

**Admission Arrangements
for Nursery (K1) Classes in Kindergartens
(including Kindergarten-cum-child care centres)
for the 2018/19 School Year**

Frequently Asked Questions

(A) Free quality kindergarten (KG) education policy

1. **Q: Under the free quality KG education policy, how would the Government subsidise KGs?**

A: The Government will implement the free quality KG education policy starting from the 2017/18 school year to enhance the quality of education in various aspects through different measures. Under the Free Quality KG Education Scheme (hereafter referred to as “Scheme”), the Government will provide basic subsidy directly for eligible KGs for the provision of three-year quality half-day (HD) services for all eligible children. To unleash the potential of the local labour force under the population policy, additional resources will be provided for eligible KGs offering whole-day (WD) and long WD (LWD) services to encourage them to offer such services at a more affordable rate. Please refer to EDB Circular No. 7/2016 for details on the Scheme.

2. **Q: How can KGs be eligible to join the Scheme?**

A: KGs should be local non-profit-making with proven track records on providing quality KG education. KGs are also required to meet a certain eligibility criteria such as requirements in teacher qualifications, teacher-pupil ratio, level of school fees, etc.

(B) Admission Arrangements for K1 Places in KGs for the 2018/19 School Year (hereafter referred to as the “2018/19 K1 Admission Arrangements”)

3. **Q: Under the Scheme, will EDB continue the implementation of K1 Admission Arrangements?**

A: Under the Scheme, EDB will continue the implementation of K1 Admission Arrangements in the 2018/19 school year with a view to facilitating the smooth operation of the admission process of KGs, so as to avoid hoarding of more than one place by a child and parents concerned can confirm early a KG place for their children.

4. **Q: What kind of KGs will join the “2018/19 K1 Admission Arrangements”?**
- A: The “2018/19 K1 Admission Arrangements” are applicable to all KGs joining the Scheme. Parents may approach KGs concerned direct for details.
5. **Q: For those children studying in pre-nursery classes in the same KG, does the registration procedure (including registration with a valid registration document) also apply to them?**
- A: Yes. The registration procedure (including registration with a valid registration document) applies to all KGs joining the “2018/19 K1 Admission Arrangements” and children applying for K1 to K3 places in the 2018/19 school year.

(C) Measures under the “2018/19 K1 Admission Arrangements”

(a) Distribution of Application Forms

6. **Q: Are KGs permitted to distribute application forms for 2018/19 K1 classes earlier than November?**
- A: KG admission arrangements are school-based matters. KGs can make appropriate arrangements in accordance with their school-based circumstances, including when to distribute the application forms, and they should notify parents in advance of the related arrangements. Nevertheless, KGs should not start the recruitment procedure which involves K1 class applicants (e.g. interviewing the children applicants) for the next school year earlier than November each year, so as to avoid any undesirable effect on young children. If parents have any enquiries on the distribution of the application forms, they should approach individual KGs direct.

(b) School-based Admission Mechanism of KGs

7. **Q: Is it compulsory for KGs to arrange interviews for all applicants for K1 classes? Will a KG violate anti-discrimination ordinances if it intends not to arrange interviews for all applicants?**
- A: Generally speaking, a KG will not violate existing anti-discrimination ordinances if it sets a quota on the number of interviewees in accordance with its own school-based admission mechanism without taking into consideration the applicant’s sex, race or disabilities. It is very important for KGs to inform parents of the details of their school-based admission mechanism in advance through effective channels, for example, guidance notes in application forms, admission guidelines/leaflets, school websites, etc. In addition, KGs should be prepared to provide justification and the underlying rationale for their school-based admission mechanism in answering the related enquiries.

8. **Q: What are the points to note for KGs' admission arrangements regarding the Race Discrimination Ordinance (RDO)?**

A: According to the RDO, on the grounds of the race of that other person, if the service providers refuse to admit that other person or expel that other person from school, or apply less favourable requirements and conditions to that other person than the service providers apply or would apply to other persons, the service providers might constitute a breach of the Ordinance. Besides, as language is always related to race, treatment to applicants on the grounds of their language might constitute discrimination of that racial group. KGs should ensure equal opportunities for admission for non-Chinese speaking (NCS) children, e.g. handling admission applications from NCS parents and students properly having regard to the difference in culture and customs from local practice. KGs should provide NCS parents with the English version of application form and admission guidelines. If necessary, KGs may provide interpretation and/or translation service of some necessary information for students/parents. Alternatively, KGs may allow parents to be accompanied by a Chinese speaking relative/friend during interview so as to facilitate communication.

