



# **Online Briefing on Private School List**

**23 April 2026**

**3:00 p.m. – 4:00 p.m.**

**Education Bureau**

# Agenda

- ▶ Background
- ▶ Application procedures
- ▶ Conditions for listing and completion of application form

# Background

- ▶ Policy Address 2025
  - ▶ Formulation of the Code of Practice for Private Schools (the Code)
    - ▶ Released in January 2026
  - ▶ Publication of the Private School List (the List)
    - ▶ EDBCM No. 55/2026 “Private School List” issued in mid-April 2026

# Background (2)

## ▶ EDBCM No. 55/2026

### Education Bureau Circular Memorandum No. 55/2026

From: Permanent Secretary for Education

To: Supervisors and Heads of Private Secondary and Primary Schools Offering Formal Curriculum (including International Schools) – for necessary actions

Ref: 1220-2005-8040-9020-00006-P001

Date: 14 April 2026

---

### Private School List

#### Summary

This circular memorandum invites applications from the private secondary and primary schools offering formal curriculum (including international schools, hereafter referred to as “private schools”) to join the Private School List (hereafter referred to as “the List”), and specifies the conditions of joining the List.

## Background (3)

- ▶ The List
  - ▶ aims to facilitate **parents** in making **school choices**;
  - ▶ establishes **standards** for the private school sector to collectively enhance overall quality; and
  - ▶ operates as a **voluntary system**.
- ▶ Applicable to **Private Secondary and Primary Schools Offering Formal Curriculum** (including International Schools)

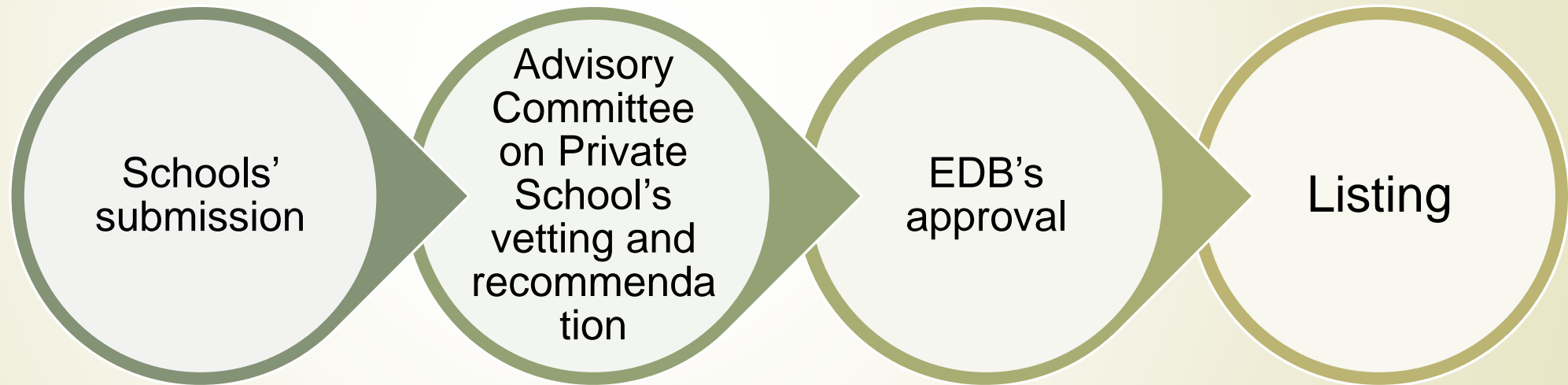


6

# **Application Procedures**

# Application Procedures

- ▶ For inclusion in the first batch, application should be submitted on or before **18 May 2026**.



