Primary One Admission (POA)

Primary One Admission e-Platform (For Kindergartens' reference)

Rundown

- 1. Existing paper form application and Release of Central Allocation Result
- 3. Demonstration on the use of the system

Overview of the Primary One Admission e-Platform

4. Q&A

Calendar for Primary One Admission 2023

2 to 30 Sept 2022	'Application Forms for Admission to Primary One' available
26 to 30 Sept 2022	Application for discretionary places (1 government or aided primary school)
21 Nov 2022	Release of results of allocation of discretionary places by schools
23 to 24 Nov 2022	Registration of Primary 1 pupils allocated with discretionary places
4 to 5 Feb 2023	Parents of unallocated applicant children to complete the 'Choice of Schools Form' for Central Allocation*
7 to 8 Jun 2023	Results of Central Allocation to be sent to parents by post (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 via SMS message on 7 Jun*.)
13 to 15 Jun 2023	Registration of Primary 1 pupils allocated with places through Central Allocation (The EDB will assign timeslots for parents to register with the allocated school on 13 Jun or 14 Jun. Parents who cannot proceed with the registration within the specific date can register on 15 Jun.)

^{*} In line with the "Smart Government" strategy, the EDB will implement digitalisation of primary one admission by phases starting from 2023. It is envisaged that parents can make school choices at the Central Allocation Stage for the Primary One Admission and receive results of the Central Allocation through the e-Platform in Primary One Admission 2023 at the earliest.

Existing paper form application and Release of Central Allocation Result

Primary One Admission 2023

"Discretionary Places Admission" stage

"Central Allocation" stage

Discretionary Places Admission	Central Allocation Result Release	Discretionary Places Admission	Central Allocation Result Release
26 to 30 Sept 2022 : Submit Application Form	21 Nov 2022: Release of results of allocation of discretionary places	Parents of unallocated applicant children to complete the 'Choice of Schools Form' for Central Allocation on 4 and 5 February.	Results of Central Allocation to be sent to parents by post on 7 and 8 June.
Only ONE government or aided school could be applied	Registration of Primary 1 pupils allocated with discretionary	Part A No restrictions on school nets (Parents may choose up to 3 schools from any school nets (including the home net))	Registration of Primary 1 pupils allocated with places
No restrictions on school nets Please make reference to DP School Lists	places on 23 and 24 Nov 2022	Part B Choose schools from the 'Choice of Schools List' of the home net (Up to 30	through Central Allocation on 13 to 15 June.
Completed	Completed	choices)	
September	November	January/ February	June

POA Application Form (2023) Sample

For parents who have provided email address in the "Application Form for Admission to Primary One", they could make their choice of schools in **Central Allocation** Stage and receive allocation results through the e-**Platform**

+ 小一入學申請編號 POA APPLICATION NO. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	教育局 EDUCATION BUREAU ハー入學申請表(2023) APPLICATION FORM FOR ADMISSION TO PRIMARY ONE (2023) 企業格入海用於申請官立或資助小學位 THIS FORM IS TO BE USED FOR APPLICATION FOR ADMISSION TO PRIMARY ONE IN A GOVERNMENT OR AIDED PRIMARY SCHOOL ONLY 「填寫此表格前請參閱隨附的「填表須知」 PLEASE READ CAREFULLY THE ATTACHED "NOTES ON HOW TO COMPLETE THE APPLICATION FOR	+ 教育局存根 EDB'S COPY 1 住址系統 小一學校網織號 POA SCHOOL NET NO. OF HOME ADDRESS M**
2 姓名 〔中文 〕 NAME (IN ENGLISH) 4 性別 男(M) 女(F) SEX	DOCUMENT NO. DOCU	登件類別 OCUMENT TYPE NEL以中文 作為學習媒介 CANNOT USE CHINESE AS LEARNING MEDIUM
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"Central Allocation"

- Children who have not been offered a discretionary place will participate in central allocation. A fresh application for the central allocation is NOT necessary
- About 50% of P1 places
- Allocation processed centrally by EDB

EDB will issue the following documents to the relevant parents by post in mid-January 2023:

- 1. "Choice of Schools Form"
- 2. "Notes to Parents"
- 3. "Choice of School Lists for Central Allocation" of your home net
- 4. "Choice of Schools Form' Sample"
- 5. "Notes on How to Complete the Choice of Schools Form"
- 6. Relevant information regarding e-Platform for POA

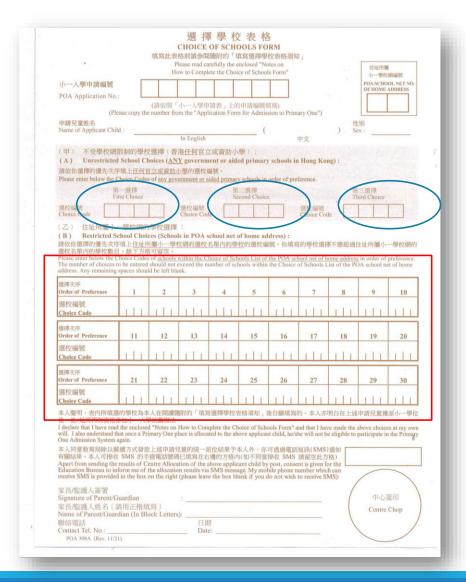
If parents have not received the letter by 30 January 2023, they should contact the School Places Allocation Section.

