

EDUCATION BUREAU CIRCULAR MEMORANDUM NO.107/2017

From : Permanent Secretary for Education

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

Ref. : EDBCM107/2017

Date : 9 June 2017

cc : Heads of Sections - for information

Admission Arrangements for Nursery Classes in Kindergartens for the 2018/19 School Year

Summary

This circular memorandum announces the details of the admission arrangements for Nursery (K1) classes in kindergartens (KGs) for the 2018/19 school year (hereafter referred to as “2018/19 K1 Admission Arrangements”) and reminds KGs, KG-cum-child care centres and schools with KG classes (hereafter collectively referred to as “KGs”) of the issues related to their student admission. The “2018/19 K1 Admission Arrangements” are applicable to KGs joining the “Free Quality 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 will implement 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 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. Nonetheless, KGs should continue to admit students with different backgrounds and needs if there are vacancies. The Education Bureau (EDB) will continue the implementation of K1 Admission Arrangements for the 2018/19 school year with fine-tuning as appropriate to tie in with the implementation of the Scheme, details of which are set out in the ensuing paragraphs.

Details

Objectives

3. EDB aims to achieve the following objectives through the “2018/19 K1 Admission Arrangements”:

- To avoid parents queuing up for application forms;
- To avoid hoarding of more than one place by a child at any one time so as to enable the 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 secure a place for their children by means of providing them with 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 fee¹ (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 introduce a school-based admission mechanism, which should include the admission procedure and criteria, and the number of candidates to be interviewed, etc. The admission mechanism should 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

¹ Under the free quality KG education policy, the approved ceiling of application fee that KGs joining/intending to join the Scheme in the 2018/19 school year are allowed to collect from the students applying for admission to K1 in the 2018/19 school year is \$40. Schools cannot collect application fees exceeding the approved ceiling.

by EDB, e.g. the application forms and relevant information provided by KGs should be in both Chinese and English.

6. KGs are hereby reminded that equal opportunities for admission to KGs should be provided for all children (regardless of their race, gender and ability). KGs are 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.). Besides, KGs have to put in place an effective means of communication and provide assistance to students/parents as far as possible. KGs should also provide timely response to parents' enquiries about admission arrangements and handle related complaints.

7. 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, KGs, when considering applications for WD/LWD services, 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 those which need to take care of one or more persons with a disability at home). Relevant conditions should be included in the admission criteria announced by the KGs.

8. Under the free quality KG education policy, in principle, student admission will continue to be at the discretion of individual KGs and KGs should comply with the requirements as stipulated in paragraphs 5 to 7 above. Under special circumstances, if Scheme-KGs still have vacancies and individual students (including students at risk of developmental delay and non-Chinese speaking students) 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

9. 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 a registration document and all Scheme-KGs can only admit students holding a valid registration document. Parents are required to submit applications in a timely manner and obtain a valid registration document in order to complete the registration procedure for admission to a K1 class in a Scheme-KG in the 2018/19 school year.

10. If parents wish to apply for admission to a K1 class in a Scheme-KG for their child in the 2018/19 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 2017**. Details on application will be announced in or before September this year and uploaded to 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 “RC” to applicants who are eligible for receiving subsidy under the Scheme by post. If a student cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme², EDB will then issue a “Kindergarten Admission Pass” (hereafter referred to as “AP”) to the student concerned for registration and admission to a Scheme-KG but the parents 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.

11. While individual KGs may conduct their admission procedures according to their school-based arrangements, they are reminded to comply with the guidelines concerning admission arrangements and those concerning student admission for the next school year in related circulars issued by EDB, including the arrangement that KGs should continue to admit students with different backgrounds and needs if there are vacancies.

12. If interviews are required as a part of the admission procedures, KGs have 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.

13. KGs should notify parents of the K1 admission results before **22 December 2017**. Parents will be required to confirm acceptance of a K1 place by submitting the “RC” / “AP” and paying the registration fee³ to the concerned KG during the “centralised registration dates” to complete the registration procedure. Since each child will be issued with only one “RC” / “AP”, parents should choose only one KG for registration. **The “centralised registration dates” are scheduled from 11 to 13 January 2018 (Thursday to Saturday)**. A flowchart on the “2018/19 K1 Admission Arrangements” is at **Appendix 1**.