## Application Procedures (2)

- Applications are accepted all year round.
- Interested schools must submit the completed "**Application Form** for Joining the Private School List" (Annex 2 of EDBCM No. 55/2026)
- Submissions require the supervisor's signature, the school chop, and necessary **supporting documents**.
- Sent by post, email or in person

# Application Procedures (3)


## Electronic Application Form

- ▶ Fillable PDF version :

<https://www.edb.gov.hk/en/private-sch-formal-curriculum>



### Private Schools Offering Formal Curriculum

- Private School List 
  - [EDBCM No. 55/2026 on Private School List](#)
  - [Application Form for Joining the Private School List](#)
- Code of Practice for Private Schools
  - [Code of Practice for Private Schools \(January 2026 Pilot Version\)](#)
  - [EDBC No.1/2026 on Code of Practice for Private Schools](#)



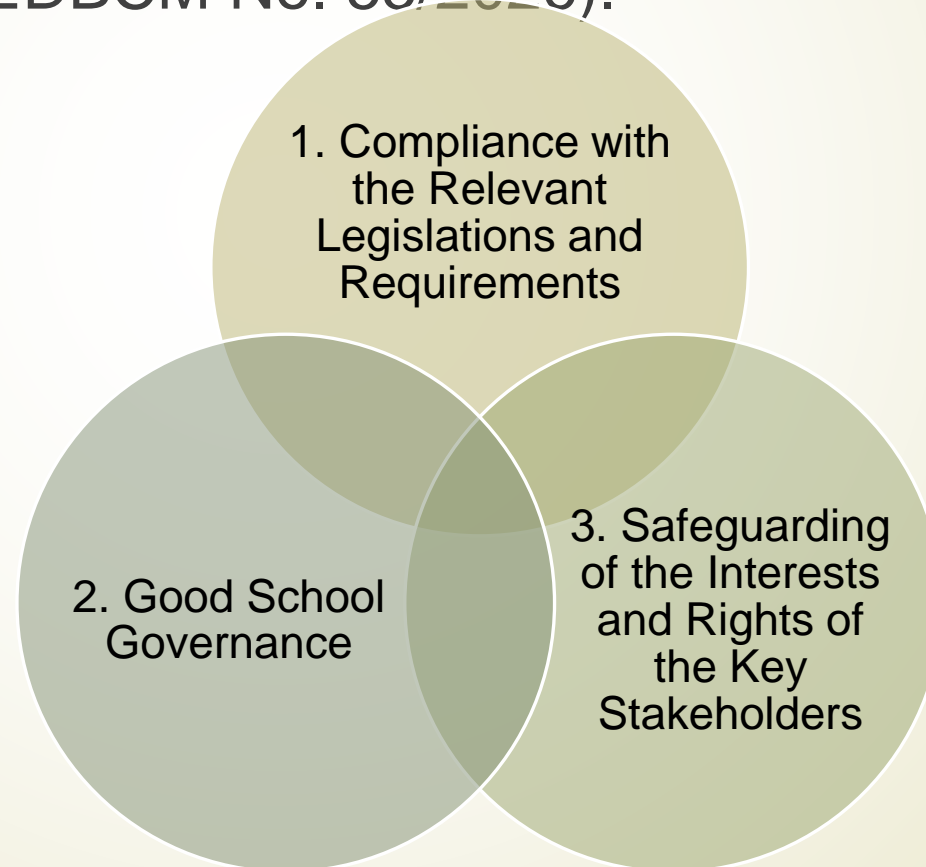
# How Long Will the Application Processing Take?

- ▶ First Batch Inclusion
  - ▶ Deadline: Submit the completed application on or before 18 May 2026
  - ▶ Recommendation: Submit as soon as possible to ensure processing in this priority batch.
- ▶ Subsequent Batches
  - ▶ Applications submitted after 18 May 2026 will be processed in later batches.
  - ▶ Processing times for these later batches may take longer.

# Conditions for Listing

# Conditions for Listing

- ▶ “Conditions for Listing in the Private School List” (Annex 1 of EDBCM No. 55/2026).
- ▶ 3 key areas:



# Conditions for Listing

## A. Compliance

- A1 School registration
  - Normal operation for more than two school years after obtaining **full registration** (i.e. with enrolment, school calendar and class timetable)
  - Note: Only registered schools would be listed.

