

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 87/2018

From : Permanent Secretary for Education

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

Ref. : EDBCM87/2018

Date: 8 June 2018

cc : Heads of Sections - for information

Admission Arrangements for Nursery Classes in Kindergartens for the 2019/20 School Year

Summary

This circular memorandum announces details of the admission arrangements for Nursery (K1) classes in kindergartens (KGs) for the 2019/20 school year (hereafter referred to as “2019/20 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 “2019/20 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, EDB will continue the implementation of K1 Admission Arrangements for the 2019/20 school year.

Details

Objectives

3. EDB aims to achieve the following objectives through the “2019/20 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 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 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 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 onto the school webpage as far as possible to facilitate browsing and downloading. KGs must also provide timely response to parents’ enquiries about admission

¹ For all KGs joining/intending to join the Scheme in the 2019/20 school year, the approved ceiling of application fee to be collected from the children applying for admission to K1 in the 2019/20 school year is \$40. Schools are not allowed to collect application fees exceeding the approved ceiling.

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

6. KGs are hereby reminded that equal opportunities must be provided for all children (regardless of their race, gender and ability) in admission to KGs. KGs must 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. To facilitate parents of non-Chinese speaking (NCS) children in obtaining relevant information, KGs should create an icon or provide a simple message in English on the school webpage, to let parents know how to obtain the English version of the information. Besides, KGs have to put in place effective means of communication and offer assistance to NCS children and their parents as far as practicable.

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, 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 persons with disability). Such relevant information should be included in the admission criteria announced by the KGs.

8. 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 7 above. Under special circumstances, if Scheme-KGs still have vacancies and individual children (including children at risk of developmental delay and NCS 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

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 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 2019/20 school year.

10. If parents wish to apply for admission to a K1 class in a Scheme-KG for their children in the 2019/20 school year, they are required to apply to EDB for the “Registration Certificate for KG Admission” (hereafter referred to as “RC”) from **September to November 2018**. 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 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 Scheme², 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.

11. 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 EDB, which include continuing to admit children with different backgrounds and needs if there are vacancies.

12. 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. Besides, KGs should offer assistance to parents of NCS children such as arranging interpretation / translation service as necessary, or allowing parents and children to be accompanied by a Chinese speaking relative/friend during the interview so as to facilitate communication.

13. KGs must notify parents of the results of K1 admission before **21 December 2018**. Parents will be required to confirm acceptance of a K1 place by submitting the “RC” / “AP” and paying the registration fee³ 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 10 to 12 January 2019 (Thursday to Saturday)**. A flowchart on the “2019/20 K1 Admission Arrangements” is at **Appendix 1**.

14. 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

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 For all KGs joining/intending to join the Scheme in the 2019/20 school year, the approved ceilings of registration fee to be collected from the children admitted to K1 in the 2019/20 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.

by individual KGs, but they are still required to complete the registration by submitting the “RC” / “AP” to the KG concerned.

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.

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 2019 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. 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 of the “2019/20 K1 Admission Arrangements”, this topic is included in the EDB briefing sessions in late-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 this session of the briefing .** Details are at **Appendix 2** and will be uploaded onto the Training Calendar (Course ID: KGE020180054) on EDB’s website.

Parent Seminars

18. Besides, EDB will conduct 25 identical parent seminars in July this year to explain details of the “2019/20 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 admission arrangements as set out in paragraphs 4 to 6 of this circular memorandum are basic principles, which are also applicable to KGs not joining the Scheme.

