

Primary One Admission (POA) System 2023
(for Admission to Primary 1 in September 2023)
Frequently Asked Questions

Release of Results of Central Allocation

Question (1) When will the results of Central Allocation be released?

Answer (1) The results of Central Allocation will be sent to parents by post on 7 June 2023 or 8 June 2023.

If parents have provided a mobile phone number on the Choice of Schools Form and indicated their consent to receive the Central Allocation results via this mobile phone number, they will also receive the results of their applicant children via SMS message on 7 June. In addition, parents who have already activated their POA e-Platform (ePOA) account via “iAM Smart” or “iAM Smart+” could check their Central Allocation results through the ePOA after 10 a.m. on 7 June 2023.

Question (2) How should parents receive the Primary One Registration Form?

Answer (2) Parents who completed a Choice of Schools Form for the Central Allocation on or before 5 February 2023 will receive the Primary One Registration Form delivered by post from 7 June 2023 to 8 June 2023 through the Local CourierPost service provided by Hongkong Post. If attempt of door delivery by Hongkong Post fails, a Mail Collection Notification Card will be left for parents to collect it from the designated post office starting from the afternoon of the following working day.

Question (3) What should parents do if they receive the Mail Collection Notification Card delivered by Hong Kong Post on 7 June 2023 or 8 June 2023?

Answer (3) If parents receive the Mail Collection Notification Card delivered by Hongkong Post on 7 June 2023 or 8 June 2023, parents could collect the Primary One Registration Form from the designated post office as listed on the Mail Collection Notification Card starting from the afternoon of the following working day. Parents could also refer to the respective location map and opening hours of the Post Offices by district at the following Hongkong Post website (URL: https://www.hongkongpost.hk/en/about_us/network/post_offices/index.html#list)

Question (4) What should parents do if they have not received the Primary One Registration Form or the Mail Collection Notification Card issued by Hongkong Post by 9 June 2023?

Answer (4) If parents have not received the Primary One Registration Form or the Mail Collection Notification Card issued by Hongkong Post by 9 June 2023, they could collect the Primary One Registration Form at the designated collection centre from 10 June 2023 to 11 June 2023. Parents should go to the designated collection centre according to the School Net of the applicant child (please refer to EDB’s Primary One Admission website for details):

Opening Dates and Time of the Collection Centre:

10 June (Saturday) 9:30 a.m. to 12:30 p.m. and 1:30 p.m. to 4:30 p.m.

11 June (Sunday) 9:30 a.m. to 12:30 p.m. and 1:30 p.m. to 4:30 p.m.

Applicant children living in the following Districts / School Nets:	Address of Designated “Collection Centre”
Central & Western District (School Net 11) Wan Chai District (School Net 12) Eastern District (School Nets 14, 16) Southern District (School Net 18) Islands District (School Nets 96, 97, 98, 99)	<p style="text-align: center;"><u>Hong Kong & Kowloon Region</u> <u>“Collection Centre”</u></p>
Yau Tsim Mong District (School Nets 31, 32) Kowloon City District (School Nets 34, 35, 41) Sham Shui Po District (School Net 40) Wong Tai Sin District (School Nets 43, 45) Kwun Tong District (School Nets 46, 48) Sai Kung District (School Net 95)	School Places Allocation Section Office, Office 2, 2/F, Manulife Financial Centre, 223 Wai Yip Street, Kwun Tong, Kowloon
Tsuen Wan District (School Net 62) Kwai Tsing District (School Nets 64, 65, 66) Tuen Mun District (School Nets 70, 71) Yuen Long District (School Nets 72, 73, 74)	<p style="text-align: center;"><u>New Territories West & New Territories East Region</u> <u>“Collection Centre”</u></p>
North District (School Nets 80, 81, 83) Tai Po District (School Net 84) Shatin District (School Nets 88, 89, 91) Applicant children who intend to commute daily to schools in Hong Kong	NT East Regional Education Office of Education Bureau 22nd Floor, Landmark North, 39 Lung Sum Avenue, Sheung Shui, NT

Question (5) What documents should parents bring to collect the Primary One Registration Form at the collection centre? What should parents do if they are unable to collect the Primary One Registration Form at the collection centre on 10 June 2023 or 11 June 2023?