Letter to parents Sample

SAMPLE Choice of Schools for Central Allocation Mr Ms CHAN TAI MAN FLAT X, X/F, XX BLDG. XX-XX CHATHAM ROAD TSIM SHA TSUI KOWLOON 13 JANUARY 2023 Dear Parent/Guardian, Primary One Admission 2023 POA Application No. 90010200 CHAN SIU MING Name of Applicant Child : 01/08/2017 M CENTRAL ALLOCATION CENTRE: CCC WANCHAI CHURCH KEI TO PRIMARY SCHOOL 45 TUNG KUN STREET, YAU MA TEI, KLN (NET: 31) Since the above child has not secured a discretionary place in an aided or government primary school, you are requested to make school choices for Central Allocation (CA). Please bring along this letter and your Hong Kong Identity Card to the above Central Allocation Centre to return and complete "Choice of Schools Form" to the same Centre in the timeslot shown as follows: Date and time of choice making of schools for Central Allocation: Note: In light of the latest epidemic development of COVID-19, to reduce the gatherings of people and maintain social distancing, EDB will arrange the parents of applicant children in different timeslots according to the applicant children's POA application number. Parents who cannot make school choices for CA within the above specified period and time can go to the above Central Allocation Centre on 5 February 2023 (Sunday) from 1:30 p.m. to 4:30 p.m. EDB will arrange to deliver the "Primary One Registration Form" with the result of CA by post to your 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 you to collect it from the designated post office starting from the afternoon of the following working day. If you have not received the "Primary One Registration Form" or the "Mail Collection Notification Card" issued by Hongkong Post by 9 June 2023, you could collect the "Primary One Registration Form" at the designated "Collection Centre" from 10 June to 11 June 2023 (please refer to EDB Primary One Admission Website for details in June 2023). Please register at the allocated school from 13 June to 15 June 2023 and keep abreast of the arrangements announced by EDB in this regard. Apart from issuing the "Primary One Registration Form" by post, if you wish to receive the result of the CA for Primary One Admission 2023 of the above child via SMS message on 7 June 2023, you may provide a mobile phone number which can receive SMS message on the Choice of Schools Form and indicate your consent to receive the result of the CA via this mobile phone number. If you have provided an email address in the "Primary One Application Form", you may also choose to submit the "Choice of Schools Form" and receive the result of CA through electronic means. For further details, please refer to the attached information. Yours sincerely, for Secretary for Education

Parents please go to the designated Central Allocation Centre for making of school choices on 4 or 5 February 2023 according to the instructions attached to the letter

'Choice of Schools Form' Sample



When filling in Part A, parents can enter the choice code of up to 3 schools of any government or aided primary schools in Hong Kong in order of preference.



When filling in Part B, Parents should enter as many choice codes on the 'Choice of School List' of their home net as possible. Any remaining spaces should be left blank. Parents may repeat choosing the same school in Part A and Part B if it is in the same home net of the applicant child. Maximum number of school choice is 30.

SAMPLE

小一學校網 POA School Net

2023年度小一入學統一派位選校名單

12

Choice of Schools List for Central Allocation (Primary One Admission 2023)

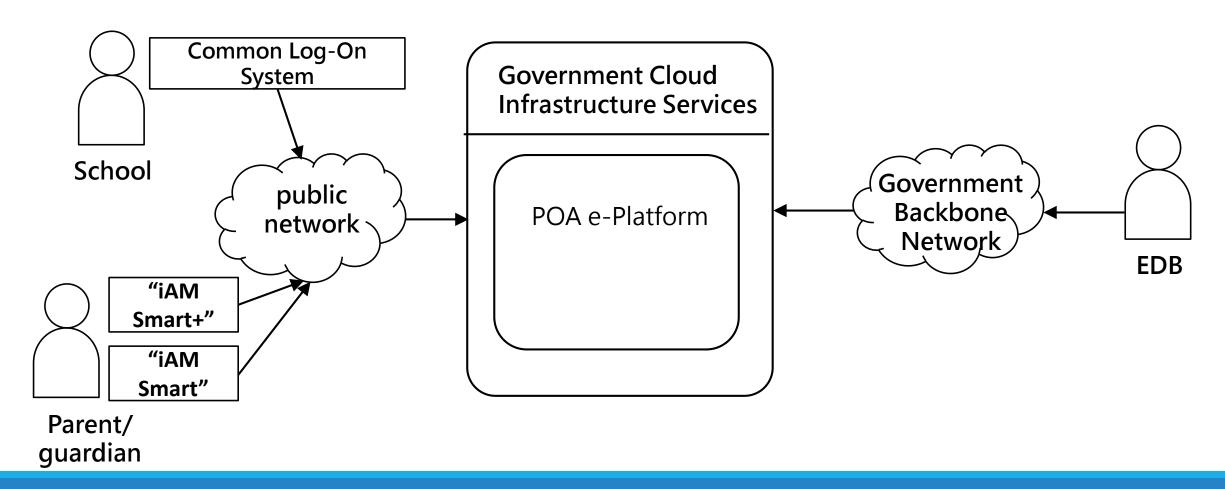
選校 編號 Choice Code	學 校 名 稱 Name of School	授課 時間 Session	學校 類別 School Type	資助 類別 Finance Type	宗教 Religion	**暫定統一 派位學額 Provisional number of places for Central allocation	學 校 地 址 (電話號碼) School Address (Telephone Number)
1201	ABC上午小學 (P) ABC Primary School AM	上午 am	男女 co-ed	資助 aided	基督教 Protestantism/ Christianity	50	香港灣仔道315號 (1234 5678) 315 Wan Chai Road, HK
1202	呂祺小學 (P) Lui Kee Primary School	全日 whole-day	男女 co-ed	資助 aided		25	香港灣仔道375號 (6184 5678) 375 Wan Chai Road, HK

Overview of Primary One Admission e-Platform (ePOA)

