ADMISSION ARRANGEMENTS FOR NURSERY (K1) CLASSES IN KINDERGARTENS FOR THE 2026/27 SCHOOL YEAR

BRIEFING SESSIONS FOR KINDERGARTENS

Background

- The Government has implemented the Kindergarten (KG) Education Scheme (the Scheme) starting from the 2017/18 school year.
- KI Admission Arrangements will continue to be at the discretion of individual KGs to fit into the implementation of the Scheme.
- Education Bureau Circular Memorandum No. 81/2025 on 2026/27 K1 Admission Arrangements issued

2026/27 K1 Admission Arrangements

- Objectives
- KGs Covered
- Measures
 - Distribution of Application Forms
 - School-based Admission Mechanism
 - "Not More Than One Place for Each Child" Measure
 - Release of Vacancy Information
 - Admission Support for Non-Chinese Speaking (NCS) Children

Objectives

- To prevent a child from hoarding a number of school places 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;
- To avoid parents queuing up for a long time for application forms; and
- To help parents find places for their children by providing them information on the vacancy situation.

KGs Covered

- Applicable to Scheme-KGs
- Strongly encourage non-Scheme KGs to join:
 - Distribution of application forms via school website / no quota for distribution of printed application forms; and /or
 - "Not More Than One Place for Each Child" Measure; and /or
 - Release of Information on Nursery to Upper KG (K1-K3) classes vacancies to the public through the electronic platform of EDB

Irrespective of whether KGs will join the Scheme or not, they should comply with the following basic principles:

Distribution of Application Forms

- Should not limit the numbers of forms to be distributed and should not set a quota on the number of application forms to be collected.
- Must inform parents in advance the arrangements for obtaining application forms and submitting admission applications, including:
 - Dates for distribution and submission of application forms, application procedure and fee (if applicable), etc.

Irrespective of whether KGs will join the Scheme or not, they should comply with the following basic principles:

School-based Admission Mechanism

- Should include the admission procedure and criteria, the mode of interview, and the number of child-applicants to be interviewed, etc.
- Must be fair, just and open
- Should 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 webpage, etc.) and upload the relevant information, the link to the webpage indicating the KG's school information in the "Profile of KGs and KG-cum-Child Care Centres", together with the link to EDB's webpage on KI Admission Arrangements in KGs onto the school webpage

Irrespective of whether KGs will join the Scheme or not, they should comply with the following basic principles while implementing admission arrangements:

- Must be in compliance with the existing anti-discrimination legislation and other related legislation/ordinance, including:
 - Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, Race Discrimination Ordinance
 - Personal Data (Privacy) Ordinance, Prevention of Bribery Ordinance, etc.
 - Circulars and guidelines issued by EDB, e.g. the application forms and relevant information provided by KGs must be in both Chinese and English

- Distribution of Application Forms
 - Interview arrangements for children: Child applicants should not be interviewed before November.
- School-based Admission Mechanism
 - When considering applications for Whole-day(WD)/Long WD(LWD) services:
 - KGs should give due priority to families that require the services (e.g. families with working parents, families which need to take care of persons with disability at home ,etc.)
 - Relevant conditions should be included in the admission criteria announced
 - Under special circumstances, EDB will make referrals as appropriate if individual children (including children at risk of developmental delay and NCS children) encounter difficulties in applying for admission:
 - K I Places for 2026/27 s.y.: Starting from April 2026
 - K2 & K3 Places for 2026/27 s.y.: Starting from July 2026

School-based Admission Mechanism

- All KGs shall also pay attention to the prevailing <u>EDB circular No. 16/2025</u> on "<u>Entry of Non-local Children and Children Holding a Form of Recognizance to Schools in Hong Kong"</u> concerning the procedures for admission of non-local children.
- Ind or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong, in order to be eligible for subsidy under the Scheme and be issued the RC. 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.

School-based Admission Mechanism

- ► KGs must provide the relevant documents of their KI admission arrangements in both Chinese and English, e.g. application forms and relevant information
- should refer to the "Guidelines on Kindergarten Admission Arrangements for the 2026/27 School Year" to put in place a school-based admission mechanism and provide the relevant information
- Relevant templates of documents for admission arrangements have been uploaded onto EDB's webpage for reference
- All documents related to admission should be properly kept for records (e.g. application forms, interview records, selection results, etc.)

> School-based Admission Mechanism

KGs are required to upload the information below onto the school webpage on or before II September 2025 (Thursday) and/or via different channels to inform parents in advance

1

<u>Information on</u> <u>Admission Application</u>

- Ways to distribute application forms
- Date and period for distribution of application forms
- Application procedure
- Application fee (if applicable)
- Ways to submit application forms
- Date and time for submission of application forms

2

School-based Admission Mechanism

- Number of childapplicants to be interviewed
- Interview format and arrangements
- Admission criteria

3

Registration Procedure

- Arrangements on announcement of admission results
- Centralised Registration Dates
- Arrangements on presentation of a valid electronic registration document for registration and payment for registration fee (including the amount)
- Arrangements on registration for children on waiting list
- Arrangements for children changing school after registration

> School-based Admission Mechanism

KGs are required to upload the information below onto the school webpage on or before Illowerpages September 2025 (Thursday) and/or via different channels to inform parents in advance

4

The link to the webpage indicating the KG's school information in the "Profile of KGs and KG-cum-Child Care Centres"

5

The link to EDB's webpage on Admission Arrangements for Nursery (KI) Classes in Kindergartens

6

Other relevant information such as the introduction of the school and school fee information

"Not More Than One Place for Each Child" Measure

All Scheme-KGs can only admit children holding valid registration documents, i.e. "Registration Certificate for Kindergarten Admission" (hereafter referred to as "RC") or "Kindergarten Admission Pass" (hereafter referred to as "AP").

