

**Primary One Admission (POA) System 2022**  
**(for Admission to Primary 1 in September 2022)**  
**Frequently Asked Questions**

**Release of Results of Allocation of Discretionary Places**

Question (1) How can parents know the results of allocation of discretionary places?

Answer (1) Parents can go back to **the primary school to which they have applied for a discretionary place** to check whether their application is successful on **22 November 2021 from 9:00 a.m. to 5:00 p.m.** In light of the impact of COVID-19 epidemic, if parents cannot check the results at the school to which they have applied due to special conditions, they may check the results on the school website or contact the school by phone.

Question (2) What should parents bring along when they go to the school to check the results?

Answer (2) Parents should bring along the parent's copy of the Application Form for Admission to Primary One for checking their child's POA Application Number.

Question (3) If the child's application is successful, what should parents note?

Answer (3) Parents whose children have been offered a Primary One place are advised to note carefully the registration arrangements of concerned schools and the documents required for registration, such as the parent's copy of the Application Form for Primary One Admission and the specified number of photographs, as well as observe the social distancing and anti-epidemic measures of individual schools. Registration of successful applicant children should be made on Wednesday (November 24) or Thursday (November 25) during school hours according to the arrangements of individual schools. Parents should confirm with the school on the registration procedures and requirements.

Question (4) What should parents do if they cannot register with the school within the specified period?

Answer (4) If parents cannot register within the specified period due to matters of grave importance or the impact of COVID-19 epidemic should notify the person-in-charge of the school in advance to make alternative arrangements. Otherwise, they will be deemed to have given up their discretionary place.

Question (5) What are the criteria for schools to admit applicant children during the Discretionary Places Admission stage?

Answer (5) There are two categories of discretionary places admission:

Type A — A school **must admit** all applicant children with siblings studying or parents working in the school.

Type B — The remaining discretionary places will be allocated to other applicant children according to the **Points System**.

Question (6) How would schools select applicant children with equal scores under the Points System when the number of such applicant children exceeds the number of the remaining discretionary places?

Answer (6) If there are applicant children with equal scores under the Points System and the number of such applicant children exceeds that of the remaining discretionary places, applicant children would be selected by **‘randomisation’**. **Schools may draw lots on their own or refer the applications to the Education Bureau for processing.**

Question (7) What should parents do if they wish to arrange their children to attend Primary 1 in September 2022 but did not apply for a discretionary place for their children?

Answer (7) Parents should go to the School Places Allocation Section of the Education Bureau **on or before 21 January 2022** to apply for participating in the Central Allocation. For details, parents may contact the School Places Allocation Section of the Education Bureau (Tel: 2832 7700).

Question (8) If a child has accepted the offer of a Primary 1 (P1) place in a Direct Subsidy Scheme (DSS) primary school, can he / she still be allocated a P1 place through the POA System?

Answer (8) Children who have accepted the offer of P1 places in DSS primary schools will not be allocated P1 places through the POA System. If they have been allocated a discretionary place, that school place will be withdrawn.

Question (9) What should parents do if their child has not been offered a P1 discretionary place?

Answer (9) For those applicant children who have not been offered a P1 discretionary place and those applicant children who participate in the Central Allocation only, the parents will be informed by letter from the Education Bureau in mid-January 2022 to go to a designated Central Allocation Centre on 22 or 23 January 2022 to make their choices of schools for Central Allocation.

Question (10) What should parents do if they have moved / will move in the near future after submitting the Application Form?

Answer (10) If parents have moved / will move in the near future and require a transfer to a new school net, parents signing on the application form should go to the School Places Allocation Section at Office 2, 2/F, Manulife Financial Centre, 223 Wai Yip Street, Kwun Tong, Kowloon to complete the net transfer formalities in person.

To complete the net transfer formalities, the parent is required to bring along the following documents:

- The parent’s copy of the Application Form for Admission to Primary One (2022); and
- Proof of the new residential address (original copy and photocopy)  
Proof of the new residential address includes but not limited to stamped

tenancy agreement, demand note for rates, public housing tenancy agreement or water / electricity / town gas / residential telephone bills. If the name on the document submitted as proof of the new residential address belongs to the spouse of the parent signing on the application form, the Marriage Certificate / the applicant child's Hong Kong Birth Certificate and its photocopy should be submitted to show the relationship between the resident and the applicant child. If parents cannot provide the above acceptable proof of residential address, please contact the School Places Allocation Section of the Education Bureau at 2832 7700 for appropriate advice and assistance.