Objective

- Provide a reliable and secure electronic platform to process applications and announce allocation results
 - Parents: Submit application to school/EDB and check allocation results
 - > Schools: Submit application data to the EDB and receive allocation results
 - > EDB: Receive application submitted by schools/parents and announce allocation results
- Improve overall efficiency
 - Optimize paper form application procedures to improve the efficiency of sending and receiving documents, data validation, data management and communication between parents/schools and EDB
- Provide a simple and convenient platform to process applications
 - The e-Platform provides links to relevant school selection documents, Notes to Parents, etc., and provides explanations and reminders near some input fields to facilitate parents' school selection
 - Supports different mobile devices to facilitate parents to submit applications and receive allocation results
- Improve data accuracy
 - The e-Platform provides data validation function to reduce the chance for parents to input wrong information (e.g. school choices) when making school choices

Overview of Primary One Admission e-Platform



Overview of Primary One Admission e-Platform

Public Desk

School Desk

EDB Desk

- Submit DP Application*
- Submit CA Application
- Check DP Result*
- Check CA Result

- Manage school account
- Review and submit DP Application*
- Receive registered DP applicant list via e-Platform*
- Receive Admission Result Full List

- Receive and retrieve information submitted by schools*
- Receive and retrieve the information submitted by parents for central allocation applications and announce the allocation results
- Dissemination of information to schools and parents

^{*}relevant function will be launched in POA 2024

Overview of Primary One Admission e-Platform



- The permissions of the user are based on the account type.
- Digital signing function is provided under the Electronic Transactions Ordinance (Cap. 553). "iAM Smart+" account user can perform digital signing function, which has legal backing for handling statutory documents and procedures.

	POA	A 2023		POA 20	24	
Account Type	CA Stage Choice- making (Feb)	Release of CA Result (June)	Apply for DP (Sep)	Release of DP Result (late Nov)	CA Stage Choice- making (Jan/ Feb)	Release of CA Result (June)
"iAM Smart+"	✓	√	✓	√	✓	✓
"iAM Smart"	×	√	×	✓	×	✓

What is "iAM Smart" ?



"iAM Smart" mobile app provides the one-stop personalised digital services platform, which enables users to log in and use online services by their personal mobile phone in a smart and convenient way.

TV API

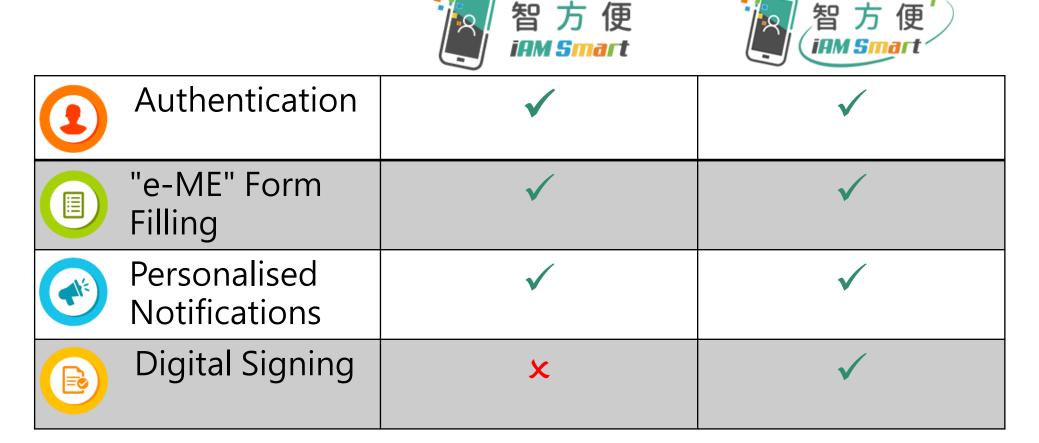
Target Users

All Hong Kong residents with Hong Kong Identity Card (HKIC) and aged 11 or over are eligible to register for "iAM Smart". For residents aged between 11 and 17, registration has to be performed with the consent of a parent or guardian.

(Remark: If residents register through "iAM Smart" Mobile App or self-registration kiosk, the consenting parents / guardians must be "iAM Smart" Users.)

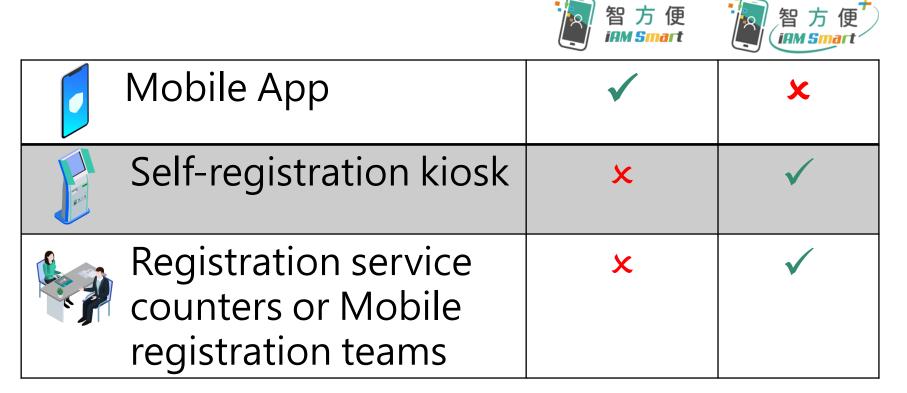
[Source : OGCIO – iAM Smart Website]

Difference between "iAM Smart" and "iAM Smart+"



[Source: OGCIO – iAM Smart Website]

Registration Methods of "iAM Smart" & "iAM Smart+"



Download Now



https://www.iamsmart.gov.hk/en/reg.html

 <u>Video</u> - Register "iAM Smart" with mobile phone (Aged 18 or over)

[Source : OGCIO – iAM Smart Website]

 Parents can go to the self-registration kiosk location in person, registration service counter or mobile registration team to register "iAM Smart+"