If necessary, schools can make use of the free-of-charge telephone interpretation service provided by the Home Affairs Department-funded "Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)". The telephone interpretation service hotlines are:

- 3755 6811 (Bahasa Indonesian, Tagalog, Thai)
- 3755 6822 (Hindi, Nepali)
- 3755 6833 (Urdu)

Other than the telephone interpretation service mentioned above, CHEER also provides other interpretation and translation services. Schools can choose to attend the briefing sessions on "Interpretation and Translation Services" organised by CHEER to gain more understanding on the relevant services if deemed necessary. Please refer to the following website for details:

<http://hkcscheer.net/en/interpretation-and-translation-services>

Equal Opportunities Commission has also formulated "Promotion of Racial Integration and Prevention of Racial Discrimination in Schools". For related details, please browse <http://www.eoc.org.hk/eoc/graphicsfolder/showcontent.aspx?content=promotion%20of%20racial%20integration%20and%20%20prevention%20of%20racial%20discrimination%20in%20schools&itemid=13824>.

9. **Q: Under the free quality KG education policy, will the priority in admission to WD/LWD services be given to the families in need?**

A: Under the free quality KG education policy, student admission in principle will continue to be at the discretion of individual KGs. 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 taking care of one or more persons with a disability at home. As the number of KG school places is limited, not all applicants fulfilling the priority consideration will be guaranteed a school place.

(c) **“One Child Not More Than One Place” Measure**

10. **Q: What is the purpose of setting up “2018/19 K1 Admission Arrangements”?**

A: Parents may choose a KG suitable for their children with regard to their needs, while admission is at the discretion of individual KGs. The “2018/19 K1 Admission Arrangements” **is not** a “school places allocation mechanism”. The arrangements do not arrange school places for children applying for K1 places for the 2018/19 school year. The introduction of the “2018/19 K1 Admission Arrangements” aims to help prevent one child from hoarding a number of places at one time. Through this measure, parents will make a decision and sign up with one selected KG as early as possible, thus releasing vacant places for students on the waiting list. The measure will not only allow KGs to confirm their K1 vacancy situation earlier, but will also alleviate the worry of parents who have yet to secure KG places for their children.

11. **Q: Are parents allowed to enroll their children to both the morning (AM) and afternoon (PM) sessions of Scheme-KGs at the same time?**

A: No.

Studies show that family education plays a crucial and complementary role in nurturing children. A HD programme can not only meet the requirements of the curriculum, it also allows relatively more time for children to play and interact with their family in a less-structured and more relaxing setting so as to strengthen their bonding and sense of security. Enrolling children in both the AM and PM sessions of KGs will bring them unnecessary pressure, shorten their rest and play time and cause adverse effects to their healthy growth and balanced development. Besides, letting children enroll in both AM and PM sessions of Scheme-KG(s) will affect other students’ equal opportunities for receiving subsidised KG education.

In view of the above considerations and for making good use of Government resources, Scheme-KGs can only complete K1 registration for students holding a valid registration document. If parents have already tendered the valid registration document of their children and registration fee to a Scheme-KG, and completed the registration procedures, later on, the parents would like to enrol their children in another Scheme-KG but do not intend to give up the registered subsidised KG place, hence, unable to tender the valid registration document to the other KG, even if they are willing to pay full school fees, the other KG concerned cannot complete K1 registration for their children. In order to fully implement the measure, principles of the above arrangement are also applicable to K2 and K3. In short, regardless of the level, all Scheme- KGs can only admit students with valid registration documents (including newly-admitted students, students transferred from other KGs and repeaters).

