session respectively. Schools are not allowed to collect registration fees exceeding the approved ceilings.

Admission Arrangements for the 2020/21 School Year”.

15. KGs should inform parents clearly of the registration procedures and regulations, including no refund of registration fee if parents give up the place after registration.

### ***Admission Support for Non-Chinese speaking (NCS) Children***

16. KGs are hereby reminded that equal opportunities must be provided for all children (regardless of their race, gender and ability) in admission to KGs, including handling the applications from NCS children properly with due regard to the differences in their culture and customs from local practices. KGs must also be careful about the details of admission arrangements on whether they may involve direct or indirect discrimination; when answering enquiries from parents, teachers and staff in general should offer assistance as appropriate and avoid misunderstanding. KGs must provide both Chinese and English versions of the application form and relevant information. To facilitate parents of NCS children in obtaining the relevant information, KGs should create an icon or provide a simple message in English on the home page of the school website prominently, to let parents know instantly how to obtain the English version of the information when browsing the home page of the school website. At the same time, KGs should also provide the link to the English version of the EDB’s website on K1 Admission Arrangements in KGs ([http://www.edb.gov.hk/k1-admission\\_e](http://www.edb.gov.hk/k1-admission_e)) on the school website prominently (e.g. home page of the school website/the webpage providing the admission information in English) to facilitate browsing by parents. KGs have to put in place effective means of communication and offer assistance to NCS children and their parents as far as practicable.

17. Besides, 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.

18. Parents of NCS children are encouraged to send their children to KGs with an immersed Chinese language environment as early as possible to facilitate their learning of the Chinese language. In this connection, the Government has put in place a series of support measures for NCS children in KGs. The leaflet “Support for Non-Chinese Speaking Children” has been updated to introduce the relevant measures. The above-mentioned leaflet will be distributed to KGs later for reference and distribution to parents of NCS children, and it can be downloaded from the EDB’s website (Path: Education System and Policy > Kindergarten Education > Admission Arrangements for Nursery (K1) Classes in Kindergartens > Related Support for Non-Chinese Speaking Children).

### ***Release of Information on Vacancies***

19. The EDB will collect information from KGs on K1 vacancies about a week after the “centralised registration dates” through an electronic platform, and publish a list of KGs in various

districts in early February 2020 showing the KGs that still have vacancies, KGs with no vacancy and KGs which are processing the applications of children on the waiting list and welcome enquiries on their vacancy situation. The list will be published through various channels, including the EDB's website, Regional Education Offices and telephone hotline, etc. to help parents find a K1 place for their children. The EDB will organise briefing sessions on computer data input for KGs before the "centralised registration dates". Details will be announced later.

### **Briefing Sessions for KGs**

20. To enable KGs to have a better understanding of the "2020/21 K1 Admission Arrangements", the EDB will organise briefing sessions in mid-June this year for introducing the implementation details. Representatives from the Equal Opportunities Commission (EOC) and the Independent Commission Against Corruption (ICAC) will be invited to brief KGs on points to note when devising the admission arrangements. **All KGs are required to send representatives (including one frontline staff handling admission matters) to attend the briefing.** Details are at **Appendix 2** and will be uploaded onto the Training Calendar (Course ID: KGE020190086) on the EDB's website.

### **Parent Seminars**

21. Besides, the EDB will conduct 25 identical parent seminars in July this year to explain details of the "2020/21 K1 Admission Arrangements". For registration and other details, please refer to the EDB's website ([http://www.edb.gov.hk/parentstalks\\_e](http://www.edb.gov.hk/parentstalks_e)). The EDB will send publicity posters to KGs for display at appropriate places in their school premises. Should opportunities arise, we also expect KGs to encourage the parents concerned to attend the seminars.

### **KGs not Joining the Scheme**

22. The admission arrangements as set out in paragraphs 4 to 5 of this circular memorandum are basic principles, which are also applicable to KGs not joining the Scheme.