Registration steps for residents aged 18 or over

		Hong Kong Identity Card
2	. [1]	Personal mobile phone (Enabled biometric authentication functions and downloaded "iAM Smart" App)
3	9	Email address

QR code for registration locations



- Registration locations: https://www.iamsmart.gov.hk/en/reg_location.html
- <u>Video</u> Register "iAM Smart+" at self- registration kiosk (For Persons aged 18 or over)

[Source: OGCIO – iAM Smart Website]

e-Platform for POA 2023 Central Allocation Stage

(only applicable for those applicant child has not secured a discretionary place)

- If parents have provided email address in the "Application Form for Admission to Primary One" in POA 2023 for activation of the ePOA account, the EDB will 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.

e-Platform for POA 2023 Central Allocation Stage

- 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.
- EDB will implement digitalisation of POA in phases starting from 2023. To cater the needs of different parents, EDB will continue to accept the applications in traditional paper form after the launch of the e-Platform

Important Dates of ePOA in POA 2023

Date	Summary of Work
from 9 to 11 January 2023	EDB will send emails to parents who have provided email address in the "Application Form for Admission to Primary One" (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.
from 30 January to 5 February 2023	Parents who have activated their ePOA account and registered "iAM Smart+" can submit "Choice of Schools Form" through ePOA.
since 7 June 2023	Parents who have activated the account with "iAM Smart+" or "iAM Smart" could receive allocation results through ePOA



System Operation (Public Desk)

POA 2023

Account Activation

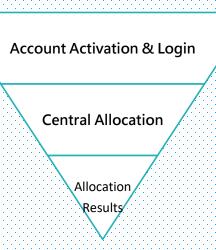
Apply for Central Allocation

Checking Allocation Results

Public Desk

- Account Activation and Login Procedures
 - "iAM Smart" /" iAM Smart+"

- Workflow
 - Submit "Choice of Schools Form"
 - Receive results of Central Allocation



System Functions (Public Desk)

Year	Content	Page No
Central Allocation for POA 2023	 Register ePOA account (via the activation link sent by EDB) iAM Smart+" /" iAM Smart" 	<u>P.26-35</u>
	 Submit Central Allocation applications via e-Platform 	<u>P.36-46</u>
	 Check results of Central Allocation via e- Platform 	<u>P47-49</u>

POA 2023 ePOA Account Activation

• Step 1: Parents provided email address in the "Application Form for Admission to Primary One". The EDB will send an activation email to the email address provided in early January 2023.



• Step 2

Click on the account activation link sent by the EDB (The activation link is valid for 30 days. If parents do not receive the email, please check the junk email folder).

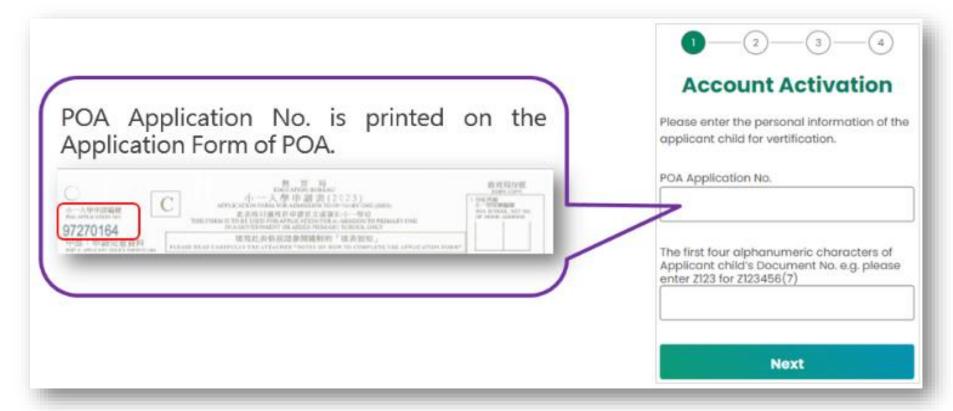


Account

Activation & Login

POA 2023 ePOA Account Activation

 Step 3: Enter the POA application number and the applicant child's document number (Should be identical to the information on the "Application Form for Admission to Primary One".)

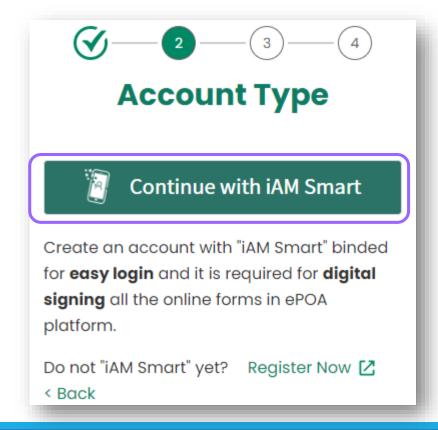


Account Activation

& Login

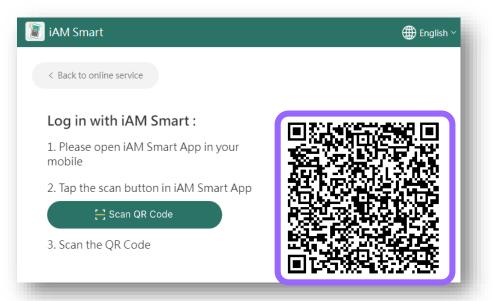


Step 4: Bind the account with "iAM Smart+" / "iAM Smart".