Answer (5) If parents have not received the Primary One Registration Form or the Mail Collection Notification Card issued by Hongkong Post by 9 June 2023, they could bring along the Parents’ Copy of the Application Form for Admission to Primary One or the Choice of Schools Form and their Hong Kong Identity Card to the collection centre from 10 to 11 June 2023. There is no need to

bring their child along for collecting the Primary One Registration Form at the collection centre.

If parents are unable to collect the Primary One Registration Form at the collection centre on 10 June 2023 or 11 June 2023, please collect the Primary One Registration Form at the School Places Allocation Section Office (Address: Office 2, 2/F, Manulife Financial Centre, 223 Wai Yip Street, Kwun Tong, Kowloon) during the office hour (Monday to Friday, 8:30 am to 1:00 pm and 2:00 pm to 6:00 pm) from 12 to 14 June 2023 .

If parents could not collect the Primary One Registration Form at the collection centre or the School Places Allocation Section Office in person, they could authorise in writing a representative to act on their behalf and bring along the documents listed above and the letter of authorisation signed by the parent. Parents may make reference to the sample letters of authorisation 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>).

For enquiries, please contact the School Places Allocation Section at 2832 7700 or 2832 7740.

Question (6) When should parents register their child with the school allocated?

Answer (6) The EDB will assign timeslots for parents to register with the allocated school on 13 June 2023 (Tuesday) or 14 June 2023 (Wednesday) according to the last digit of the applicant children's POA application number. Parents are requested to complete the registration formalities within the specified date and time as listed on the Arrangements on Registration attached to the Primary One Registration Form. Parents who cannot proceed with the registration within the specified date and time can register on 15 June 2023 (Thursday) instead, from 9 a.m. to 12 noon or 2 p.m. to 4 p.m. The above arrangement is applicable to whole-day schools. The specified time for parents of applicant children allocated to PM schools will be adjusted accordingly. Parents are requested to refer to the details as listed in the Arrangements on Registration.

Question (7) Do parents need to bring their child along to the allocated school for the registration formalities?

Answer (7) Parents **need not** bring along their child to the allocated school for the registration formalities.

Question (8) What should parents do if they are unable to complete the registration procedure with the allocated school on the specified dates?

Answer (8) Parents can authorise in writing a representative to act on their behalf and bring along the documents listed on the overleaf of Primary One Registration Form and the letter of authorisation signed by the parent to register at the allocated school, or notify the person in charge of registration of the school concerned to make alternative arrangements. Parents may make reference to the sample letters of authorisation 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>). Parents failing to register their child with the school from 13 June 2023 to 15 June 2023 without making prior arrangements will be deemed to have given up the school place allocated.

Question (9) How should parents of applicant children in the Mainland or outside Hong Kong register with the school allocated from 13 to 15 June 2023?

Answer (9) For parents of the applicant children in the Mainland or outside Hong Kong, EDB will arrange to deliver a separate Registration Document, which will replace the Primary One Registration Form, by post using door-to-door delivery service to parents of the applicant children concerned through the "Speedpost" service provided by Hongkong Post from 7 to 8 June 2023. If the parents could go to school in person for registration from 13 to 15 June 2023, they should call the school to make an appointment for registration first and bring along the applicant child's Registration Document and other documents (including the original and photocopy of the applicant child's Hong Kong Birth Certificate (or documents permitting the child to remain in Hong Kong) and a few passport-size photographs (two or more photographs may be required by individual schools)) for registration. For parents who authorise a representative to register with the school on their behalf, they should provide the above other documents to schools for registration later.

