

Special Arrangements for POA 2021

In light of the latest development of COVID-19, if necessary, individual parents may use downloadable version of the “Application Form for admission to Primary One” (application form). The relevant details and the special arrangements for submitting the application forms to the government / aided primary schools in Discretionary Places (DP) Admission stage are as follows:

Download the application form

- (A) 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 from the Education Bureau's (EDB) POA Webpage [path: EDB homepage (<http://www.edb.gov.hk>) > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Primary One Admission System]. 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 the 3-ply printed version of the application form, they need not download the application form online for use.
- (B) Parents 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. 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 21 and 25 September 2020, the school will put a “POA application number” label on the application form after checking the documents submitted 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, the original and another copy will be kept by EDB and school respectively. (Note: The 3-ply printed version of application form has 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 completes the procedure. The school needs not put the POA application number label and photocopy the application form.)

Submit the application form

- (C) 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 21 and 25 September 2020. Parents should avoid gathering 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 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. 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 gathering 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 on submitting original copies of the documents to schools for verification and signing a declaration form.

- (D) Parents who are unable to apply in person or authorise a representative may arrange to submit the application form with the photocopies of supporting documents by post between 21 and 25 September (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 submit the original copies of the supporting documents to the school on or before 2 November 2020 for verification. The school will arrange parents to submit the original copies of the supporting documents to the school for verification on or before 2 November 2020. 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 the copy of the application form with the school chop to parents for record.
- (E) 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), Education Bureau at Office 2, 2/F, Manulife Financial Centre, 223 Wai Yip Street, Kwun Tong, Kowloon, during the period from 21 September, 2020 to 29 January, 2021. 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.