Registration
Certificate for
Kindergarten
Admission

Kindergarten Admission Pass

"Not More Than One Place for Each Child" Measure Electronic RC / AP (e-RC / AP)



- In line with the Government's policy objective of digitalisation of public services, EDB introduced the electronic RC/AP ("e-RC/AP") in June 2025.
- Each e-RC/AP would contain an encrypted QR code. When parents are registering with the KGs, KG staff would only need to scan the QR code on the e-RC/AP and the registration process will be completed automatically. Hence, KGs would no longer need to collect and keep the paper copies of the RC/AP for their students.



Electronic RC / AP



Registration Certificate for Kindergarten Admission



Kindergarten Admission Pass

Electronic Registration for Admission Demonstration Video



"Not More Than One Place for Each Child" Measure

- If parents are unable to allow the KG to scan the QR-code on the valid electronic registration document or submit the valid registration document, even if they are willing to pay full school fees, the KG concerned cannot admit their children and conduct K1 registration.
- In order to fully implement the measure, principles of the above arrangement are also applicable to K2 and K3.
- Premised on the principle that each child should only attend one KG, and for enabling children to have equal opportunities for receiving subsidised KG education as well as making good use of the Government resources, regardless of the level, all Scheme-KGs can only admit children with valid registration documents.

Registration Certificate for Kindergarten

Kindergarten Admission Pass

Admission

> "Not More Than One Place for Each Child" Measure

- ▶ EDB will issue a registration document to each child who can receive education in Hong Kong
 - RC / AP
- ► All Scheme-KGs can only admit children with RC / AP
- Parents are required to apply to EDB for the RC from September to November 2025. Details on application will be announced in or before September this year and uploaded onto EDB's webpage.
- Upon receipt of the applications with all necessary information and documents provided, it generally takes six to eight weeks for EDB to complete processing of the applications and issue the e-RC with an encrypted QR code to applicants who are eligible for receiving subsidy under the Scheme by email (for e-applications) or by post (for applications by post/in person).
- If a child cannot obtain an RC as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme :
 - EDB will issue an AP with an encrypted QR code to the child concerned.
 - Children can use AP for registration and admission to a Scheme-KG.
 - Parents are required to pay <u>full school fees before deduction of subsidy under</u> <u>the Scheme</u> as shown on the Fees Certificate.

	Paper-form Applications			E-applications				
Application method	Completed application form together with copies of required documents:				 Submitting e-applications through the iAM Smart mobile app 			
	 send to Kindergarten Administration 2 Section, EDB by post 			 Fill in and submit the e-application form online 				
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Application result and issuance arrangements	Past	Issuance by postRC (original)Points to note in using RCs	SERECTION OF THE SERECT	Past	(Same to the left) Compare to the left Compare to the left			
	From June 2025	 Reply by post Printed copy of the e-RC Points to note in using e-RCs 	The second secon	From June 2025	Reply by email, including: An e-RC (PDF format) An encrypted QR code Points to note in using e-RCs			

- "Not More Than One Place for Each Child" Measure
 - ► To complete the registration, parents are required to provide the following items to the KG concerned during the Centralised Registration Dates (i.e. 8-10 January 2026)
 - Electronic RC / AP with QR code; and
 - Payment for Registration fee
 - ► KGs should not require parents to complete the registration procedure, or pay the registration fee or other fees (e.g. for purchasing school uniforms, tea and snacks, etc.) in any forms before the Centralised Registration Dates

"Not More Than One Place for Each Child" Measure

- Scheme-KGs <u>cannot collect registration fees exceeding the approved</u> <u>ceilings</u>:
 - Half-day session: \$970
 - Whole-day session: \$1,570
- Should parents intend to change to another KG after registration, they should allow the KG which they have registered with to scan the QR-code on the e-RC for de-registration or get back the registration document from the KG. The KG should complete de-registration or return the registration document to parents as soon as possible. Normally, registration fee paid will **not** be refunded

► Using the e-RC

- Parents approach the KG admitting the child and provide the QR code (either displayed on the phone or printed on paper).
- ► The KG scans the QR code on the e-RC and the registration process is completed.
- After registration, the child's registration record will be automatically uploaded onto EDB's system.

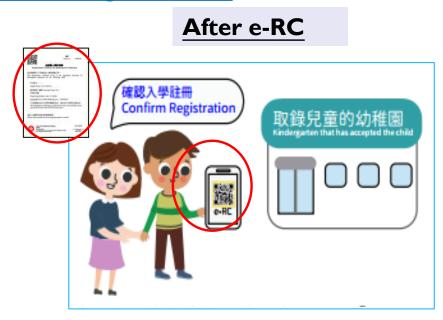


Using the e-RC for Registration

Before e-RC



Parents submit the RC to the KG concerned for registration of the child. After verification, the RC will be kept by the KG.