Question (10) For applicant children who registered the school places in Discretionary Places Stage and did not join the Central Allocation Stage, how will they receive the Primary One Registration Form?

Answer (10) The arrangements for delivering Primary One Registration Form by post and the collection centres are only applicable for applicant children who participated in Central Allocation Stage. The Primary One Registration Form of the applicant children who registered the school places in Discretionary Places Stage were delivered to schools concerned directly. Parents concerned will not receive the Primary One Registration Form delivered by post from 7 to 8 June 2023 through the "Local CourierPost" service provided by Hong Kong Post, and they need not go to the collection centres to collect the Primary One Registration Form from 10 to 11 June 2023.

Question (11) For parents who have not applied for Central Allocation but wish their child to study in Primary One in September 2023, what should they do?

Answer (11) Parents should bring along the child's identity documents and proof of residential address to make application for arranging school places at the School Places Allocation Section of the Education Bureau on or before 31 August 2023. For details, they can contact the School Places Allocation Section at 2832 7700 or 2832 7740. For children arriving in Hong Kong after the commencement of the school term (i.e. on or after 1 September 2023), parents should bring along their children and their children's identity documents, proof of attained academic qualifications and proof of residential address (both originals and photocopies) to register with the Regional Education Offices. Staff at the Regional Education Offices will assist them in obtaining a school place.

<http://www.edb.gov.hk/en/student-parents/placement-assistance/about-placement-assistance/faq.html>)

Choice of Schools Exercise for Central Allocation

Question (1) If parents have already submitted an application form during the “Discretionary Places Admission” stage but their children have not been offered a discretionary place, should they submit another application form again for Central Allocation?

Answer (1) A fresh application for Central Allocation is NOT necessary.

Parents will be invited by letter by the EDB in mid-January 2023 to make their choice of schools at a specified Central Allocation Centre at an assigned timeslot on 4 February (WD) or 5 February (PM). Parents could follow the instructions of the letter to make their choice of schools at the Central Allocation Centre via paper form. If parents have not received the letter by 30 January 2023, they should contact the School Places Allocation Section (Hong Kong Island & Islands 2832 7610, Kowloon 2832 7620, NT West 2832 7635, NT East 2832 7659).

Besides, if parents have provided an email address in the “Application Form for Admission to Primary One 2023”, parents could choose to make school choices through electronic means. For details of the digitalisation of POA, please make reference to the relevant PowerPoint, videos and Parent Guides uploaded to the EDB website (URL: <https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/primary-1-admission/index.html>) (Home >Education System and Policy >Primary and Secondary Education >School Places Allocation Systems >Primary One Admission System), as well as this Q (12) to (26) of this Q&As.

Question (2) What are EDB’s arrangements for parents to make their choice of schools for Central Allocation for POA 2023 at designated Central Allocation Centre?

Answer (2) The EDB will arrange the parents of applicant children to make school choices at the designated Central Allocation Centre in different timeslots on the dates specified above according to the applicant children’s POA application number. Parents who cannot make school choices for CA within the specified timeslot can go to the designated Central Allocation Centre from 1.30pm to 4.30pm on 5 February. Parents are requested to follow the instruction of the letter to make their choice of schools at the Central Allocation Centre and observe the anti-epidemic measures of the premises. EDB has also arranged to send the Choice of Schools Form together with the letter to parents in advance for filling. For parents of applicant children who intend to commute daily to schools in Hong Kong and the Non-Chinese Speaking applicant children, please follow the instruction of the letter and go to the designated centre to make their choice of schools.

Besides, should individual parents of applicant children who intend to commute daily to schools in Hong Kong or parents who are outside Hong Kong be unable to use ePOA or go to the Central Allocation Centre to make school choices in person,

they could authorize in writing a representative to bring the completed “Choice of Schools Form” and the “Letter of Authorization” to proceed with the related procedures. If parents are not able to make school choices in person or through their authorized representatives, they could arrange to return the “Choice of Schools Form” by post on or before 5 February 2023.

