

Special Arrangements for Primary One Admission (POA) 2021

Notes on How to Complete the Downloadable Application Form

1. Parents or guardians will 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. Please note that each applicant child participating in POA could 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 or guardians have obtained the 3-ply printed version of application form, **they need not download the application form online.**
2. If necessary, parents or guardians may also choose to download a web version from the POA Webpage under Education Bureau (EDB) Homepage [Path: EDB homepage (<http://www.edb.gov.hk>) > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Primary One Admission System]. 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**). 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.
3. 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 applied for. When parents or guardians submit the downloadable application form to the government or aided primary school at Discretionary Places stage between 21 September 2020 and 25 September 2020, the school will put a “POA application number” label on the application form after checking the documents submitted by parent or guardian. 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 or guardian for record, the original and another copy will be kept by EDB and school respectively.
4. If parents or guardians have more than one child applying for discretionary places in the same primary school in this cycle, please put a tick “✓” in the box of item 19 and write down the application number(s) (if any) and name(s).
5. Parents or guardians need Adobe® Acrobat® Reader to view / fill in / print the “pdf” downloadable application form. For proper display and printing of Chinese characters, parents or guardians may need to install the Asian Font Packs. Please download the required software(s) from the following URLs:

Adobe Reader - www.adobe.com/products/acrobat/readstep2.html

Asian Font Packs - www.adobe.com/products/acrobat/acrrasianfontpack.html