### **Enquiry**

23. For enquiries, please contact the respective School Development Officers or Services Officers of the Joint Office for Kindergartens and Child Care Centres. A set of frequently asked questions concerning the "2020/21 K1 Admission Arrangements" has also been uploaded onto the EDB's website ([http://www.edb.gov.hk/k1-admission\\_e](http://www.edb.gov.hk/k1-admission_e)) for reference by KGs and parents.

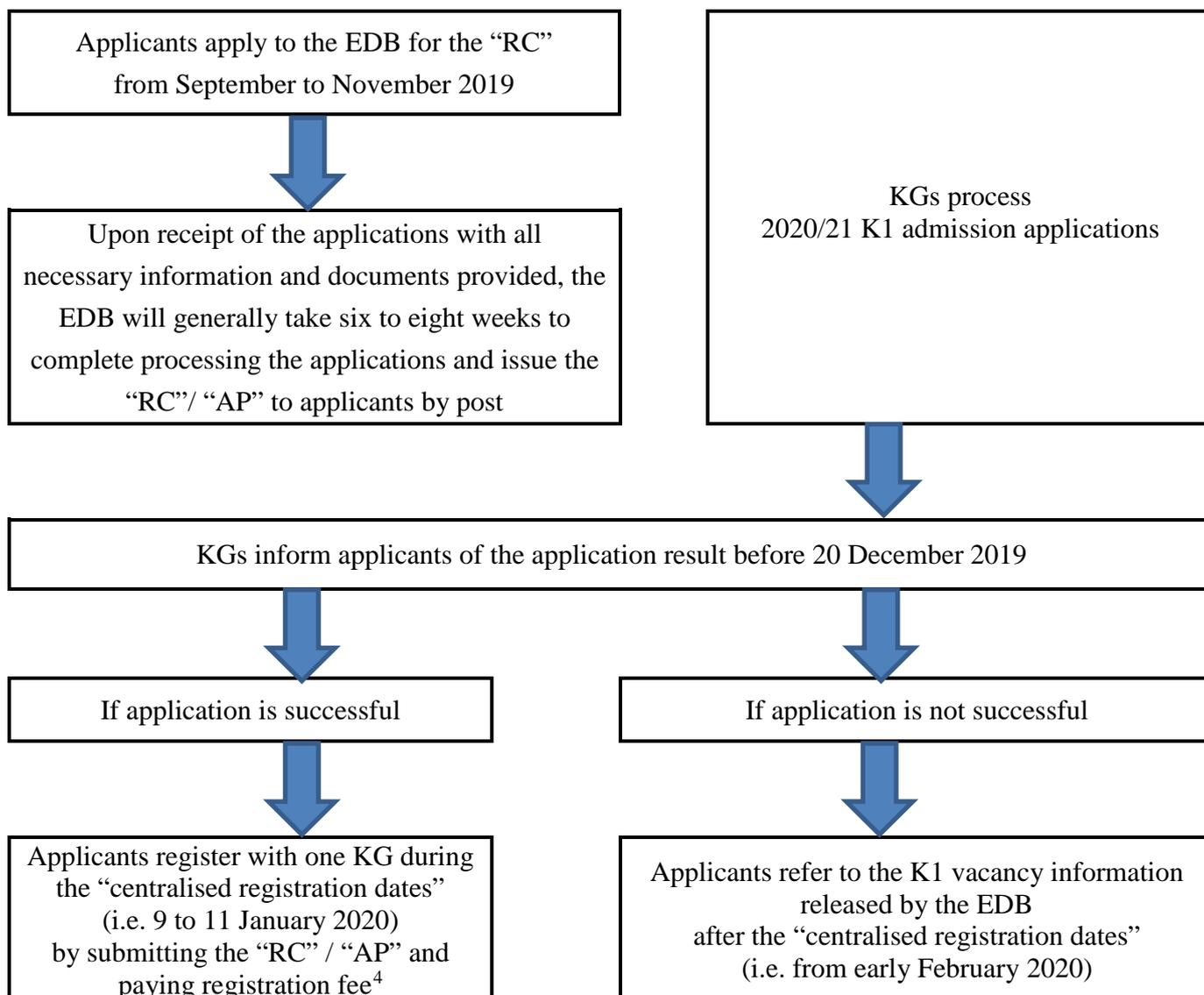
Ms Y Y SO

for Permanent Secretary for Education

cc : Heads of Sections - for information

**Admission Arrangements for Nursery (K1) Classes in Kindergartens  
for the 2020/21 School Year**

**Flowchart**



<sup>4</sup> If an applicant is admitted after the “centralised registration dates”, he/she is still required to submit the “RC” / “AP” for registration. If an applicant intends to change school after registering with a KG, he/she is required to get back the “RC” / “AP” from the KG with which he/she has registered. Upon getting back the “RC” / “AP” from a KG, the KG concerned will no longer reserve the place for the applicant. Normally, the “registration fee” paid to the KG with which the applicant has registered will not be refunded.

**Kindergarten Education Scheme  
Admission Arrangements for Nursery Classes in Kindergartens  
for the 2020/2021 School Year  
Briefing Sessions**

To enable KGs to have a better understanding of the relevant details, 4 identical briefing sessions will be organised in June 2019, details of which are as follows:

Region	Date	Time	Venue
Hong Kong Island	12 June 2019 (Wednesday)	9:30 a.m. – 11:30 a.m.	Lecture Theatre (WB), 4/F West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
Kowloon	12 June 2019 (Wednesday)	2:00 p.m. – 4:00 p.m.	
New Territories East	12 June 2019 (Wednesday)	4:00 p.m. – 6:00 p.m.	
New Territories West	14 June 2019 (Friday)	9:30 a.m. – 11:30 a.m.	

2. Rundown of the briefing sessions is as follows:

Time (a.m.)	Content	Speaker