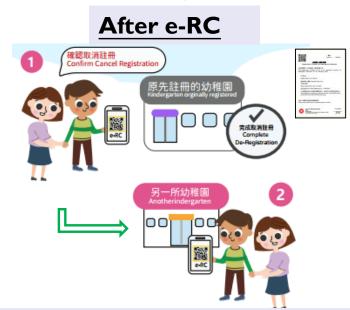


Parents provide the QR code on the e-RC for the KG concerned to scan for verification.

Using the e-RC for De-registration and Change School

Approach the KG already registered with for de-registration Register with another KG Recof the child kept by the school

Parents should request the original KG to return the RC. They could submit the RC to another KG and register their child.



Parents should allow the original KG to scan the QR code on the e-RC/AP for de-registration. They could allow another KG to scan the QR code on the e-RC/AP and register their child.

Registration Certificate for KG Admission (RC)

For children who are <u>eligible for</u> receiving subsidised KG education



- The children must be Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong
- In general, the validity of RC is three years

Registration Certificate for KG Admission (RC)

For children who are <u>eligible for</u> receiving subsidised KG education



If parents arrange for their children to receive KG education for more than 3 years due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc.), the parents <u>have to</u> pay the full school fees before deduction of subsidy under the Scheme.

Application for extension of validity period of RC will only be considered by EDB on case-by-case basis for students with special needs. The applicant must provide relevant proof, for example, an assessment report issued by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.), confirming special needs of the child for pursuing KG education for a period longer than the normal three years.

KGs must inform the parents of the above-mentioned points to note in writing if the parents show intention in arranging their children to receive KG education for more than 3 years, so as to let parents know that they have to pay the full school fees before deduction of subsidy under the Scheme if their children are to repeat their study in certain level which extends their KG education for more than three years. (Template of the notice is at Appendix 2 of "Guidelines on Kindergarten Admission Arrangements for the 2026/27 School Year.") 27

Template of notice on "Arrangements for Repeat Study/Extension of Kindergarten Education for More Than Three Years"

XXX Kindergarten <u>Arrangements for Repeat Study/</u> <u>Extension of Kindergarten Education for More Than Three Years</u>

dd mm 20XX

To: Parent/Guardian of ______(name of student)

We are informed that you intend to arrange for your child to repeat his/her study and extend the kindergarten (KG) education for more than three years. In this connection, please note the following items:

- In general, the validity period of Registration Certificate for KG Admission (RC) is three years. If the parents arrange for their children to repeat their study in certain level due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc.) and the KG education required is more than three years, the parents have to pay the full school fee before deduction of subsidy under the Kindergarten Education Scheme.
- Under special circumstances, parents may apply for the extension of the validity period of the RC. Application for extension of validity period of RC will only be considered by the Education Bureau (EDB) on a case-by-case basis for students with special needs. The applicant must provide relevant proof, for example, an assessment report issued by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.), confirming special needs of the child for pursuing KG education for a period longer than the normal three years.
- As it takes time to wait for Government assessment services, if necessary, parents
 should arrange for their children to receive assessment as soon as possible.
 Parents may seek assessment service through the referrals from Maternal and
 Child Health Centre or public hospitals to Child Assessment Centre under
 Department of Health/Hospital Authority, or arrange for their children to receive
 assessment by the relevant registered medical practitioner or professional (e.g.
 paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.).
- For enquiries about the applications for the extension of the validity period of the RC, please call EDB at 3540 6808 / 3540 6811. Parents of non-Chinese speaking children may call EDB Hotline at 2892 6676. (Working hours: Mondays to Fridays 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).

The Guidelines on Kindergarten Admission Arrangements for the 2026/27 School Year (Appendix 2)

Registration Certificate for KG Admission (RC)

For children who are <u>eligible for</u> receiving subsidised KG education



- For a Scheme-KG to be disbursed with subsidy for a month, an eligible student studying in that KG must have attended classes in that month.
- In general, if students have been absent from school for an entire month (i.e. absent for all school days of a specific month), subsidy in respect of the student for that month would not be disbursed to the KG concerned; parents 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.
 - If there are any special circumstances (e.g. absence due to illness for the entire month), upon receipt of justifications and documentary proof (covering all school days of the absent month) from parents, schools may apply to EDB for subsidy. Each case would be considered on its individual merits. However, if the whole-month absence of students involves touring, disbursement of subsidy for these cases would not be considered (Enquiry no.: 2892 6669).