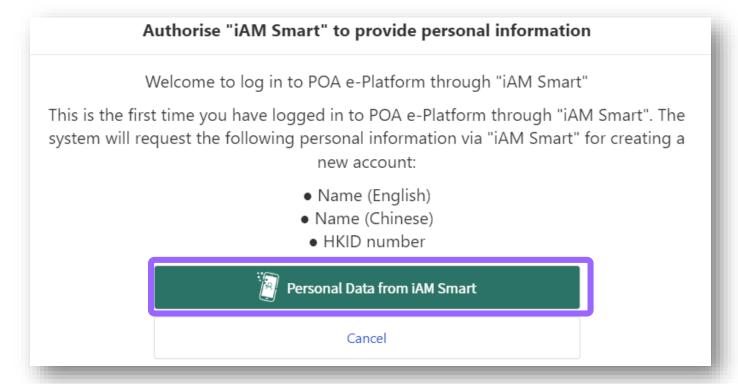


 Step 5: For parents using computer's browser, open and log in with "iAM Smart" App in the mobile phone and scan the QR code (For parents using mobile phone's browser, "iAM Smart" App in the mobile phone will be connected automatically)



Account Activation & Login

Step 6 : Authorise "iAM Smart" to provide personal information

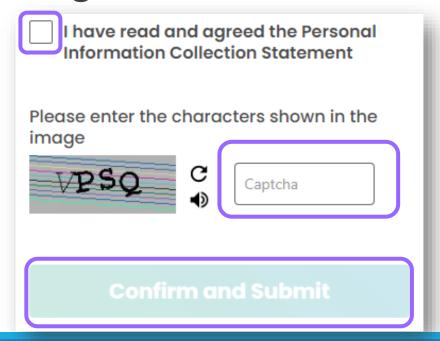




- Step 7: Read and agree to the Personal Information Collection Statement
- Step 8: Enter the characters shown in the image

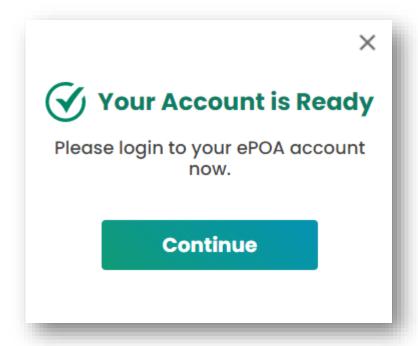
Personal Information Collection Statement 1. I declare that: (i) I am the parent/guardian of the aforementioned applicant child; and (ii) To the best of my knowledge and belief, the information contained in this form is true and correct. If false information is provided, this application will be rendered null and void and the Primary 1 place allocated on the basis of this application will be withdrawn. 2. I understand that the Education Bureau (EDB) will take measures as they consider necessary and

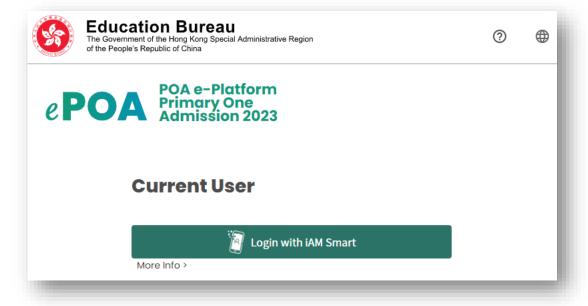
2. I understand that the Education Bureau (EDB) will take measures as they consider necessary and appropriate to verify the information provided in and/or in relation to this application and I may be required to attend interview and provide EDB with any document and information, and/or to make any sworn declaration for such purpose. I understand that EDB may also conduct home visits to verify the information provided in and/or in relation to this application as and when necessary. I understand that if EDB is not





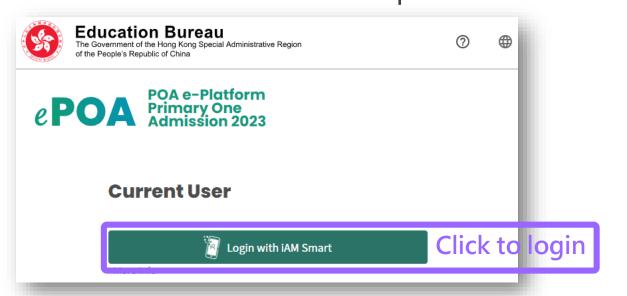
 Step 9: After clicking "Confirm and Submit", the browser on computer or smart phone will be redirected to the login page.

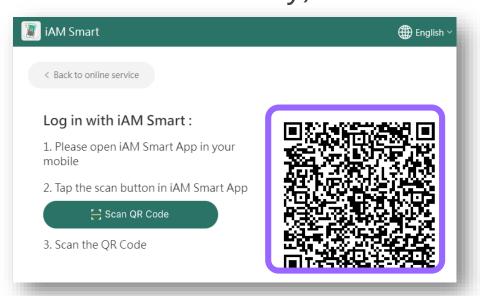






- Step 1: Login with "iAM Smart+" / " iAM Smart"
- Step 2: For parents using computer's browser, open and log in with "iAM Smart" App in the mobile phone and scan the QR code (For parents using mobile phone's browser, "iAM Smart" App in the mobile phone will be connected automatically)





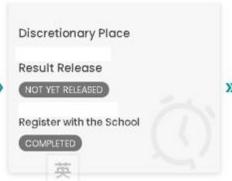
POA 2023 e-Platform Login Procedures – "iAM Smart+" / "iAM Smart"

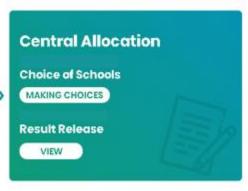


Step 3 : Successfully logged in.