Parents should note that they are required to declare that the new residential address on the net transfer application form is true and correct. The Education Bureau may take measures as deemed necessary and appropriate to verify the information provided by parents and may request parents to provide other relevant documents (e.g. title deeds, stamped tenancy agreement, etc.) or to make sworn declaration as further proof of the applicant child's residential address. The Education Bureau may also conduct home visits for the purpose of verifying the information provided in relation to the residential address as and when necessary. If false information is provided, the application will be rendered null and void. The P1 place allocated on the basis of the application will be forfeited. Parents should also note that a person making a false instrument commits an offence under the Crime Ordinance. The offender is liable on conviction to imprisonment for 14 years.

### **Discretionary Places Admission Stage**

Question (1) Who can participate in POA 2022?

Answer (1) All Hong Kong children reaching the age of 5 years 8 months as at 1 September 2022 (i.e. **born on or before 31 December 2016**) are eligible to participate in POA 2022 except those who are already attending a primary school or have been allocated a Primary 1 place previously.

Question (2) How should children apply for a discretionary place?

Answer (2) Parents may obtain an application form during the period from 2 to 27 September 2021 from the kindergarten or kindergarten-cum-child care centre the child is attending, the Home Affairs Enquiry Centres of the District Offices, the Regional Education Offices or School Places Allocation Section of the Education Bureau (EDB). Parents should return the completed application form **DIRECT** to the school to which they apply for a discretionary place **between 20 and 27 September 2021 (excluding Saturday, Sunday and public holiday)**.

Question (3) What should parents do if they could not obtain the application form?

Answer (3) Parents may obtain a 3-ply application form from the kindergartens or kindergarten-cum-child care centres the child is attending, District Offices (Home Affairs Enquiry Centres), School Places Allocation Section or EDB's Regional Education Offices. In light of the latest development of COVID-19, parents may also choose to download a web version of the POA Application Form from the EDB's POA Webpage (URL: <https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/primary-1-admission/index.html>).

Please note that each applicant child participating in POA may use one application form to apply for one government or aided primary school only. To avoid submitting duplicate applications and submitting applications to more than one government or aided school by mistake, if parents have obtained a copy of the 3-ply printed version of the application form, they need not download the application form online for use.

Question (4) How should parents complete the downloadable application form?

Answer (4) Parents only need to complete one copy of the downloadable application form for each applicant child, and should read the "Notes on how to complete the 'Application Form for admission to Primary One'" and "Notes on how to complete the downloadable application form" when completing the downloadable application form. Parents or guardians should NOT fill in the "POA APPLICATION NO." on the top left corner of the downloadable application form when submitting the form to the primary school to which they apply. Since a set of 8-digit "POA application number" for POA use is not pre-printed on the downloadable version, when parents submit the downloadable application form to the government or aided primary school at DP stage between 20 and 27 September 2021 (excluding Saturday, Sunday and public holiday), the school will put a "POA application number" label on the application form after checking the documents provided by parent. The school will then make two photocopies of the application form and stamp the school chops on each copy. A copy will be given to the parent for record, and the original copy and another copy will be kept by EDB and school respectively. (Note: The 3-ply printed version of application form is pre-printed with a set of 8-digit POA application number and consists of "EDB's copy", "School's copy" and "Parent's copy". The "Parent's copy" will be given to the parent for record after the school has completed the procedure. Schools need not put the POA application number label and photocopy the application form.)

Question (5) What is the document format of the downloadable application form and how to print the form?

Answer (5) The downloadable application form is in "pdf" format. Parents or guardians can print and then fill in the form direct, or input the relevant information direct after opening the downloadable application form and then print and sign the form. When printing the downloadable application form, please ensure P.1 and P.2 are printed on the same sheet of A4 size white paper (i.e. **double-sided printing**).

Question (6) What documents are required when parents / guardians submit the application form?

Answer (6) When parents / guardians return the completed application form, they should bring along -

- a. the applicant child's Hong Kong Birth Certificate and its photocopy (If the 'Hong Kong permanent resident status' in the last column of the Birth Certificate is 'Not Established', the original and photocopy of his / her travel document(s) or Permit to Remain in Hong Kong are required) or the applicant child's non-local Birth Certificate and passports (the original and photocopy);
- b. proof of residential address for applicant children residing in the POA School Net of Hong Kong<sup>1</sup> (including but not limited to stamped tenancy agreement, demand note for rates, public housing tenancy agreement or water / electricity / town gas / residential telephone bills) and a photocopy of the document. The address on a bank letter, court summons and tax bill may be a correspondence address but not a residential address in general. Therefore, such documents have not been accepted as proof of residential address by the EDB all along. The name on the document submitted as proof of residential address should agree with that of the parent / guardian. If parents / guardians cannot provide the above acceptable proof of residential address or have any enquiries, please contact the School Places Allocation Section of the EDB at 2832 7700 for appropriate advice and assistance;
- c. the parent / guardian's Identity Card; and
- d. documentary proof required for Item (B) of Part C (if applicable). For details, please refer to the Notes on How to Complete the 'Application Form for Admission to Primary One'.