Kindergarten Admission Pass (AP)



For children who are NOT eligible for receiving subsidised KG education

E.g. :

- Non-local children (who can receive education in HK upon obtaining permission from the Director of Immigration)
 - holder of a form of recognizance
 - whose parent(s) is/are holding a student visa
- Students who receive the 4th year of KG education but NOT approved for extending the validity of RC

Provisional Registration Letter

- Mainly for provisional registration when transferring to another KG/ repeating K1 in the same KG
- Must be replaced by RC or AP on or before the lst day of officially attending the KG







Registration Certificate for KG Admission

(Application starts in September)

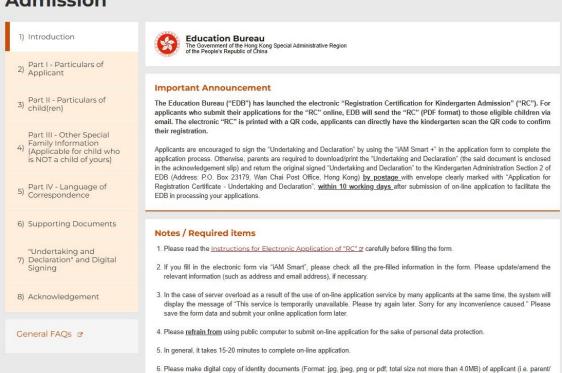
Application Form of Registration Certificate for KG Admission

 Application form can be obtained from District Offices and EDB. Parents can also submit application on-line(https://eform.cefs.gov.hk/form/edb005/en/)

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Application for Registration Certificate for Kindergarten Admission



guardian of child(ren)) and child(ren) ready before application.

Sample - Application Form of Registration Certificate for KG Admission

	/o 🥶	Hong Kong Special Administrative Region of the People's Republic of China	FOR KINDERGARTEN ADMISSION (Parents are required to submit an application between September and N	ovember 202
/.	Please circle the appropriate but		for their child(ren) going to study in Nursery Class (K1) in the 2026/27 s	
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1.	Title*	# 1 Mr. 2 Ms.	3 Miss	For Office
2.	Name in English (in the same order as stated on the identity document)			
3.	Name in Chinese			
4.	Identity Document Type & No. (plants refer to pure 1.3 of Part H of the Oxidance Notes)	# A HKID Card No.: B Other Identity Document:	Document No.:	(D)
5.	Year of Birth			т
6.	Home Address	Flat	Floor Block	x
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	Name in English (mandarory) fin the same coder to stated on the	or stready applied for Registration Certificate	for Kindergusten Admission / Kindergusten Admission Pass <u>NOT</u> required)	0
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b.	Name in Chinese			нк
c.	Identity Document Type & No. (please refor to pure 2.3 of Part B of the (hidance Notes)	# A HK Birth Certificate No: B HKID Card No.: C Other Identity Document:	Document No.	С G
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art III Other Special Family Information								
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rt IV Language of Correspondence								
Language of correspondence # C Chinese E English								
rt V Undertaking and Declaration								
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9. Personal Information Collection Statement Lusderstand and agree								
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(b) The provision of personal data required by this form and during the processing of this form is obligatory. In the event that the mydicant dust not provide those personal data. 2D may not be able to handle or further process the application.								
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(ii) personed, agent, environ provide recruitments on an approximation control proportion of the control provide services or advice for proposes transformed in pumping (i) above; (ii) where the applicant has even his in the prescribed consents such disclosure; and								
(v) where such disclosure is authorised at required under the law or court order applicable to Hong Krog. Assess to Personal Data.								
Ascess to Personal Data The applicant has the right to request access to and correction of his / her personal data held by EDB. Exquest for access or correction of personal data should be made in writing to Senior Clotical Officer (Knobergarium Administration 21st at 2-0. Dex 23/17), Wan Chai Feet Office, Hong Kong or camil to scokagal Egodogov-lik.								
 This Underwiting and Deducation shall be governed by and assistant in accordance with the lows of Heory Kong, I and the IRKAR Government shall irrevocably rubrait to the exclusive jurisdiction of the Court of Hong Kong. 								
11. I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.								
Circular of Arabicus								
Signature of Applicant:	0							
Date:YMD	1							
Checklist for Submission of Application Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?								
Has copy of your identity document been attached?	H							
I. Has copy of the identity document of all child(ren) been attached?								
If the child is not a child of yours, have you specified your relationship with the child in Part III of the application form with relevant supporting proofs (copy of the ideatity document and authorisation letter of father / mother of the child?) [5] Have you provided the correspondence address in long Kone?								
 For application by post, have you written the correct postal address of EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) and affixed sufficient postage to the envelope for mailing the application? Please note any underpaid mail items will be disposed of by the Hongkong Post. 								
7. Have you retained a photocupy of the completed application form?								

Sample - Registration Certificate for KG Admission (For children who are eligible for receiving subsidised KG education)



編號:

Scrial No: 25XXXXXX

幼稚園入學註冊證

Registration Certificate for Kindergarten Admission

此註冊證供以下兒童登記入讀幼稚園之用。

This Registration Certificate serves as the registration document for kindergarten admission for the following child.

中文姓名: 陳大文

English Name: CHAN TAI MAN

證件類別/編號 Document Type / No.:

香港身份證

Hong Kong Identity Card / S1234562

日注日期 Date of Birth (dd/mm/yyyy): 08/11/2022

[本註冊證在2025/26學年起開始生效,直至2027/28學年完結為止。

This Registration Certificate is valid from the start of the 2025/26 school year up to the end of the 2027/28 school year.]

(請小心細閱列於背頂的重要事項)

(Please read carefully the list of important points overleaf)



中華人民共和國香港特別行政區政府

14/07/2025

教育局

The Government of the Hong Kong Special Administrative Region of the People's Republic of China

發出日期 Date of Issue

Sample - Kindergarten Admission Pass (For children who are NOT eligible for receiving subsidised KG education)



編號: Serial No:

25XXXXXX

幼稚園入學許可書

Kindergarten Admission Pass

此入學許可書供以下兒童登記入讀幼稚園之用。

This Admission Pass serves as the registration document for kindergarten admission for the following child.