POA 2023 e-Platform Login Procedures – "iAM Smart+" / "iAM Smart"



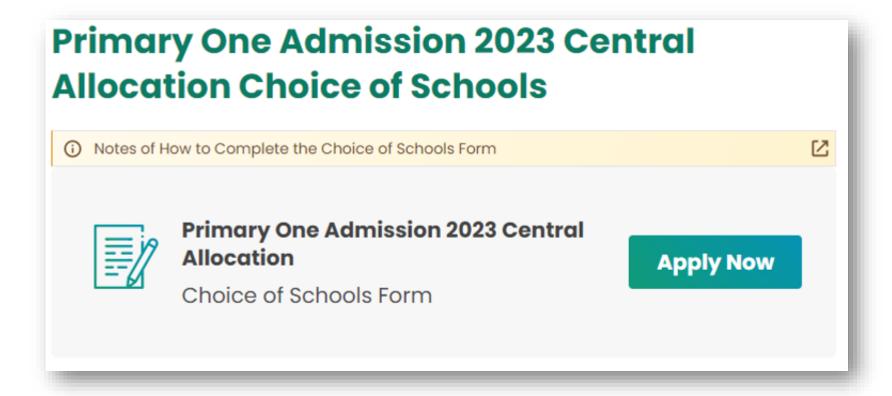
Video



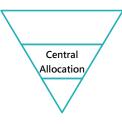
POA 2023 Central Allocation Submit Central Allocation Applications via the e-Platform (Using "iAM Smart+")



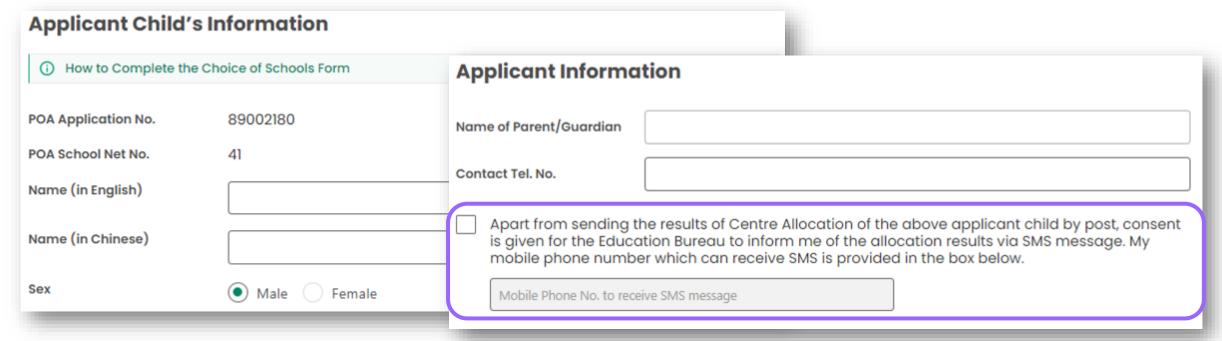
Step 1 : Login to activated POA e-Platform account







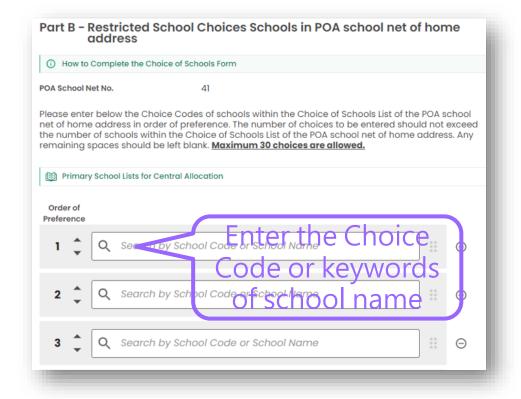
- Step 2: Check pre-filled applicant child's information and applicant's name
- Step 3: Choose to provide mobile phone number for receiving central allocation results via SMS or not.

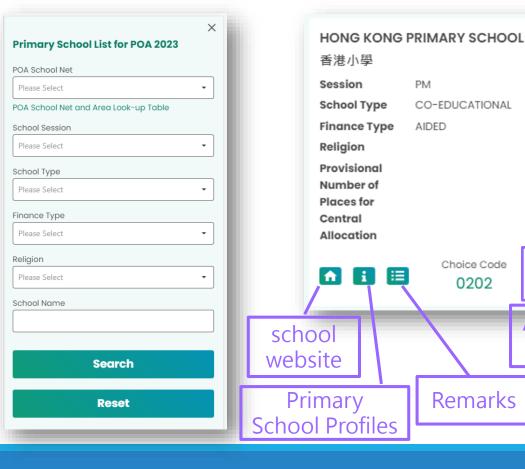




Step 4: Select schools basing on different selection criteria (for example, according to POA school Net, religion, etc.) under Part (A) – "Unrestricted

School Choices"



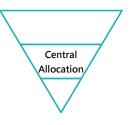


Add to

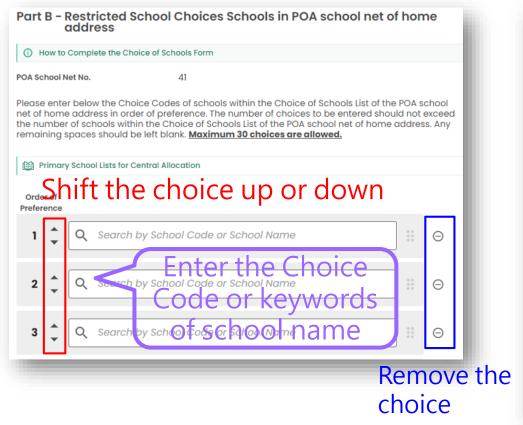
Choice

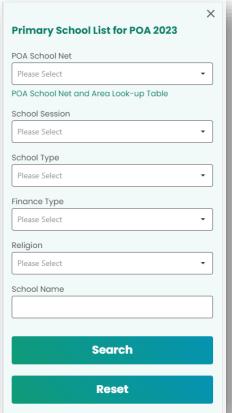
Add the school

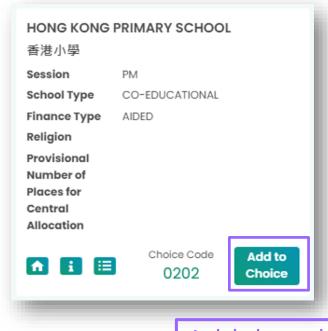
to the Choice.