14. After the “centralised registration dates”, KGs may allocate the unfilled places to children on the waiting list or those who have not yet secured a place. In case 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 tendering the “RC” / “AP” to the KG concerned.

² 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.

³ Under the free quality KG education policy, the approved ceilings of registration fee that KGs joining/intending to join the Scheme in the 2018/19 school year are allowed to collect from the students admitted to K1 in the 2018/19 school year are \$970 and \$1,570 for HD session and WD session respectively. Schools cannot collect registration fees exceeding the approved ceilings.

15. KGs should inform parents clearly of the registration procedures and regulations, including the fact that no registration fee will be refunded in case the parents give up the place after registration.

Release of Information on Vacancies

16. 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 end-January 2018 showing the KGs that still have vacancies for application, 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 so as to help parents find a K1 place for their children. 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

17. To enable KGs to have a better understanding about the “2018/19 K1 Admission Arrangements”, EDB will organise briefing sessions on the implementation details in late-June this year. Representatives from the Equal Opportunities Commission (EOC) and the Independent Commission Against Corruption (ICAC) will be invited to explain points to note when devising the admission arrangements. **All KGs are required to send representatives to attend the briefing sessions**, details of which are at **Appendix 2** and will be uploaded onto the Training Calendar (Course ID: KGE020170017) on EDB’s website.

Parent Seminars

18. EDB will conduct 25 identical parent seminars in July this year to explain in detail the “2018/19 K1 Admission Arrangements”. For registration and other details, please refer to the EDB’s website (http://www.edb.gov.hk/parentstalks_e). 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

19. The arrangements of the “school-based admission mechanism” as set out in paragraphs 5 to

6 of this circular memorandum are basic principles, which are also applicable to KGs not joining the Scheme.