中文姓名: 陳大文

English Name: CHAN TAI MAN

證件類別/編號 Document Type / No.:

難民/尋求政治庇護/擔保書/酷刑聲請

Minor of Refugee, Asylum Seeker, Form of Recognizance or Torture

Claimant / C0123062

出生日期 Date of Birth (dd/mm/yyyy): 01/05/2020

[本入學許可書在2024年11月起開始生效,直至2025/26學年完結為止。

This Admission Pass is valid from the month of November in 2024 up to the end of the 2025/26 school year.]

(請小心細閱列於背頁的重要事項)

(Please read carefully the list of important points overleaf)

28/07/2025

發出日期 Date of Issue

Provisional Registration Letter

(Application starts in November)

Sample - Provisional Registration Letter

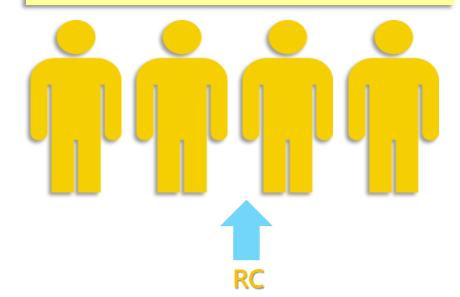
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中文姓名 English N 避件類別 重要事宜 1. 「臨睐」 可有效 這時計 4. 幼稚園 一般 「一般 「一般 「一般 「一般 「一般 「一般 「一般 「一般 「一般	es as provisional registration document for kinds i: 陳大文 lame: CHAN TAI MAN [/編號 Document Type / No.: HKBC/S123* 特托冊何」只須用於已後發射效註冊文件(即 - 近常語冊文件(序)轉校,直,與兩分之式 比冊之元。 - 鑑時註冊了續,察長必須於其 - 近常語冊文件,較如推廣子可讀者關學童人違 都可以有關學童公育效正式註冊文件後,變	"(8) 「 纺稚園人學莊冊證」或 " 纺稚度人學許可言 」) 的學童。 學童類理人學註冊手續。如學童在特殊情況下天能出示上諫其中一 註戶文戶正由実時就讀的約種匱供管) ,可以「隨時柱戶信」作 孩子女正式入讀有關幼物度首天或之前,向該幼物度提交其子女均 支。
中文姓名 English N 遊件類別 重要事項 1. 「臨床 2. 原則」 均效如 有效如 4. 幼稚園 5. 比「區 Important ps 1. The Pr docum 2. In pirt tender valid is registra	i: 陳大文 Tame: CHAN TAI MAN Type / No.: HKBC/S123** Type / No.: HKBC/	"(8) 「 纺稚園人學莊冊證」或 " 纺稚度人學許可言 」) 的學童。 學童類理人學註冊手續。如學童在特殊情況下天能出示上諫其中一 註戶文戶正由実時就讀的約種匱供管) ,可以「隨時柱戶信」作 孩子女正式入讀有關幼物度首天或之前,向該幼物度提交其子女均 支。
English N 遊件類別 重要車面 1. 「臨本 2. 原則」 有效別 4. 幼稚調 5. 比「監 Important ps 1. The Ps docum 2. In printender valid is registrated.	lame: CHAN TAI MAN CHAN TAI MAN HKBC/S123* HKBC/S123* HKBC/S123* TAI MAN CHAN TAI MAN HKBC/S123* TAI MAN TAI M	即「幼稚園入學註冊撥」或「幼稚園入學許可審」)的學童。 學證就理人學註冊手續,如學童在特殊情況下未能出示上採其中一 註千一文作正由求時就讓的幼稚園保管),可以「國時柱千億」作 就子女正式入讀有關幼艳園曾天或之頭,向該幼稚園港交其子女的 貴。
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The Prodocum In printender valid registr	時7年1117日 107 <u>日 25日</u> 2020年6月31日。	
The Prodocum In printender valid registr	pints to note	
tender valid registr	ovisional Registration Letter (PRL) is only app	plicable to student who has already been issued a valid registration rten Admission" or "Kindergarten Admission Pass").
-	the valid registration documents listed above us registration document is being kept by the F	tudents with valid registration documents. If students are unable to under special circumstances (e.g. changing to another KG, and the KG currently attending), they can use the PRL for provisional
before	s are required to tender the valid registration do the first schooling date. The KG could admit the	ocument to the KG which the student has registered with PRL, on or the student only upon receipt of the valid registration document.
	he KG has received the valid registration docur ned. There is no need for the parent to return t	ment from the student, the KG should return the PRL to the parent the PRL to the Education Bureau.
5. This P.	RL is <u>valid till</u> 31 August 2026.	
	16-12-2025	教育局
	發出日期	秋月(可 Education Bureau

Can receive education in HK

<u>Cannot</u> receive education in HK

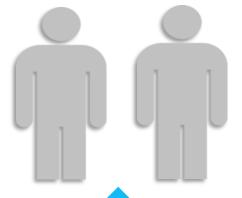
Eligible for Subsidy

Not Eligible for Subsidy



砂を耐入準の抽放 Certificate for Kindergan

Will for the Asset Terreton Specific (1980-1985)













