

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

Guidance Notes on Application for “Provisional Registration Letter”

1. General Information

- 1.1 The Education Bureau (EDB) has implemented the “Free Quality 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 “2018/19 K1 Admission Arrangements”^{Note}.
- 1.2 EDB will issue a registration document to each student who can receive education in Hong Kong: the “Registration Certificate for KG Admission” (“RC”) for students who are eligible for receiving the subsidy under the Scheme; or the “Kindergarten Admission Pass” (“AP”) if they are not eligible for receiving the 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. For a student holding a “Certificate of Eligibility for the Pre-primary Education Voucher Scheme” (Voucher), the Voucher would also be kept by the KG currently attending.
- 1.3 Under special circumstances, some parents may arrange their children to repeat K1 or change to another KG in the 2018/19 school year, but it is not yet the right time to retrieve the “RC”, “AP” or the Voucher of their children from the KG currently attending. In such cases, the parents can apply to EDB for a “Provisional Registration Letter” (“PRL”) 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 a valid “RC”, “AP” or Voucher of their child to that KG, only then that KG can admit the student concerned.

2. Arrangement on Application for “PRL”

- 2.1 This arrangement is applicable to a student holding “RC”, “AP” or the Voucher 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 2018/19 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 2018/19 school year which is under the Scheme / “Not More Than One Place for Each Child” measure.
- 2.3 If an applicant would like to apply for the “PRL” for reasons other than the circumstances in para 2.2 above, EDB will consider the application on a case-by-case basis.
- 2.4 If a student is eligible for receiving education in Hong Kong and has never been issued an “RC”, “AP” or the Voucher, for his/her admission to a Scheme-KG, the applicant can apply for the “RC” or “AP” directly from EDB. For enquiry, please refer to the contact information in para 4 below.

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

3. Application Procedures

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

Starting from 31 October 2017, applicants can obtain the guidance notes, application form and notes for completion of the application form for the “PRL” at the Regional Education Offices of EDB or download the documents from EDB’s website (http://www.edb.gov.hk/k1-admission_e).



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Applicants should send the completed application form and a copy of the identity document of the student(s) by post in a sealed envelope with **sufficient postage** to Room 1432, 14/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong.

(Please specify on the envelope: Application for “PRL”)

[**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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EDB will issue “Acknowledgement of Application” to applicants by sending SMS to the applicants’ mobile phone number (please provide it in the application form) or issuing acknowledgement letter by post to the applicants within 7 working days from the date of receipt of the applications. If applicants do not receive any acknowledgment from EDB two weeks after submitting their application forms, please call EDB at 3540 6808 / 3540 6811.

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.

3.2 Applicants must fill in each item of the application form carefully. All the information provided in the application form **must be supported by copies of the identity document of the student enclosed with the application form**. Incomplete or incorrect document/information may lead to delay in processing or even rejection by EDB.

3.3 If an applicant wants to obtain the “PRL” before the “centralised registration dates” (i.e. 11 to 13 January 2018) for the “2018/19 K1 Admission Arrangements”, he/she must submit the application **on or before 19 December 2017**.

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”, the 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 reissuance takes time, please take good care of the “PRL” to avoid registration delay.

4. Enquiry

Applicants may visit EDB’s website (http://www.edb.gov.hk/k1-admission_e) 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 for details.