(d) Release of Information on K1 Vacancies

12. Q: When will EDB start releasing the K1 vacancy information?

A: After the “centralised registration dates”, EDB will release K1 vacancy information starting from **end-January 2018**. The information will be regularly updated and released through the following channels:

1. EDB website (http://www.edb.gov.hk/k1-admission_e)
2. Regional Education Offices
3. EDB telephone hotline (2891 0088)

Nevertheless, parents should note that the K1 vacancy information is subject to change and the information is for reference only. Parents who wish to seek K1 places for their children should approach KGs direct for the most up-to-date K1 vacancy information or admission procedures. Student admission result is at the discretion of the KGs. As for more information about individual KGs, parents may approach related KGs direct or refer to the website of the Profile of Kindergartens and Kindergarten-cum-Child Care Centres (<http://www.chsc.hk/kindergarten/>).

13. Q: If parents cannot present a valid registration document to KGs during the “centralised registration dates”, can they complete the registration procedure?

A: In principle, under the “2018/19 K1 Admission Arrangements”, all Scheme-KGs can only admit students holding a valid registration document. Parents have to present a valid registration document as the document for K1 registration. If parents cannot present a valid registration document to the KG their child has been admitted to during the “centralised registration dates”, the KG concerned may not be able to complete registration for their child. As such, parents should submit application for a valid registration

document to the EDB as soon as possible in order to obtain a valid registration document (“Registration Certificate for KG Admission” or “Kindergarten Admission Pass”) before the “centralised registration dates” for registration purpose. In parallel, parents should understand from KGs which admitted their child in advance about the arrangements for not being able to present a valid registration document to KGs during the “centralised registration dates”.

(e) Non-Scheme local KGs joining the “2018/19 K1 Admission Arrangements”

14. Q : In what ways do non-Scheme local KGs join the “2018/19 K1 Admission Arrangements” ?

A: Non-Scheme local KGs can opt to join any or all of the following measures under the 2018/19 admission arrangements:

- (i) Upload admission application forms onto their websites for downloading by parents (in case printed application forms are distributed, KGs should not set a quota on the number of copies for distribution); and/or
- (ii) “Not More Than One Place for Each Child” measure; and/or
- (iii) Release of information on K1 vacancies to the public through the EDB’s electronic platform.

The list of non-Scheme local KGs joining the “2018/19 K1 Admission Arrangements” will be uploaded to the EDB website (http://www.edb.gov.hk/k1-admission_e) in end-July 2017.

15. Q : If non-Scheme local KGs adopt the “Not More Than One Place for Each Child” measure, what document should parents use for registration at these KGs during the “centralised registration dates”?

A: Under the “2018/19 K1 Admission Arrangements”, in principle, a valid registration document will be used as the registration document by all KGs (including non-Scheme KGs) joining the “2018/19 K1 Admission Arrangements” for K1 registration. The parents concerned should note that the “Registration Certificate for KG Admission” / “Kindergarten Admission Pass” will be submitted to non-Scheme KGs for K1 registration only.

16. Q : Are non-Scheme local KGs required to return the valid registration document to parents after completing the registration procedure during the “centralised registration dates”?

A: Since the registration document is adopted as the document for K1 registration to avoid the hoarding of more than one place by an applicant at any one time, the registration document will be retained by Non-Scheme local KGs joining the “Not More Than One Place for Each Child” measure after completion of the registration procedure. If parents wish to change to

another KG after registration, they should get back the registration document from the KG they have already registered with. Parents should note that upon retrieving the registration document from the KG, it will not reserve a school place for the student concerned and the registration fee will not be refunded.

(f) Application for the “Provisional Registration Letter”

17. Q: For parents who have already obtained the “Registration Certificate for KG Admission” and their children are attending a K1 class in a Scheme-KG in the 2017/18 school year, if they wish to re-enroll their children in K1 in the 2018/19 school year, they can apply for the “Provisional Registration Letter” as the document for registration purpose. In this case, what is the validity period of the subsidy concerned?

A: Generally speaking, the maximum validity period of the subsidy for kindergarten education for eligible students is three years. If parents have already obtained the “Registration Certificate for KG Admission” and their children are attending a K1 class in a Scheme-KG in the 2017/18 school year, the remaining validity period of the subsidy will be two years. If children repeat in K1 and result in an extension of KG education to more than three years, parents will be required to pay full school fees before deduction of subsidy under the Scheme.