9:25 a.m. – 9:30 a.m. / 1:55 p.m. – 2:00 p.m. / 3:55 p.m. – 4:00 p.m.	Registration	
9:30 a.m. – 10:10 a.m. / 2:00 p.m. – 2:40 p.m. / 4:00 p.m. – 4:40 p.m.	Briefing on the 2020/21 K1 Admission Arrangements	EDB representative
10:10 a.m. – 10:40 a.m. / 2:40 p.m. – 3:10 p.m. / 4:40 p.m. – 5:10 p.m.	Equal opportunities matters in Kindergarten Admission Arrangements	Representative from the EOC
10:40 a.m. – 11:10 a.m. / 3:10 p.m. – 3:40 p.m. / 5:10 p.m. – 5:40 p.m.	Corruption Prevention in Kindergarten Admission Arrangements	Representative from the ICAC
11:10 a.m. – 11:30 a.m. / 3:40 p.m. – 4:00 p.m. / 5:40 p.m. – 6:00 p.m.	Q&A	All representatives

3. The EDB has reserved seats for all KGs and **no prior registration is required**. **The principal and one frontline staff handling admission matters of each KG** are invited to attend the above session of the respective region. **KG representatives are required to complete the form on the next page and present it to the EDB staff at the entrance of the venue for seating arrangement.**

4. The briefing sessions will be conducted in Cantonese.

5. The briefing session will be cancelled on the day when Typhoon Signal No.8 or above or Black Rainstorm Warning Signal is issued. In case Typhoon Signal No.8 or above or Black Rainstorm Warning Signal is cancelled two hours before a briefing session, the session will be conducted as scheduled.

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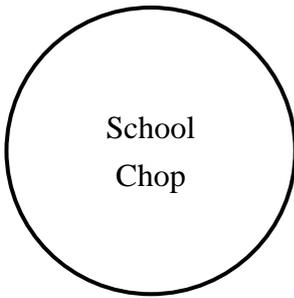
**Kindergarten Education Scheme**  
**Admission Arrangements for Nursery Classes in Kindergartens for the 2020/21 School Year**  
**Briefing Sessions**  
**List of participants**

Principal/Representative :

Frontline staff handling  
admission matters :

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Signature of Principal : \_\_\_\_\_

Name of Principal (in English) : \_\_\_\_\_

(in Chinese) : \_\_\_\_\_

Name of Kindergarten : \_\_\_\_\_

Date : \_\_\_\_\_