Question (3) What should parents bring along when they go to the designated Central Allocation Centre to make choices of schools?

Answer (3) Parents should bring along the following documents:

- (a) Hong Kong Identity Card / Identity document(s); and
- (b) the letter inviting parents to make choices of schools or the parent’s copy of the ‘Application Form for Admission to Primary One’.

Question (4) What should the above parents do if they are unable to go to the designated Central Allocation Centre on 4 February or 5 February to make choices of schools?

Answer (4) If the relevant parents are unable to go to the designated Central Allocation Centre on the specified dates, they should authorize in writing a representative to complete the ‘Choice of Schools’ form on their behalf. 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 (5) What should parents do if they are under compulsory isolation and are unable to make choices of schools on the specified dates?

Answer (5) Parents may contact the School Places Allocation Section (hotline at 2832 7700) for appropriate assistance.

Question (6) How can parents obtain the school lists of all school nets / the ‘Choice of Schools List for Central Allocation’ for applicant children who intend to commute daily to schools in Hong Kong?

Answer (6) Parents will receive a letter inviting them to make choices of schools together with a ‘Choice of Schools List for Central Allocation’ of their home net / ‘Choice of Schools List for Central Allocation (For Applicant Children who intend to commute daily to schools in Hong Kong)’ in mid-January 2023. The Choice of School Lists for Central Allocation of all school nets are available for parents’ reference at the kindergarten or the kindergarten-cum-child care centre their child is attending. Besides, the ‘Choice of Schools List for Central Allocation’ of individual school nets can also be obtained from 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>), the 24-hour Automatic Telephone Enquiry System at 2891 0088 (facsimile services) and via ePOA.

Question (7) Do parents need to bring their child along for making school choices at the Central Allocation Centre? What should parents do in the event of adverse weather or other special conditions?

Answer (7) Parents **need not** bring along their child to the Central Allocation Centre for making school choices. In the event of adverse weather or other special conditions on any day(s) during the period of making school choices, please pay heed to radio or television announcements on any special arrangements.

Question (8) How is the Central Allocation processed?

Answer (8) The computer-programmed Central Allocation will first process Part A ('Unrestricted School Choices') and then Part B [choices of 'Choice of Schools List for Central Allocation' of their home net / 'Choice of Schools List for Central Allocation (For Applicant Children who intend to commute daily to schools in Hong Kong)']. During the process of Central Allocation, the computer will first assign a 'Random Number' to each applicant child. The allocation of places will be based on parental choices and 'Random Numbers' of the applicant children to ensure fairness.

Question (9) What should parents do if they have more than one child participating in the Central Allocation and wish to have them allocated to the same school?

Answer (9) If a parent with more than one child participating in the Central Allocation wishes to have his/her children allocated to the same school, he/she is advised to make identical choices on the 'Choice of Schools Forms' of his/her children. In such cases, his/her children would be put under one 'Random Number' during the school place allocation process.

Question (10) When will the results of Central Allocation be released?

Answer (10) EDB will arrange to deliver the 'Primary One Registration Form' with the result of Central Allocation by post to parents' correspondence address provided in the POA application form from 7 June 2023 to 8 June 2023 through the 'Local CourierPost' service provided by Hongkong Post. The letter will be delivered to door. If attempt of door delivery by Hongkong Post fails, a 'Mail Collection Notification Card' will be left for parents to collect it from the designated post office starting from the afternoon of the following working day. If parents have not received the 'Primary One Registration Form' or the 'Mail Collection Notification Card' issued by Hongkong Post by 9 June 2023, they could collect the 'Primary One Registration Form' at the designated 'Collection Centre' from 10 June 2023 to 11 June 2023 (For the latest arrangements, please refer to EDB Primary One Admission Website).