When is Provisional Registration Letter required? (Example)

Studying in a K1 class in School A in the 2025/26 school year



Wish to transfer to a K1 class in School B in the 2026/27 school year











Education Bureau

The Government of the Hong Kong Special Administrative Region of the People's Republic of China

Need to apply for the Provisional Registration Letter from the EDB in November 2025







Submit the Provisional Registration Letter for registration during the Centralised Registration Dates

When is Provisional Registration Letter required? (Example)

Studying in a K1 class in School A in the 2025/26 school year





Education Bureau

The Government of the Hong Kong Special Administrative Region of the People's Republic of China Transferring to School B



Should allow the KG to scan the QR-code on the e-RC / AP for registration or submit RC / AP to School B on or before the 1st day of officially attending School B in the 2026/27 school year













Documents to be distributed to KGs in late August

- Posters for application for Registration Certificate for KG Admission
- Application forms of Registration Certificate for KG Admission
- Guidance Notes on application for Registration Certificate for KG Admission

KGs may encourage parents to submit electronic application form online, or download the application form for "Registration Certificate for Kindergarten Admission"

Some relevant information in the application form of RC will be updated. KGs should provide parents with the latest version of the application form.

(i.e. the application submitted for children who will be admitted to K1 classes in the 2026/27 school year)

2026/27 K1 Admission Arrangements Flowchart

Parents apply to EDB for the RC from September to November 2025

Upon receipt of the applications with all necessary information and documents provided, it generally takes six to eight weeks for EDB to complete processing of the applications and issue the e-RC/AP to parents by electronic mail / post

KGs process K1 admission applications for the 2026/27 School Year

KGs inform parents of the application result before 12 December 2025

If application is successful

If application is not successful

Parents register with one KG during the Centralised Registration Dates (i.e. 8 to 10 January 2026) by scanning the QR code on e-RC/AP and paying registration fee Parents refer to the K1-K3 vacancy information released by EDB after the Centralised Registration Dates (i.e. from late January 2026) and apply for admission to other KGs

- Release of Vacancy Information
 - ► EDB will collect from KGs on vacancies of Nursery to Upper KG (K1-K3) classes in the 2026/27 school year about a week after the Centralised Registration Dates through an electronic platform for publishing in late January 2026.
 - ► Only the vacancy situation of individual KGs will be released but not the number of vacancy.

Admission Support for Non-Chinese Speaking (NCS) Children

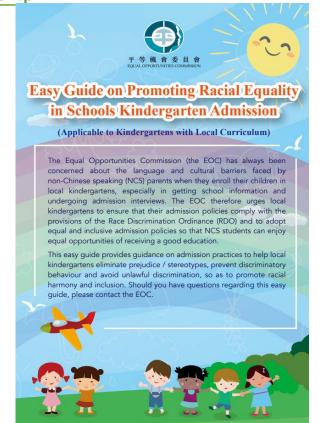
- Equal opportunities for admission to KGs must be provided by KGs for all children (regardless of their race, gender and ability), including handling the applications from NCS children properly with due regard to the difference in their culture and customs from local practices.
- If there are vacancies, KGs should continue to admit children with different backgrounds and needs.
- 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 should offer assistance as appropriate and avoid misunderstanding.
- KGs should ensure that all staff involved in the admission procedures have a clear understanding of the measures catering for NCS children and their parents, and implement such measures properly, e.g. providing parents of NCS children with the English version of application form and admission guidelines. In this regard, the Equal Opportunities Commission has published an "Easy Guide on Promoting Racial Equality in Schools: Kindergarten Admission (Applicable to Kindergartens with Local Curriculum)". For details, please refer to:

https://www.eoc.org.hk/EOC/Upload/Training%20and%20education/Teaching%20resources/Leaflet_Admission_English.pdf

"Easy Guide on Promoting Racial Equality in Schools Kindergarten Admission"

Equal Opportunities Commission hotline: 2511 8211

https://www.eoc.org.hk/EOC/Upload/Training%20and%20education/Teaching%20resources/Leaflet Admission English.pdf



> Admission Support for NCS Children

- KGs must provide both Chinese and English versions of the application form and other relevant information.
- KGs should create an icon, simple message in English or provide a link to the English version of the webpage on the home page of the school webpage prominently, to let parents of NCS children obtain the English version of the information instantly when browsing the home page of the school webpage.
- KGs should also provide the links to the English version of EDB's webpage on K1 Admission Arrangements in KGs and the webpage indicating the KG's school information in the "Profile of KGs and KG-cum-Child Care Centres" on the school webpage prominently (e.g. home page of the school webpage/the webpage providing the admission information in English) to facilitate parents in browsing relevant information.
- KGs should provide the information on their support to NCS children, enquiry telephone number and email address for parents of NCS children on the school webpage.
- If interviews are arranged for NCS children/parents, 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. KGs should state explicitly the abovementioned interview arrangements on the school webpage to inform parents of NCS children that the above assistance could be offered.

Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER Centre)

- ◆ Free-of-charge <u>telephone interpretation service in ethnic minority languages</u> 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)
 - 3755 6855 (Tagalog)

3755 6822 (Nepali)

• 3755 6866 (Thai)

• 3755 6833 (Urdu)

• 3755 6877 (Hindi)

3755 6844 (Punjabi)

- 3755 6888 (Vietnamese)
- Other interpretation and translation services:
 - Schools can contact CHEER direct to gain more understanding on the relevant services if deemed necessary. Please refer to the following webpage for details:
 - https://hkcscheer.net/interpretation-and-translation-services





Centre for Harmony and Enhancement of Ethnic Minority Residents

Points to Note for Updating/Creating KGs' School Websites

(Please refer to the item 2 of Appendix 1 on "Guidelines on Kindergarten Admission Arrangements)

- 1. All Scheme-KGs should provide the following information in both Chinese and English on their school websites (please refer to EDBCM no. 126/2020 on "Kindergarten Education Scheme- Website Enhancement Grant" for the Tier-1 requirement):
 - Introduction of the school
 - School-based admission arrangements for nursery (K1) classes in KGs
 - School' s support to NCS children
 - School fee information
 - "Profile of KGs and KG-cum-Child Care Centres" provide a link to the webpage indicating the KG's school information (<u>Attention</u>: It is required to update the link after the new version is released every school year)
 - Provide a link to EDB's webpage on Admission Arrangements for Nursery (K1) Classes in KGs
 - Enquiry telephone number and email address for parents of NCS children
- 2. Both English and Chinese versions of admission information on the school websites should be identical.

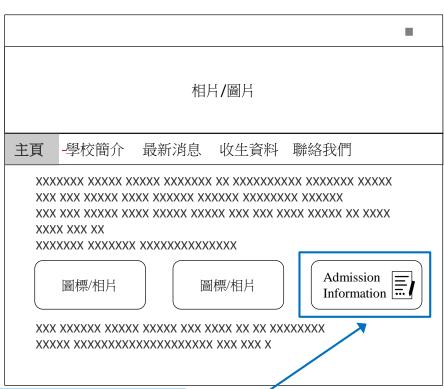
Points to Note for Updating/Creating KGs' School Websites

(Please refer to the item 2 of Appendix 1 on "Guidelines on Kindergarten Admission Arrangements)

- 3. To facilitate parents of NCS children in obtaining relevant information on admission arrangements, KGs should create an icon, simple message in English or provide a link to the English version of the website on the home page of the school website prominently, to let parents obtain the English version of the information instantly when browsing the home page of the school website. The icon/message in English/link to English version of the website should not be displayed at an inconspicuous location or on webpages other than the home page (e.g. relevant English icon/message in English/link to the English version of the website can only be seen after clicking on other Chinese icons on the home page).
- 4. KGs should provide the links to the English version of the webpage indicating the KG's school information in the "Profile of KGs and KG-cum-Child Care Centres" and the EDB's website on K1 Admission Arrangements in KGs (https://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 parents of NCS children browsing relevant information.
- 5. KGs should state explicitly on the school website that they could 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.

Examples of Website Design – Homepage





An English message is provided in the Chinese version of the main menu of the home page or an icon is created on the home page prominently so as to facilitate parents of NCS children in obtaining the admission information in English.

Examples of Website Design - Webpage providing information on admission arrangements

Please list the following information on the school website prominently. The content of both Chinese and English versions of information should be consistent.

回X ABC幼稚園- 收生資料 相片/圖片 主頁 學校簡介 最新消息 收生資料Admission 聯絡我們 A. 學校簡介 XXXXXXX XXX XXXXX 校本收生安排 XXXXXX XXXXX XXXXXXX XXX XXXX XXX C. 學費資料 XXXXX XXXXX XXXXXX XXXX XX XXXX D. 非華語兒童入學申請的安排 ■ 在面見非華語兒童時,學校可按需要為申請人安排傳譯及/或翻譯服務 或家長和兒童由懂中文的親友陪同會面,協助溝通。 為非華語兒童家長而設的查詢電話號碼及電郵地址 雷話號碼: xxxx xxxx ◆ 電郵地址: ncs_enquiry@abckg.edu.hk F. 對非華語兒童的支援措施 XXXXXXXXXXXXXXXX XXXXX XXXXXX F. 《幼稚園及幼稚園暨幼兒中心概覽》- 本校資料 (https://kgp2024.azurewebsites.net/edb/schoolinfo.php?lang=tc&schid=xxxxx) G. 教育局幼稚園幼兒班(K1)收生安排的網頁連結 (https://www.edb.gov.hk/k1-admission tc)

Examples of Website Design - Webpage providing information on admission arrangements

Please list the following information on the school website prominently. The content of both Chinese and English versions of information should be consistent.