A. Compliance	
A1	<input type="checkbox"/> The school has obtained the <b>Certificate of School Registration</b> issued by the EDB for at least two years, and provided continuous educational services over the last two school years.

**add a ✓ for descriptions fitting school's circumstances**

# Conditions for Listing

## A. Compliance (2)

- ▶ A2. Manager registration and approval for supervisor
  - ▶ All school managers registered
  - ▶ School supervisor approved by the EDB
  - ▶ No substantial change in School Management Committee composition in the past two years

A2	<input type="checkbox"/> All school managers of the school have been registered with, and the school supervisor has been approved by the EDB.
----	---

# What is meant by “substantial change” in SMC composition?

## ► Definition of "Substantial Change":

- any change that may impact the **continuity of school decision-making** or the **stability of governance**

## • Key Factors for Assessment:

- Proportion of changes within the SMC membership
- Frequency of changes regarding the school supervisor position
- Nature of the changes occurring within the committee
- Actual impact of these changes on the day-to-day operation of the school

Normal transitions, such as the **retirement of school managers** or **regular rotations** conducted in accordance with the school's constitution, are generally **NOT considered "substantial changes."**

# Conditions for Listing

## A. Compliance (3)

### ▶ A3. Code of Practice

- ▶ Compliance with the Code of Practice for Private Schools.

# Conditions for Listing

## A3. Compliance (4)

A3	<p>(i) About <b>advisory/ warning letters</b> from the EDB</p> <p><input type="checkbox"/> Over <b>the past two school years</b>, the school has <b>not</b> received any advisory/ warning letters from the EDB.</p> <p><input type="checkbox"/> Over the past two school years, the school <b>has received</b> advisory/ warning letter(s) from the EDB, and the situation mentioned in the advisory/ warning letter(s) <u>has been rectified</u>.</p> <p><input type="checkbox"/> Over the past two school years, the school <b>has received</b> any advisory/ warning letter(s) from the EDB, and the situation mentioned in the advisory/ warning letter(s) <u>has not yet been rectified</u>.</p>
	<p>(ii) The school has been operating in compliance with the Code of Practice for Private Schools.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, but the school <b>has rectified (or will rectify in the coming year)</b> any identified irregularities, and/ or <b>has formulated (or will formulate in the coming year)</b> the outstanding school-based policy, to comply with the Code of Practice for Private Schools. (Please provide the details below.)</p> <div data-bbox="715 1072 2486 1172" style="border: 1px solid black; height: 70px; width: 100%;"></div>
	<p>(iii) <input type="checkbox"/> The school <b>pledges to operate in compliance</b> with the Education Ordinance, Education Regulations, Code of Practice for Private Schools and other applicable guidelines.</p>

# What are the impact of Advisory or Warning Letters?

- ▶ **Key Considerations for Listing:**
  - ▶ **Declaration Requirement:** Applicant schools must provide information regarding any advisory or warning letters received from the EDB over the past two school years. (Part II, A3(i))
  - ▶ **Rectification Status:** It is crucial to indicate whether the situation mentioned in the letter has been fully rectified. (Part II, A3(i), (ii))
  - ▶ **Vetting Process:** The EDB will assess such cases on a case-by-case basis to determine if the school fulfills the conditions for joining the List.

# Conditions for Listing

## B. School Governance – School Premises

B1. The school premises are located on:

- ▶ **Self-owned property** by the school sponsoring body/ operator; or
- ▶ **Leased land** from the **Government** (renewable); or
- ▶ Leased property
  - ▶ **Lease Duration:** at least a **12-month contract** valid until the **end of school year** in the following calendar year,
  - ▶ **Financial Commitment:** declaration on the school's ability to pay rent in the said period.