For applicant children who intend to commute daily to schools in Hong Kong, providing with correspondence address in Mainland China, EDB will arrange to

deliver the 'Primary One Registration Form' with the result of Central Allocation by post to your correspondence address in Mainland provided in the POA application form through the 'Speedpost' service provided by Hongkong Post. The expected delivery dates are from 7 June 2023 to 8 June 2023.

Apart from issuing the 'Primary One Registration Form' by post, if parents wish to receive the results of the Central Allocation for Primary One Admission 2023 of their applicant children via SMS message on 7 June 2023, they may provide a mobile phone number which can receive SMS message on the Choice of Schools Form and indicate their consent to receive the results of the CA via this mobile phone number. For parents who have already activated their ePOA account via "iAM Smart+" or "iAM Smart", they may also receive their Central Allocation results through ePOA on 7 June 2023.

Question (11) What should parents do if they apply for POA 2023 for their children after 5 February 2023 but wish to arrange their children to attend Primary 1 in September 2023?

Answer (11) For applications for participation in POA 2023 after 5 February 2023, parents need to complete the necessary procedures with the School Places Allocation Section of the Education Bureau (Address: Office 2, 2/F, Manulife Financial Centre, 223 Wai Yip Street, Kwun Tong, Kowloon). EDB will separately arrange a Primary One place for the applicant children in June 2023.

Digitalisation of POA

Question (12) Why "Email Address" is added to the "Application Form for Admission to Primary One" this year? Is it mandatory for parents to provide their email address?

Answer (12) In line with the Smart Government strategy, the EDB will implement digitalisation of POA in phases starting from 2023. Parents can make school choices and receive results of the POA Central Allocation through the e-Platform at the Central Allocation Stage for POA 2023. The purpose of adding a new section "Email Address" under the part "Parent/Guardian's Particulars" of "Application Form for Admission to Primary One in POA 2023" is for the parents / guardians who wish to make their choice of schools during Central Allocation Stage to provide email address for the activation of the POA e-Platform (ePOA) account. Even the parents / guardians still wish to make their choice of schools in paper form, the EDB also encourage the parents to provide email address and use "iAM Smart"/"iAM Smart+" to activate the e-Platform account. It would be more convenient to receive results of the Central Allocation via the e-Platform, no matter the parents / guardians submit the application via e-Platform or in paper form.

Question (13) What are the functions of the ePOA?

Answer (13) Parents could use the relevant modules of the ePOA to handle the application of POA more easily and conveniently, and to receive results of allocation of their children. Schools can process applications for POA through electronic means, including receiving allocation results.

Question (14) Upon digitalisation of primary one admission, how could parents make their choice of schools in Central Allocation Stage and receive results of the Central Allocation via the e-Platform?

Answer (14) If parents have provided email address in the “Application Form for Admission to Primary One” in POA 2023, the EDB has send an activation email to the email address provided in early January 2023 for parents to activate their ePOA account via the “iAM Smart” mobile app. Parents must register “iAM Smart+” account before they can use the functions of “digital signing” to make their choice of schools through the e-Platform. For parents who have not registered “iAM Smart +” but already activated their ePOA account via “iAM Smart”, although they have to submit paper form of “Choice of School Form” to the designated Central Allocation Centre for making choice of schools, they may still receive their Central Allocation results through ePOA.

To provide schools and parents with a better understanding of digitalisation of POA 2023, the EDB organised briefing sessions for kindergartens, child care centres, primary schools and parents in late November to December 2022, to introduce the application and actual operation of the ePOA. The EDB gave priority to kindergartens and child care centers for joining the briefing sessions, so that they could obtain the relevant information in advance to support parents in making choice of schools. Relevant PowerPoint presentations and video clips have also been uploaded to the EDB website for reference.

Question (15) Is it mandatory for parents to register “iAM Smart +” ?