Question (7) How many schools can parents apply to during the Discretionary Places Admission stage?

Answer (7) During the Discretionary Places Admission stage, parents may apply to only ONE government or aided primary school which may be in or outside the school net in which they reside. If more than one application is submitted, the applications for the discretionary place will be rendered void.

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<sup>1</sup> Parents of applicant children who intend to commute daily to schools in Hong Kong need not provide proof of residential address of their children.

- Question (8) How should parents submit the application form for a discretionary place?
- Answer (8) If parents intend to apply a government or aided primary school for their child, they should submit the application form with the relevant originals and copies of documents as listed on the “Notes on how to complete the ‘Application Form for admission to Primary One’” to the school in person between 20 and 27 September 2021 (excluding Saturday, Sunday and public holiday). Parents should avoid gatherings of people and wear masks when they go to the schools and follow the relevant measures of schools on prevention and control of infection and maintain social distancing. Parents should visit the school’s website or contact the school direct for details on submitting application form in advance. Parents should note that, to avoid gatherings of people, schools may arrange parents to put the original copy of the application form and the photocopies of the supporting documents in the drop-box provided by the school to shorten parents’ waiting time. Under this circumstance, parents should note the corresponding arrangements for providing the originals of the documents to schools for verification and signing a declaration form.
- Question (9) What should parents do if they could not submit the applications in person?
- Answer (9) Parents who cannot submit the application form in person may authorise in writing a representative to bring along the completed application form with originals and copies of supporting documents to the school on their behalf between 20 and 27 September 2021 (excluding Saturday, Sunday and public holiday). Parents may make reference to the sample letters of authorization available on the EDB’s Primary One Admission website (URL: <https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/primary-1-admission/index.html>).
- Question (10) How should parents use the drop-box provided by the school (if applicable) to submit the applications?
- Answer (10) If schools arrange parents to use the drop-box provided by the schools for submitting applications, parents should put the original copy of the application form and the photocopies of the supporting documents in the drop-box provided by the school. Parents should visit the school’s website or contact the school direct for details on submitting application form in advance. Parents should not attach the originals of the supporting documents. Parents have to sign a declaration form (which will be available for download from the EDB homepage) to declare that the supporting documents provided are true copies and will provide the originals of the supporting documents to the school on or before 1 November 2021 for verification. Otherwise, the application will be rendered null and void. The school will arrange parents to provide the originals of the supporting documents to the school for verification on or before 1 November 2021. Parents should put each application in a separate envelope and staple all documents together to facilitate schools in processing.

Question (11) What should parents do if they are unable to submit the application in person or authorise a representative to submit on behalf?

Answer (11) Parents who are unable to submit the application in person or authorise a representative may arrange to submit the application form with the photocopies of supporting documents by post between 20 and 27 September 2021 (the postmark date should not be later than the prescribed deadline) and sign a declaration form (which will be available for download from the EDB homepage) to declare that the supporting documents provided are true copies and will provide the originals of the supporting documents to the school on or before 1 November 2021 for verification. Otherwise, the application will be rendered null and void. The school will arrange parents to provide the originals of the supporting documents to the school for verification on or before 1 November 2021. Please affix enough stamps and include a return address to avoid delivery errors or failure to deliver. Please visit the websites or contact the enquiry hotlines of the corresponding organizations to find out the latest arrangement of the postal service and the time required before submitting applications, so that the applications could reach the school by the deadline. After verifying the corresponding documents, the school will return a copy of the application form with the school chop to parents for record.

Question (12) What should parents note before submitting the applications by post or using the drop-box provided by the school (if applicable)?

Answer (12) Before parents submit the applications by post or using the drop-box provided by the school (if applicable), please refer to the checklist available on the EDB's Primary One Admission website (URL: <https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/primary-1-admission/index.html>).

Question (13) What should parents do if they wish to apply for Central Allocation only, but not applying for a discretionary place?