# Conditions for Listing

## B. School Governance – School Premises (2)

<b>B. School governance</b>				
B1	(More than one option could be selected if there are more than one premise)			
	<input type="checkbox"/> The school premises are self-owned premises by the school sponsoring body / operator *			
	<input type="checkbox"/> The school premises are located on leased lands from the Government (renewable)			
	<input type="checkbox"/> The school premises are leased properties and/ or located on other land (please provide details in the table below.)			
	<b>Address of School Premises</b>	<b>Leased property/ Other land (please specify)</b>	<b>End date of lease period of the lease contract (Note)</b>	<b>Major facilities for teaching (e.g. classrooms, school hall; state 'No' if there is only office)</b>
<input type="checkbox"/> The school is able to pay the rental derived from the above leased property / other land documents/ leases in the coming 12 months and until the conclusion of school year in the following calendar year <sup>1</sup> .				

# Conditions for Listing

## B. School Governance – School Premises (3)

### ► **Expiring Contracts:**

- If a lease expires in less than 12 months or ends before the conclusion of the school year, **documentary proof** of the right to continue using the property (e.g., renewal agreement) is required.

### ► **Other Land Instruments:**

- Applications involving unique land arrangements will be assessed on a case-by-case basis.

# Can we join if our private lease contract expires in June 2026?

## ➤ The Principle: No Education Disruption

- Ensuring students do not lose their schooling or face forced transfers mid-year.

## ➤ General Requirement:

- Schools on leased property must generally have a contract with at least **12-month validity** that lasts until the **conclusion of the school year** in the following calendar year (e.g., 31 August 2027 for June 2026 applications).

## ➤ If your contract is **short**:

1. Provide **documentary proof** of the right to continue using the property for the required period (e.g., a renewal agreement).
2. Declare the ability to cover rental costs for the entire duration.

# Conditions for Listing

## B. School Governance – Enrolment

B2. Enrolment requirement:

- ▶ Sustainable primary/ secondary curriculum; and
- ▶ Satisfactory total number of enrolled students across all forms at the primary or secondary level respectively.

(Class level(s) newly established within 1 year would be exempted.)

# Conditions for Listing

## B. School Governance – Enrolment (2)

- Student enrolment figures as at the recent 30 September should be provided by level.

B2	(i) The number of students at each level of the school in the 20 / school year (30 Sept) is as follows:			
	<b>Primary School</b>		<b>Secondary School</b>	
	<b>Level</b>	<b>No. of students</b>	<b>Level</b>	<b>No. of students</b>
	Total no. of students		Total no. of students	

# Conditions for Listing

## B. School Governance – Enrolment (3)

- ▶ For schools having zero enrolments in some levels or enrolment less than 100, justifications are required.

P1-P6; S1-S6  
(local curriculum)

(ii) Each class level in the primary and/or secondary\* school has been enrolled with students, and all levels will be in operation in the next school year<sup>2</sup>; and the total number of students of the primary or secondary school as at the recent 30 September is at least 100 respectively.

Yes

No (Please specify how this situation benefits the learning and teaching as well as the sustainable development of the school, e.g. the mission and vision of the school, learning and teaching strategies, sustainable educational services, and the detailed arrangement or plan of the sustainable development.)

# Can a school with enrolment below 100 join the List?

- ▶ A satisfactory student enrolment is crucial for the **financial stability** and **learning and teaching quality** of the school.
- ▶ **No Rigid Indicator**
- ▶ Holistic Consideration: School's specific context will be evaluated:
  - ▶ School mission and vision;
  - ▶ Learning and teaching strategies; and
  - ▶ The capacity of the school premises, etc.
- ▶ **Required Justification** on how schools with enrolment less than 100 should specify how their current enrolment level:
  - ▶ Benefits student learning and social development.
  - ▶ Supports the sustainable development of the school.

# Can a school join the List if enrolment is zero at certain levels?

- The Core Principle: **Continuous Education**
- While continuous enrolment is preferred, schools with zero enrolment at specific levels are **not** automatically disqualified.
- **Justification Required for Holistic Assessment**, e.g.
  - Pedagogical Strategy: alignment with the school's mission or current teaching model
  - Future Planning: school's concrete plans to resume or establish enrolment at these levels
  - Sustainability: school's overall capacity to offer a full primary or secondary curriculum
- *Note: Newly established class levels (within one year) are exempt from these requirements.*

# Conditions for Listing

## B. School Governance – Management

- ▶ B3. Effective management and operation according to the Education Ordinance, Education Regulations, Code of Practice for Private Schools and other applicable guidelines.