Step 5 : Select schools under Part (B) – "Restricted School Choices"

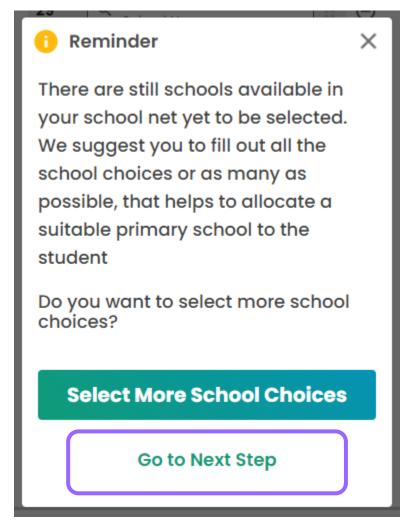






Add the school to the Choice

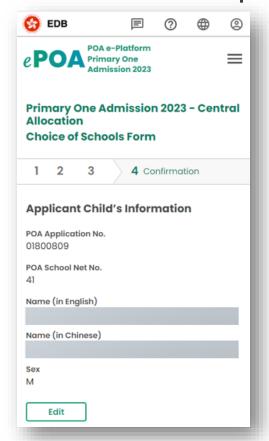
- The system will remind parents if there are unfilled school choices under Part (B)
- Under Part (B), the system will filter out schools of unmatched gender in advance and provide only schools in applicant child's own net for parents to choose to avoid selecting wrong school choices by parents.



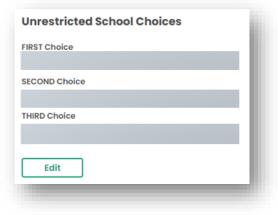
Central

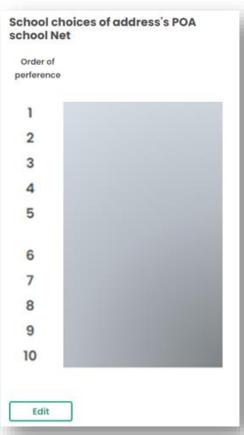


 Step 6: Check and the information on school choice and edit if required.









Central Allocation

 Step 7: Read and agree to the relevant declaration, sign with "iAM Smart +" and submit the application

Points to Note

- 1. I declare that:
- (i) I am the parent/guardian of the aforementioned applicant child; and
- (ii) To the best of my knowledge and belief, the information contained in this form is true and correct. If false information is provided, this application will be rendered null and void and the Primary 1 place allocated on the basis of this application will be withdrawn.
- 2. I understand that the Education Bureau (EDB) will take measures as they consider necessary and appropriate to verify the information provided in and/or in relation to this application and I may be required to attend interview and provide EDB with any document and information and/or to make any sworn declaration for such purpose. I understand that EDB may also conduct home visits to verify the information

any sworn declaration for such purpose understand that EDB may also conduct home visits to verify the information

Privacy Statement

- (1) The personal data provided by means of this form will be used for verifying the information provided in and/or in relation to this application, school places allocation and other education-related purposes.

 Names of successful applicant children for the discretionary places admission will be posted up at the schools concerned.
- (2) The personal data collected may also be disclosed to any person, company, organization or government department/bureau and the school to which your child is allocated/transferred for any of the purposes mentioned in paragraph (1) above.
- (3) The provision of the personal data by means of this form is obligatory. If you do not provide sufficient information, the Education Bureau may not be able to process your application.

not provide sufficient information, the Education Bureau may not be able to process your application.

Declaration

I declare that I have read the enclosed "Notes on How to Complete the Choice of Schools Form" and that I have made the above choices at my own will. I also understand that once a Primary One place is allocated to the above applicant child, he/she will not be eligible to participate in the Primary One Admission System again.

- I have read and acknowledged the Points to Note and Privacy Statement.
- ✓ I confirm the correctness of all the above information provided for this POA application.