Answer (15) Parents must register “iAM Smart+” account to use the functions of “Authentication” and “digital signing” to fill in and submit their choice of schools application through the ePOA account. Parents could only choose to submit one application through the e-Platform or traditional paper form. For parents who have activated the ePOA account but without “iAM Smart +”, or unable to proceed the choice of schools application under other circumstances, they could still submit the traditional paper form in Central Allocation Stage of POA 2023. No matter which method of submitting application form is used, parents who have activated the ePOA accounts could still receive results of Central Allocation through the e-Platform account.

Question (16) What is the difference between "iAM Smart" and "iAM Smart+"?

Answer (16) "iAM Smart" account is available in two versions. The "iAM Smart" version has authentication, form-filling and personalized notifications functions, while the "iAM Smart+" version has the digital signing function in addition. If parents wish to submit applications through ePOA, they must bind their accounts with "iAM Smart+".

Question (17) If parents wish to register an "iAM Smart +" account, how could they apply for the account?

Answer (17) Parents can download and install "iAM Smart" mobile app and complete the registration of "iAM Smart" account online using smart mobile phone. If parents need to use digital signing, they can go to self-registration kiosk, registration service counters or mobile registration team of various districts to register the "iAM Smart +" account. The link of registration locations (including post offices (except mobile post offices)) is as follows: https://www.iamsmart.gov.hk/en/reg_location.html. For details and relevant demonstration videos, please refer to "iAM Smart" website : <https://www.iamsmart.gov.hk/>

Question (18) Under what circumstances will I not be able to use "iAM Smart" Mobile App?

Answer (18) You will not be able to use "iAM Smart" Mobile App when:

- a. the network connection is bad;
- b. the version of your "iAM Smart" Mobile App is not up-to-date;
- c. your mobile phone is jailbroken or rooted or has security risks;
- d. your mobile phone does not support biometric authentication;
- e. the biometric authentication of your mobile phone has not been set up;
- f. the biometric authentication of your mobile phone has been changed since last use;
- g. your "iAM Smart" account is invalid;
- h. your "iAM Smart" account is suspended.

Question (19) Can "iAM Smart"/ "iAM Smart+" be used outside Hong Kong?

Answer (19) In principle, "iAM Smart" or "iAM Smart+" can be used wherever there is internet connection. However, there is a chance that some regions may not be able to use it due to the imposition of internal restrictions.

For upgrading the account to "iAM Smart+", parents must go in person to self-registration kiosks, registration service counters located in Hong Kong. If they are currently overseas, they will not be able to upgrade account to "iAM Smart+" until they are back to Hong Kong. For details, please refer to "iAM Smart" website.

Question (20) What should parents pay attention to before activating their ePOA account?

Answer (20) Before activating the ePOA account, parents should get ready a smart mobile phone with biometric authentication function and registered "iAM Smart" or "iAM Smart+", as well as the POA Application number and identity proof document of the applicant child (must be tally with the information as provided on the "Application Form for Admission to Primary One").

The person signing as the "Parent / Guardian" in the "Application Form for Admission to Primary One" will be regarded as the person fully responsible for processing the POA application for the applicant child (include making school choices in Central Allocation Stage). In general, once an account is activated (i.e. after binding the applicant child's ePOA account with parent's / guardian's "iAM Smart+" / "iAM Smart" account), the account binding cannot be changed.

Question (21) What are the important dates of ePOA in POA2023?

Answer (21) EDB will send emails to parents who have provided email address in the "Application Form for Admission to Primary One" from 9 to 11 January 2023 (only applicable for those applicant child has not secured a discretionary place). Parents can click on the account activation link to activate their ePOA account. Parents who have activated their ePOA account and registered "iAM Smart+" can submit "Choice of Schools Form" from 30 January to 5 February 2023 through ePOA. Besides, parents who have activated the account with "iAM Smart+" or "iAM Smart" could receive allocation results through ePOA since 7 June 2023.

Question (22) Will the activation link of the ePOA account be expired?