Answer (13) For parents who wish to apply for Central Allocation only, they should submit the application form with all originals and copies of the supporting documents to School Places Allocation Section (Primary One Admission), EDB at Office 2, 2/F, Manulife Financial Centre, 223 Wai Yip Street, Kwun Tong, Kowloon, during the period from 20 September 2021 to 21 January 2022. Parents should wear masks when they complete the application procedure at the above address and follow the relevant measures on prevention and control of infection and maintain social distancing.

Question (14) For children who have accepted the offer of Primary 1 places in Direct Subsidy Scheme (DSS) primary schools, will they be allocated Primary 1 places through the POA System?

Answer (14) Children who have accepted the offer of Primary 1 places in DSS primary schools will NOT be allocated Primary 1 places through the POA System. If they have been allocated a place through the POA System, that school place will be withdrawn.

Question (15) What are the criteria for schools to admit applicant children during the Discretionary Places Admission stage?

Answer (15) There are two categories of discretionary places admission:

(A) A school must admit all applicant children with siblings studying or parents working in the school.

(B) The remaining discretionary places will be allocated to other applicant children according to the points they have obtained under the Points System. If there are applicant children with equal scores and the number of such applicant children exceeds that of the remaining discretionary places, the school will select applicant children by drawing lots on their own or refer the applications to the EDB for processing.

Question (16) Will there be any interviews or written tests for applicant children during the Discretionary Places Admission stage?

Answer (16) Schools must not conduct tests or interviews on the applicant children's acquired curriculum knowledge.

Question (17) How does the EDB verify the authenticity of the information provided by parents in relation to the POA application?

Answer (17) The EDB will select a number of applications randomly for checking. The EDB may request parents to attend interview / and produce other relevant documents and information, such as further proof of residential address, or to make sworn declaration. The EDB may also conduct home visits as and when necessary. Suspected cases of using false address for POA applications may be reported to the School Places Allocation Section by calling the Hotline at 2832 7700.

Question (18) When will the discretionary places admission results be released?

Answer (18) All schools will release their discretionary places admission results by putting up a notice at their premises on 22 November 2021. Parents of successful applicant children should register with the school on 24 and 25 November 2021. Parents failing to register with the school on the specified dates will be deemed to have given up the discretionary place.

Question (19) What should parents do if they wish to arrange their children to attend Primary 1 in September 2022 but cannot return the completed application form to a school for application for a discretionary place before the deadline?

Answer (19) If parents cannot return the completed application form to the school to which they wish to apply for a discretionary place before the application deadline, they may arrange their children to participate in the Central Allocation. For details, parents may contact the School Places Allocation Section of the EDB (Tel: 2832 7700).  
If parents wish to arrange their children to attend Primary 1 this school year, i.e. in the 2021/22 school year, they may contact the Regional Education Office of the EDB direct as follows:

Hong Kong Regional Education Office	Tel: 2863 4646
Kowloon Regional Education Office	Tel: 3698 4108
New Territories East Regional Education Office	Tel: 2639 4876
New Territories West Regional Education Office	Tel: 2437 7272



- Question (20) If an applicant child is not the eldest child in the family but his / her brother or sister is not a Hong Kong resident / was not born in Hong Kong / is not studying in Hong Kong, can the applicant child who is not the eldest be awarded the points for “First-born child”?
- Answer (20) If an applicant child is not the eldest child in the family, even though his / her brother or sister is not a Hong Kong resident / was not born in Hong Kong / is not studying in Hong Kong, the applicant child cannot be awarded the points for “First-born child” under the Points System at the Discretionary Places Admission stage.
- Question (21) How does an applicant child claim the points for “Applicant child of the right age”?
- Answer (21) If an applicant child was born between 1 September 2015 and 31 December 2016, he/she is awarded the points for “Applicant child of the right age” under the Points System at the Discretionary Places Admission stage of POA 2022. Parents are not required to claim this item when filling in the application form. The points will be awarded by the computer with reference to the date of birth of an applicant child. For any enquiries, please contact the School Places Allocation Section of the EDB at 2832 7700.
- Question (22) Is Item 7 of the Points System (i.e. “Parent(s) being a member of the same organization which sponsors the operation of the primary school”) applicable to civil servants applying for P1 places in government primary schools for their children during the Discretionary Places Admission stage?
- Answer (22) Civil servants are employees but not “members” of the Government. Item 7 of the Points System is not applicable to civil servants applying for P1 places in government primary schools for their children during the Discretionary Places Admission stage.
- Question (23) What should parents consider when choosing a school for children?
- Answer (23) When choosing a primary school for children, parents should first identify children’s characteristics, personalities, abilities and interests, and then consider various factors such as the sponsoring body, history, location and religion of a school, so as to make a suitable school choice.

Education Bureau  
School Places Allocation  
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