B3	<input type="checkbox"/> Over the past two school years, the school has not recorded any rent arrears, unpaid wages, default on MPF situations; and has not received any advisory / warning letters from other government departments/ bureaux
----	--

# Conditions for Listing

## C. Safeguarding Key Stakeholders' Interests – Financial Situation

➤ C1. Declaration of financial situation over the past two financial years:

➤ No modified opinions arising from auditor's reports; and

In our opinion, the financial statements give a true and fair view of the state of the School's affairs as at 31 August 2024, and of its results for the year then ended and ensure the School has used the government subsidies in accordance with the rules and ambits of the government grants as promulgated in the relevant letters, circulars, circular memoranda and guidelines issued by the Education Bureau ("EDB") and the service/loan agreements with the EDB.

➤ No negative net worth (Total Assets minus total liabilities)

### NON-CURRENT ASSETS

### TOTAL NON-CURRENT ASSETS

### CURRENT ASSETS

Investments  
Accounts receivable  
Sundry debtors and prepayment  
Utility deposits  
Cash at bank (including fixed deposits) and in hand

### TOTAL CURRENT ASSETS

### CURRENT LIABILITIES

School fees received in advance  
Bank overdraft  
Accounts payable  
Sundry creditors and accrual  
Deferred government capital grants  
(applicable to deferred income approach only)

### TOTAL CURRENT LIABILITIES

### NET CURRENT ASSETS

### TOTAL ASSETS NET OF CURRENT LIABILITIES

### REPRESENTED BY:

#### OPERATING RESERVE

SCHOLARSHIP / OTHER FINANCIAL ASSISTANCE RESERVE  
OTHER RESERVES (please specify)

### LONG TERM LIABILITIES

Bank Loan  
Government Loan (if applicable)  
Deferred government capital grants  
(applicable to deferred income approach only)  
Other loans

## Can a school receiving modified opinions or having negative net worth apply for joining the List?

- Modified opinions:
  - Prove that it is not related to the financial position to schools (e.g. copies of the auditor's opinion, certification of auditors); or
  - Provide **Timeframe/plan of rectification**
- Negative net worth:
  - **Written undertaking** from the school sponsoring body/operator on guarantee to provide **on-going financial support** so as to enable the school to meet its liabilities as and when they fall due and to enable the school to continue operations

# Conditions for Listing

## C. Safeguarding Key Stakeholders' Interests – Financial Situation (2)

C. Safeguarding Key Stakeholders' Interests	
C1	<p>(i) About modified opinion arising from the audited accounts</p> <p><input type="checkbox"/> The school <b>has received no</b> modified opinion arising from the audited accounts over the last two financial years.</p> <p><input type="checkbox"/> The school <b>has received</b> modified opinion(s) arising from the audited accounts over the last two financial years. (Please provide details, and/ or attach supplementary documents, to prove that the modified opinions are irrelevant to the financial situation, or the situation has been / will be rectified.)</p>
	<p>(ii) About negative net worth in the audited accounts</p> <p><input type="checkbox"/> The school <b>has recorded no</b> negative net worth (i.e. total value of liabilities greater than that of assets) in the audited accounts over the past two financial years.</p> <p><input type="checkbox"/> The school <b>has recorded</b> negative net worth (i.e. total value of liabilities greater than that of assets) in the audited accounts over the past two financial years. (Please provide written undertaking from the school sponsoring body/ operator on guarantee to provide on-going financial support.)</p>

# Conditions for Listing

C. Safeguarding Key Stakeholders' Interests –  
Transparency on school operation

## C2. Transparency on School Operation

- Description/proof to demonstrate the willingness and readiness to make known to its key stakeholders the operations of the school; or
- Commitment to enhancing transparency by submitting a timeline to achieve the above.