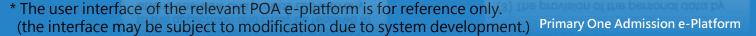
Signature of Parent / Guardian



Confirm and Submit

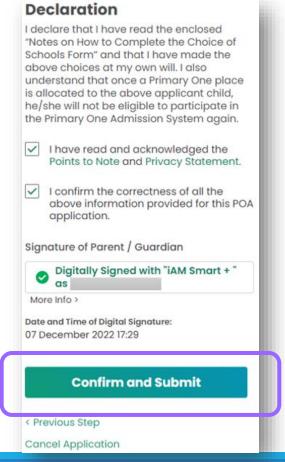
< Previous Step

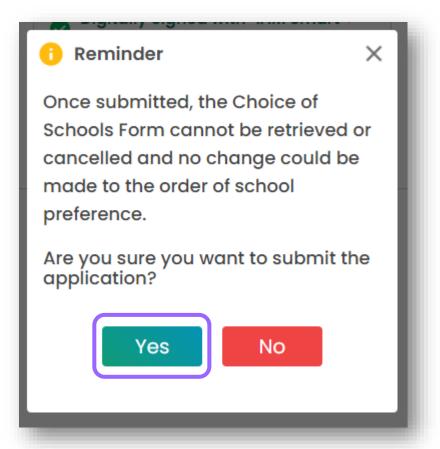
Cancel Application





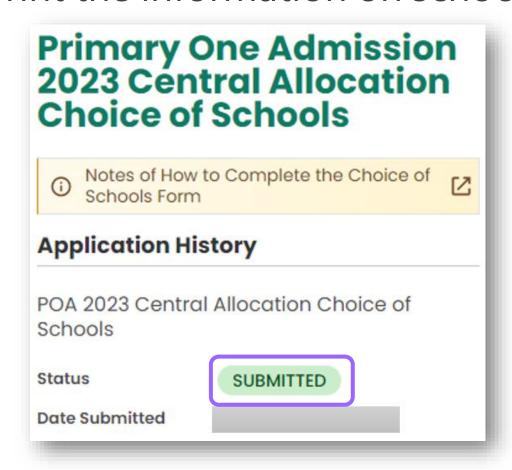
Confirm and submit application

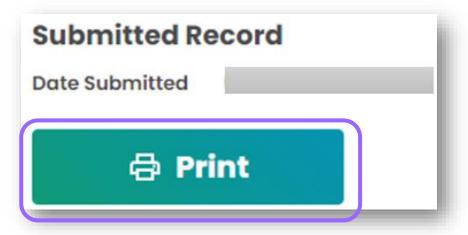






Print the information on school choices





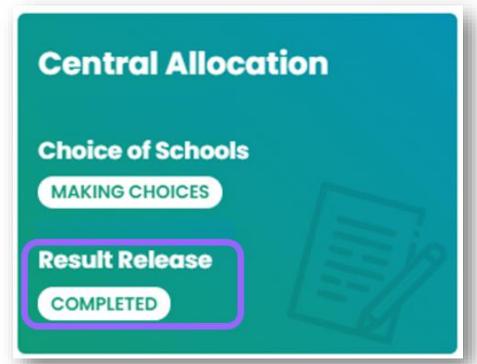


Video

Checking Central Allocation Results in POA e-Platform ("iAM Smart +" / "iAM Smart")

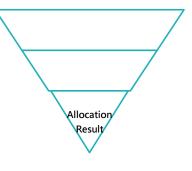
Allocation Result

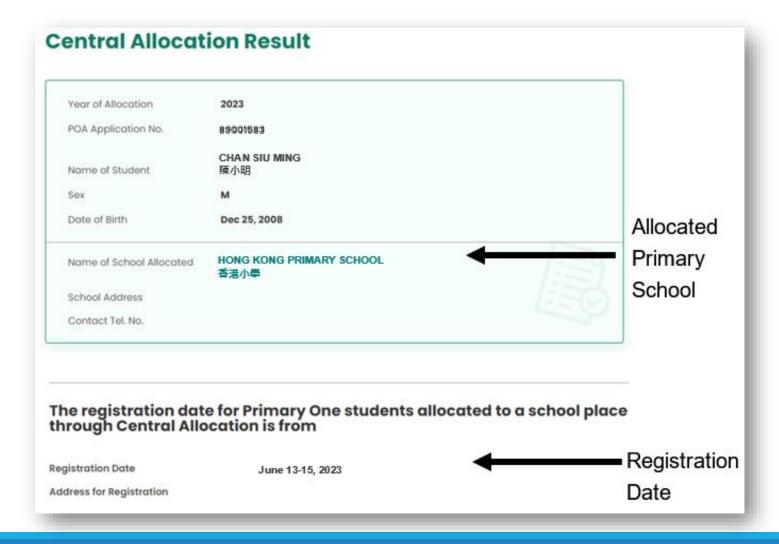
- Step 1 : Login to an activated POA e-Platform account.
- Step 2 : Choose "Result Release" under Central Allocation.





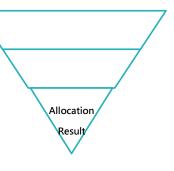
Checking Central Allocation Results in POA e-Platform ("iAM Smart +" / "iAM Smart")





Primary One Admission e-Platform

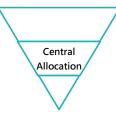
Checking Central Allocation Results in POA e-Platform ("iAM Smart +" / "iAM Smart")



Video



Submit Central Allocation Applications via the e-Platform (Using "iAM Smart+")



- We encourage the parents to register "iAM Smart+" as early as possible to use more efficient and convenient service.
- Advantages :
 - Do not affected by adverse weather and epidemic
 - The e-Platform supports common operating system/browsers and mobile devices. Parents can handle the entire POA application more easily and conveniently, and receive results of allocation of their children
 - Parents can readily access relevant school information
 - Reduce the chance of making incorrect school choices by parents



Points to Note

- 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 Primary One Admission application for the applicant child. He / She should personally complete all procedures relating to the application for Primary One Admission (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.
- To efficiently handle a large number of applications, each login to POA e-Platform is limited to 30 minutes. 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.

Points to Note

- For parents with more than one child participating in the Central Allocation in the same year, the follow situations will happen
 - 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.

Points to Note

- The deadline for submission of Central Allocation Applications through the POA e-Platform is 11:59pm 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.
- Parents could only choose to submit <u>one application</u> through e-Platform or traditional paper form.

Other Support to Kindergartens / Parents

- Organise briefing sessions on ePOA
- Parent's Guide*
- Powerpoints on "POA" for Schools/Parents*
- Video*
- •FAQ*

*Will be uploaded to **EDB** website

(Home >Education System and Policy >Primary and Secondary Education >School Places Allocation Systems >Primary One Admission System)

Other Support to Kindergartens / Parents

- 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.
- The EDB organised a number of identical briefing sessions for parents on ePOA to introduce the application and actual operation of the public desk of ePOA (only applicable for parents of children who will attend Primary One in September 2023). Relevant PowerPoint presentations and video clips would also be uploaded to the EDB website for reference.

Other Support to Kindergartens / Parents

Parent's Guide