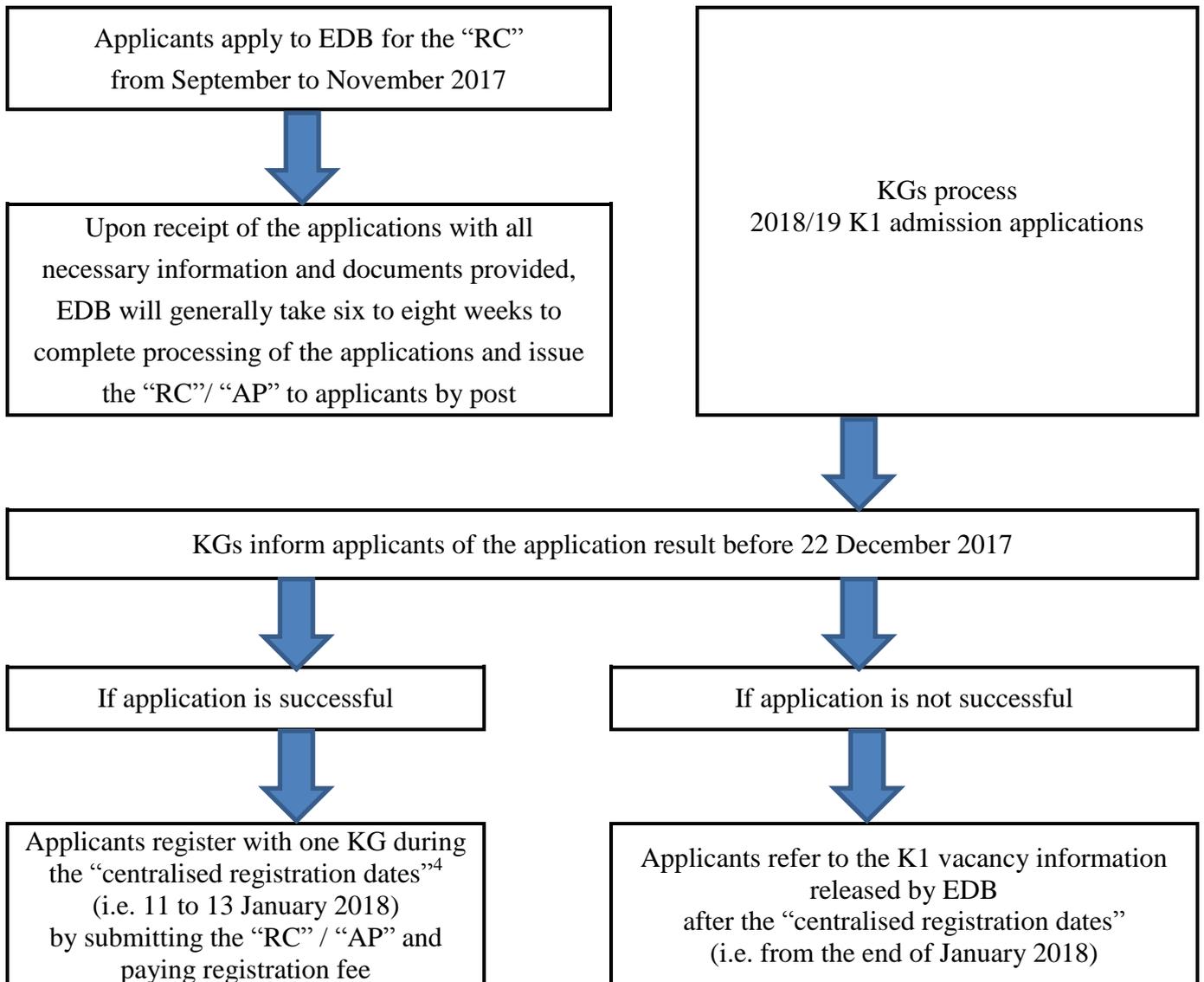
Enquiry

20. For enquiries on this circular memorandum, please contact the respective School Development Officers/Pre-primary Services Officers. A set of frequently asked questions concerning the “2018/19 K1 Admission Arrangements” has also been uploaded onto the EDB’s website (http://www.edb.gov.hk/k1-admission_e) for reference by KGs and parents.

WOO Chun Sing
for Permanent Secretary for Education

Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2018/19 School Year

Flowchart



⁴ 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 wishes 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.

**Admission Arrangements for Nursery (K1) Classes in Kindergartens
for the 2018/19 School Year
Briefing Sessions for KGs**

The schedule of the briefing sessions is as follows:

Region	Date	Time	Venue
Hong Kong Island	20 June 2017 (Tuesday)	2:30 p.m.–5:00p.m.	Lecture Theatre (WB), 4/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
Kowloon	21 June 2017 (Wednesday)	9:30 a.m.–12:00 noon	
New Territories East	21 June 2017 (Wednesday)	2:30 p.m.–5:00p.m.	
New Territories West	22 June 2017 (Thursday)	2:30 p.m.–5:00p.m.	

2. The content of the briefing sessions are identical with respective rundown as follows:

Time (a.m.)	Content	Speaker
9:30–9:35	Registration	
9:35–10:30	Briefing on the 2018/19 K1 Admission Arrangements	EDB representative
10:30–11:00	Equal opportunities matters in Kindergarten Admission Arrangements	Representative from the EOC
11:00–11:30	Corruption Prevention in Kindergarten Admission Arrangements	Representative from the ICAC
11:30–12:00	Q&A	All representatives

Time (p.m.)	Content	Speaker
2:30–2:35	Registration	
2:35–3:05	Equal opportunities matters in Kindergarten Admission Arrangements	Representative from the EOC
3:05–3:35	Corruption Prevention in Kindergarten Admission Arrangements	Representative from the ICAC
3:35–4:30	Briefing on the 2018/19 K1 Admission Arrangements	EDB representative
4:30–5:00	Q&A	All representatives

3. EDB has reserved seats for all KGs and **no prior registration is required**. **The principal of each KG (or no more than one representative nominated)** is invited to attend the briefing session under its respective region. **KG representative is required to complete the form on next page and present it to 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.



Name of Kindergarten :

Signature of Principal :

Name of Principal (in English) :

(in Chinese) :

Date :