# Conditions for Listing

## C. Safeguarding Key Stakeholders' Interests – Transparency on school operation (2)

- ▶ School-based policies are accessible to key stakeholders;
- ▶ Procedures for crisis management and staff administration policies are promulgated among staff;
- ▶ Stakeholders can participate in formulating school-based policies.

# Conditions for Listing

## C. Safeguarding Key Stakeholders' Interests – Transparency on school operation (3)

C2	<p>(i) Stakeholders of the school can participate in formulating school-based policies (e.g. parents' consultation, including key stakeholders (such as parents) in functional committees).</p> <p><input type="checkbox"/> Yes (Please briefly specify.)</p> <div data-bbox="665 496 2517 1006" style="border: 1px solid black; height: 357px; width: 727px;"></div> <p><input type="checkbox"/> No (Please submit the schedule of the implementation plan.)</p>
----	---

# Conditions for Listing

## C. Safeguarding Key Stakeholders' Interests – Transparency on school operation (4)

(ii) School-based policies (such as student enrolment policies, mechanisms for handling complaints) are accessible to key stakeholders on school webpage, student handbook, internal online platform, school notice boards, etc.; procedures for crisis management and staff administration policies are promulgated in the staff handbook or through regular circulation.

Yes (Please briefly specify.)

No (Please submit the schedule of the implementation plan.)

## Other Information (optional)

- ▶ Efforts and achievements of the school in terms of management and organisation, learning and teaching, etc.
- ▶ Support of EDB policies (e.g. promoting students' mental health, and digital education)

### **D. Other information for EDB's consideration (Optional)**

Please use **separate sheets** to share other information for the EDB's consideration. Highlight the efforts and achievements of the school in terms of management and organisation, learning and teaching, etc., especially regarding the support of EDB policies (e.g. promoting students' mental health, and digital education).

# Declaration of the School

## III. Declaration of the School

On behalf of the applicant school, I hereby:

1. declare that the information provided above is full, complete and true to the best of my knowledge and belief, and understand that if any false information or false declaration is found, no approval will be given, or such approval will be revoked; also, the EDB will seriously follow up any false declaration/ statements, and pursue the potential legal liabilities.
2. have read and understood the Code of Practice for Private Schools and the content of the EDBCM No. 55/2026 'Private School List', and agree with the content stated in the Personal Information Collection Statement.
3. give consent to the EDB to publish the relevant information (except details in Part I. C. Contact person of application) on the EDB webpage as stated in Part I.
4. if approved for joining the Private School List, pledge to **inform the EDB in writing within 30 days** further to any change stated/declared in each part of the form above, and understand that the EDB may request our school to provide the latest information/proof for verification. If the EDB is not notified timely, the EDB may cancel the listed school status of the school subject to the situation.

## Update and Cancellation of the Status of the Listed School(s)

- ▶ Inform the EDB in writing within 30 days further to any change in the matters provided or declared in the application.
- ▶ The EDB may cancel the listed school status for non-compliance.
- ▶ The EDB may request the latest information or proof from the listed school(s) to confirm if they continue to fulfill the conditions for.

# Information on Thematic Webpage

- ▶ The EDB will upload the school information of the approved schools for joining the List, e.g.:
  - ▶ the school name,
  - ▶ address,
  - ▶ curricula provided,
  - ▶ school fees.

A. Basic Information							
School name	(English)						
	(Chinese)						
School number (6 digits)						Email	
Telephone no.					Fax no.		
School website							
B. Curricula Information							
Level of curriculum	<input type="checkbox"/> Secondary school <input type="checkbox"/> Primary school (Please select both options if both secondary and primary schools are in operation.)						
Curriculum	<input type="checkbox"/> Local <input type="checkbox"/> Non-local (Please specify the details of each level in the table below)						
	Level	All non-local curricula in operation (Please use separate sheets if necessary)					
Major medium of instruction							

## **Early submission is encouraged**

- ▶ Intending schools for inclusion in the first batch on the List shall submit the application on or before 18 May 2026.



41

Thank you