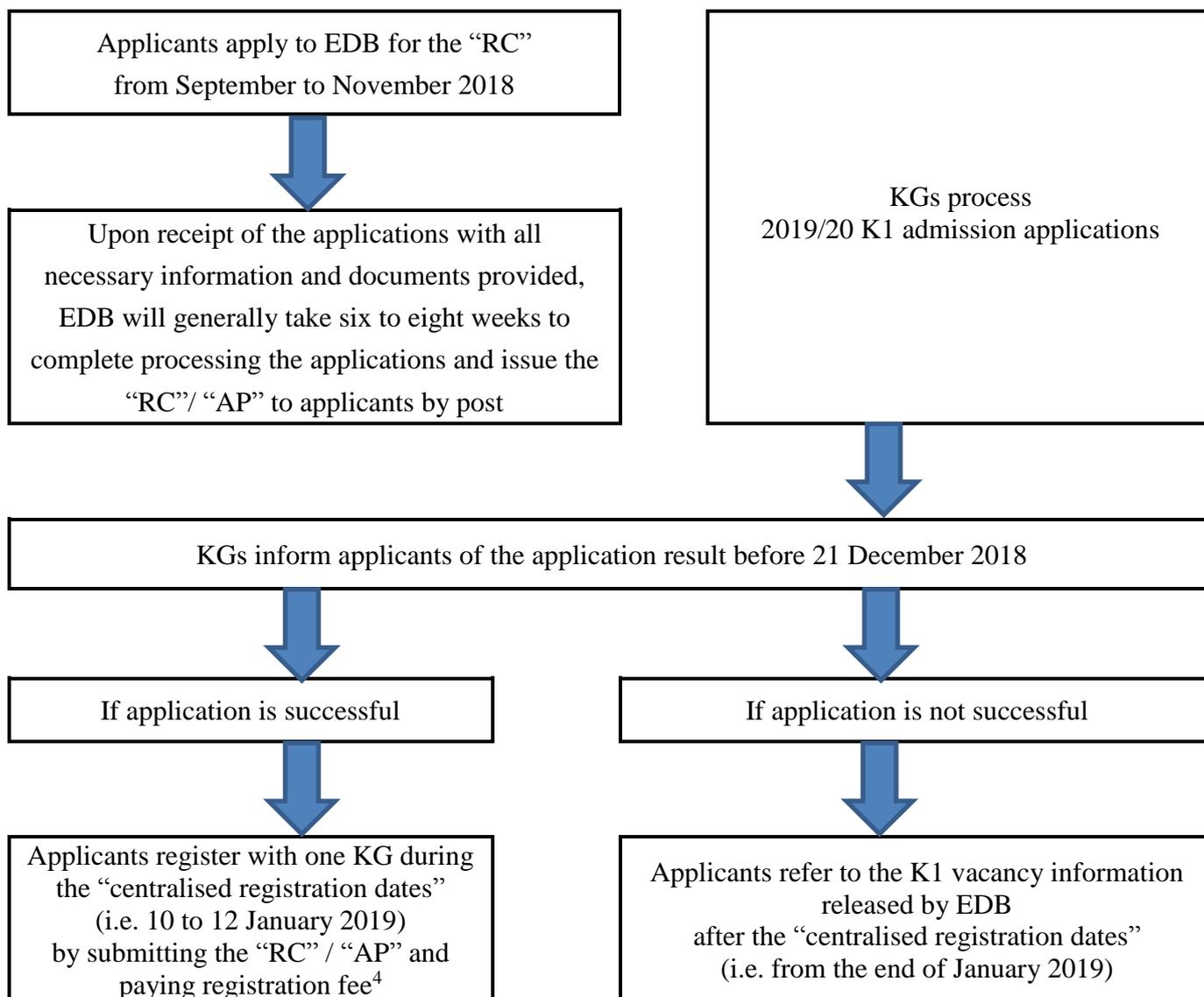
Enquiry

20. 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 “2019/20 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.

Mrs CHAN SIU Suk-fan
for Permanent Secretary for Education

**Admission Arrangements for Nursery (K1) Classes in Kindergartens
for the 2019/20 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.

Kindergarten Education Scheme Briefing Sessions

The new kindergarten (KG) education scheme has been implemented starting from the 2017/18 school year. In the 2018/19 school year, we will continue to implement the existing measures and strengthen the development in the following areas:

- (1) KG principals' and teachers' professional competency
- (2) Strategies for promoting parent education
- (3) Admission arrangements for Nursery (K1) Classes

2. To enable KGs to have a better understanding of the relevant details, 4 identical briefing sessions will be organised in June 2018, details of which are as follows:

Region	Date	Time	Venue
Hong Kong Island	20 June 2018 (Wednesday)	2:00 p.m. – 5:45 p.m.	Lecture Theatre (WB), 4/F West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
New Territories East	21 June 2018 (Thursday)	9:00 a.m. – 12:45 p.m.	
Kowloon	22 June 2018 (Friday)	9:00 a.m. – 12:45 p.m.	
New Territories West	25 June 2018 (Monday)	9:00 a.m. – 12:45 p.m.	

3. Rundown of the briefing sessions is as follows:

Time	Content	Speaker
8:55 a.m. – 9:00 a.m. / 1:55 p.m. – 2:00 p.m.	Registration	---
9:00 a.m. – 10:50 a.m. / 2:00 p.m. – 3:50 p.m.	Admission arrangements for K1 classes for the 2019/20 school year & Q&A	Representatives from EDB and related organisations
10:50 a.m. – 11:00 a.m. / 3:50 p.m. – 4:00 p.m.	Break	
11:00 a.m. – 12:00 n.n. / 4:00 p.m. – 5:00 p.m.	Enhancing KG principals' and teachers' professional competency	
12:00 n.n. – 12:15 p.m. / 5:00 p.m. – 5:15 p.m.	Strategies for promoting parent education	
12:15 p.m. – 12:45 p.m. / 5:15 p.m. – 5:45 p.m.	Q&A	

4. For the session on admission arrangements for K1 classes for the 2019/20 school year, rundown is as follows:

Time (a.m.)	Content	Speaker
8:55 a.m. – 9:00 a.m. / 1:55 p.m. – 2:00 p.m.	Registration	
9:00 a.m. – 9:30 a.m. / 2:00 p.m. – 2:30 p.m.	Briefing on the 2019/20 K1 Admission Arrangements	EDB representative
9:30 a.m. – 10:00 a.m. / 2:30 p.m. – 3:00 p.m.	Equal opportunities matters in Kindergarten Admission Arrangements	Representative from the EOC
10:00 a.m. – 10:30 a.m. / 3:00 p.m. – 3:30 p.m.	Corruption Prevention in Kindergarten Admission Arrangements	Representative from the ICAC
10:30 a.m. – 10:50 a.m. / 3:30 p.m. – 3:50 p.m.	Q&A	All representatives

5. 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 below and present it to EDB staff at the entrance of the venue for seating arrangement.**

6. The briefing sessions will be conducted in Cantonese.

7. 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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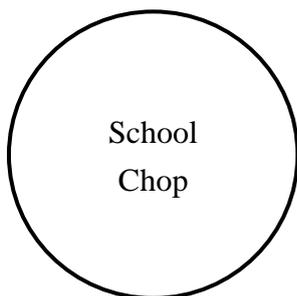
**Kindergarten Education Scheme
Briefing Session (1): Admission Arrangements for K1 Classes
for the 2019/20 School Year**

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The following staff of our school _____ (KG name) will attend the briefing session on “Admission Arrangements for K1 classes for the 2019/20 School Year”:

Principal/Representative : _____

Frontline staff handling admission matters : _____



Signature of Principal : _____

Name of Principal (in English) : _____

(in Chinese) : _____

Date : _____