Answer (22) EDB has sent an activation email to the email address provided by the parent in the "Application Form for Primary One Admission" in early January 2023. The activation link is valid for 30 days. In case parents who had provided their email address in the "Application Form for Admission to Primary One" did not receive the above email by mid-January 2023, please check the junk email folder as well. If further assistance is required, please contact the School Places Allocation Section of the EDB at 2832 7700.

To protect the interests of parents, parents should not disclose the POA application number, the activation link or the identity document number of the applicant child to unauthorized persons.

Question (23) What is the time limit of logging in ePOA each time?

Answer (23) To efficiently handle a large number of applications, each login to ePOA is limited to 30 minutes (the system will show an alert message 5 minutes before the time limit). Please complete the application procedures within 30 minutes. If necessary, parents may use the "Save as draft" function and continue with the application concerned at the next login.

Question (24) What is the deadline of the submission of Central Allocation Application via ePOA?

Answer (24) For parents who have activated their ePOA account and bound their account with “iAM Smart+”, they can submit the “Choice of Schools Form” via ePOA from 30 January to 5 February 2023. The deadline for submission of Central Allocation Applications via ePOA is 11:59 p.m. on 5 February 2023 (Sunday) (based on system time). The network may be busy and congested on the dates / periods close to the online application deadline; and parents should reserve sufficient time to avoid delays in application.

Question (25) For parents who have activated their ePOA account and registered “iAM Smart+”, can they still choose to submit application in paper form?

Answer (25) Parents can only choose to submit one application for Central Allocation via ePOA or in paper form. For parents who have activated their ePOA account, they would continue to receive the Letter on Choice of Schools for Central Allocation but they should not submit duplicate applications.

Question (26) For parents with more than one child participating in the Central Allocation in the same year, what should they pay attention to during the submission of Central Allocation Applications?

Answer (26) If the parents have submitted “Application Form for Admission to Primary One” in paper form, they will receive more than one email. The parents should activate the ePOA account of one of the children using the activation link as instructed, then add other applicant child(ren) to the account. They may use their “iAM Smart+” in the same account to submit Central Allocation Applications of all their children one by one and check allocation results.

If the parent wishes to have his / her children allocated to the same school, he / she is advised to make identical choices on the “Choice of Schools Forms” for all his / her children. The computer programme will assign the same “Random Number” for all his / her children.

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 **21 November 2022 from 9:00 a.m. to 5:00 p.m.** 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. Registration of successful applicant children should be made on Wednesday (November 23) or Thursday (November 24) 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, they 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 (EDB) for processing.**

Question (7) What should parents do if they wish to arrange their children to attend Primary 1 in September 2023 but did not apply for a discretionary place for their children?

Answer (7) Parents should go to the School Places Allocation Section of the EDB **on or before 3 February 2023** to apply for participating in the Central Allocation. For details, parents may contact the School Places Allocation Section of the EDB (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 EDB in mid-January 2023 to go to a designated Central Allocation Centre on 4 or 5 February 2023 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 (2023); 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 EDB 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 EDB 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 EDB 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 2023?

Answer (1) All Hong Kong children reaching the age of 5 years 8 months as at 1 September 2023 (i.e. **born on or before 31 December 2017**) are eligible to participate in POA 2023 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 30 September 2022 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 EDB. Parents should return the completed application form **DIRECT** to the school to which they apply for a discretionary place **between 26 and 30 September 2022**.

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. 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 26 and 30 September 2022, 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 Kong¹ (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.

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 26 and 30 September 2022. 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.

¹ 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 (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 26 and 30 September 2022. 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 31 October 2022 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 31 October 2022. 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 26 and 30 September 2022 (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 31 October 2022 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 31 October 2022. 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 26 September 2022 to 3 February 2023.

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 21 November 2022. Parents of successful applicant children should register with the school on 23 and 24 November 2022. 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 2023 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 2022/23 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 2016 and 31 December 2017, 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 2023. 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 Section
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