ABC幼稚園- 收生資料 相片/圖片 主頁 學校簡介 最新消息 收生資料Admission 聯絡我們 **English Admission Information** Introduction of the School XXXXXXX XXXXXX XXXXX XXXXX B. School-based Admission Arrangements XXX XXXX XXX C. School Fee Information X XXX XXXXX XXXXXX XXXX XX XXXX XXX XXXXXXX D. Arrangement for admission application of Non-Chinese Speaking (NCS) Children ■ When interviewing NCS children, interpretation and/or translation service for applicants will be provided where necessary; or parents and children are allowed to be accompanied by a Chinese speaking relative/friend to facilitate communication. ■ Enguiry Telephone Number and Email Address for Parents of NCS Children ◆ Tel No: xxxx xxxx ◆ Email address: ncs enquiry@abckg.edu.hk E. Support to Non-Chinese Speaking (NCS) Children XXXX XXXXXX XXXXXXX XXXXXXX F. Our school Information on Profile of Kindergartens and Kindergarten-cum-Child Care Centres (https://kgp2024.azurewebsites.net/edb/schoolinfo.php?lang=en&schid=xxxxxxxx) G. EDB's website on Admission Arrangements for Nursery (K1) Classes in Kindergartens (https://www.edb.gov.hk/k1-admission e)

> Admission Support for NCS Children

- Starting from the 2019/20 school year, we have refined the additional subsidy on support to NCS students. A 5-tiered subsidy is provided to Scheme-KGs according to the number of NCS students admitted to facilitate their support for NCS students.
- ▶ KGs admitting I NCS student also receive the subsidy.

Admission Support for NCS Children

- 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 produced to introduce the relevant measures.
- The above-mentioned leaflet in languages of diverse race has been uploaded to EDB's webpage (Path: Education System and Policy > Kindergarten Education > Admission Arrangements for Nursery(KI) Classes in Kindergartens > Admission Arrangements for Nursery (KI) Classes in Kindergartens for the 2026/27 School Year > NCS Support > 3. Promotional Leaflets and Posters) for KGs to print and distribute to the parents of NCS children for their reference.

Leaflet on Support for Non-Chinese Speaking Children



Education Bureau

The Government of the Hong Kong Special Administrative Region of the People's Republic of China

Kindergarten **Education Policy** Support for Non-Chinese Speaking Children

Non-Chinese speaking (NCS) children's early start in learning the Chinese language will facilitate their adaptation to mainstream curriculum and integration into the local community. Parents of NCS children are encouraged to send their children to kindergartens (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 rolled out a series of support measures for NCS children in KGs.



Support Measures for Non-Chinese Speaking Children in Kindergartens

Admission to KGs

- 🙀 All KGs must ensure equal opportunities in admission for all children regardless of their race, gender and ability and their school-based admission mechanism should be fair, just, open and comply with the anti-discrimination ordinances.
- KGs are reminded to provide both Chinese and English versions of their application forms and relevant information, and to create an icon or provide a simple message in English on the school webpage to facilitate parents' access to the English version of the information. KGs are also reminded to state explicitly on the school website that if interviews are arranged for NCS children. KGs should arrange interpretation and/or translation service for applicants where necessary or allow parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication. KGs should provide the information on the school's support to NCS children, enquiry telephone number and email address for parents of NCS children on the school website.
- Parent seminars on Nursery (K1) admission are organised for parents of NCS children annually. Interpretation service is provided as appropriate.
- Relevant materials published by Education Bureau (EDB), such as leaflets, posters, application form and guidance notes on "Application for Registration Certificate for KG Admission" as well as the subtitles of publicity announcements, have been translated into languages of diverse race.
- The KG Profile, which is published in both English and Chinese. provides a wide range of school information, including support to NCS students, which serves as useful reference for parents in making school choices.
- Should individual NCS children encounter genuine difficulties in seeking admission to KGs, EDB will make referrals, as appropriate, to KGs joining the KG education scheme (Scheme-KGs) that have vacancies.

Catering for NCS Students' Needs

- To support KGs in catering for the needs of NCS students. different school-based support services are offered. KGs admitting NCS students may apply for the relevant services according to their school development needs.
- Professional training programmes are offered for KG teachers on teaching and learning of Chinese for NCS students.
- x Starting from the 2019/20 school year, we have refined the additional subsidy on support to NCS students. A 5-tiered subsidy is provided to Scheme-KGs according to the number of NCS students admitted to facilitate their support for NCS students. KGs admitting 1 NCS student also receive the subsidy The full-year provision of the highest tier in the 2021/22 school year is about \$800,000.

- ☆ To help KGs strengthen communication with parents of NCS students, a set of Communication Cue Cards with audio files and a set of templates for commonly used school circulars have been translated into languages of diverse race for use of KGs.
- the KG Education Curriculum Guide sets out the direction and principles for facilitating the integration of NCS students into the local school settings, as well as introducing specific strategies and relevant resources on how teachers can help NCS students

Other Information

For further information or assistance. please contact EDB:

Telephones of Regional Educational Offices:

2863 4646

(NTE) 2639 4876 (NTW) 2437 7272

(KLN) 3698 4108

Telephone of Joint Office for Kindergartens and Child Care Centres:

3107 2197

Hotline for parents of NCS children on admission to KGs:

2892 6676

Other relevant websites:

KG Education Scheme http://www.edb.gov.hk/free-quality-kg-edu_e



Admission Arrangements for Nursey (K1) Classes in KGs



http://www.edb.gov.hk/k1-admission_e



KG Profile http://www.chsc.hk/kindergarten/en



Education Services for NCS Students http://www.edb.gov.hk/ncs



Enquiry

 The respective School Development Officers or Services Officers

EDB

- Webpage: https://www.edb.gov.hk/kl-admission_e
- Hotline: 3540 6808 / 3540 6811
- Hotline for parents of non-Chinese speaking children: 2892 6676

Thank You!

2026/27 K1 Admission Arrangements

Q & A Session