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

Education Bureau

Preamble

- The Government will implement the "Free Quality Kindergarten (KG) Education Scheme" (hereafter referred to as "Scheme") starting from the 2017/18 school year.
- Under the new Scheme, the Education Bureau (EDB) will continue to implement the "admission arrangements for K1 classes in KGs for the 2018/19 school year" (hereafter referred to as "2018/19 K1 Admission Arrangements") with a view to facilitating the smooth operation of the admission process of KGs and helping parents confirm early a KG place for their child.
- Parents who wish to apply for admission to a K1 class in a Scheme-KG for their child in the 2018/19 school year should follow the procedure set out below. The procedure is applicable to all non-profit-making KGs joining the "Scheme".

Procedure

- EDB will issue a registration document to each student who can receive education in Hong Kong and all Scheme-KGs can only admit students holding a valid registration document.
- Parents are required to apply to the EDB for a "Registration Certificate for KG Admission" (hereafter referred to as "RC") from **September to November 2017**. 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 Scheme, EDB will then issue a "KG 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.
- The "RC" will be used for registration for K1 during the "centralised registration dates" (i.e. 11 to 13 January 2018). Due to processing time of "RC", parents should submit their application for the "RC" to the EDB **by 30 November 2017** at the latest. Otherwise, the "RC" / "AP" will generally not be issued before the "centralised registration dates" for K1 registration.
- Parents should understand from KGs about their school-based admission mechanism, including the procedure, criteria, interview arrangements, application fee, etc. They should obtain application form and submit application for admission in accordance with the requirements as specified by individual KGs.
- KGs will inform parents the application result before 22 December 2017.
- Upon receipt of notification(s) of admission, parents should, after careful consideration, choose one KG for registration. They are required to submit the "RC" / "AP" and pay registration fee at the KG to complete the registration procedure during the "centralised registration dates" (i.e. 11 to 13 January 2018). This measure is to avoid the hoarding of more than one place by an applicant at any one time, which may affect other applicants.
- The EDB will release K1 vacancy information from end of January 2018 onwards (i.e. after the "centralised registration dates"). If necessary, parents may obtain the information via the EDB's website, Regional Education Offices and hotline.

Who are eligible to apply?

The student-applicants must be:

(a) 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; and

(b) born on or before 31 December 2015.

- If the students will study K2 or K3 in KGs joining the "Scheme" in the 2018/19 school year and they have been issued the "Certificate of Eligibility for the Pre-primary Education Voucher Scheme", there is no need for them to apply for "RC".

Where to obtain an application form?

- Application forms and guidance notes are available at District Offices, Post Offices and the Regional Education Offices of the EDB. They can also be downloaded from the EDB's website (www.edb.gov.hk).

How to return the completed application forms?

- Applicants may send the duly completed application forms together with copies of necessary identity documents by post to the Education Bureau, P.O. Box 23179, Wan Chai Post Office, Hong Kong.
- Alternatively, applicants may enclose all relevant documents in a sealed envelope marked "Application for the Registration Certificate for Kindergarten Admission" and drop it into the drop-in box at the office of the EDB on 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

When to return the application forms?

- Application for the "RC" is open starting from September 2017, and the details will be duly uploaded onto the EDB website.

When will the result of the applications be available?

- 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.

Enquiry

- For details of the "2018/19 K1 Admission Arrangements" and application for "RC", please visit the EDB's website (www.edb.gov.hk) or call the EDB at 3540 6808 / 3540 6811 or the 24-hour automatic telephone enquiry system at 2891 0088.
- Parents may also call the EDB's Regional Education Offices or the Joint Office for Kindergartens and Child Care Centres (the telephone numbers can be found in the EDB's website: www.edb.gov.hk).

Admission Arrangements for K1 Classes in Kindergartens for the 2018/19 School Year Flowchart

Applicants apply to EDB for the "RC" from September to November 2017

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" / "AP" to applicants[1] by post

KGs process 2018/19 K1 admission applications

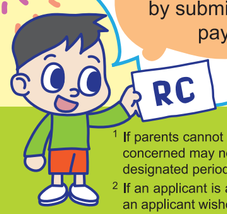
KGs inform applicants of the application result before 22 December 2017

If application is successful

Applicants register with one KG during the "centralised registration dates" [2] (i.e. 11 to 13 January 2018) by submitting the "RC" / "AP" and paying registration fee

If application is not successful

Applicants refer to the K1 vacancy information released by EDB after the "centralised registration dates" (i.e. from the end of January 2018)



[1] If parents cannot present the "RC" / "AP" 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. Hence, parents are required to submit application to EDB within the designated period.

[2] 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.