

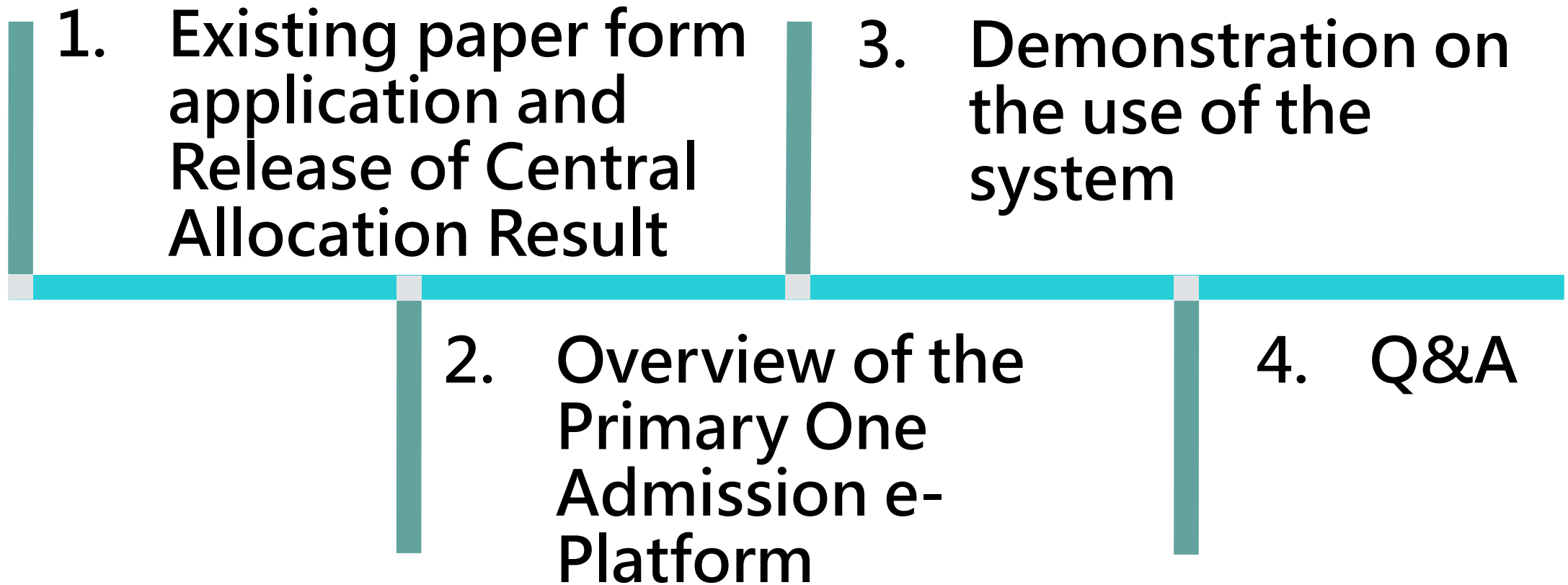


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# Primary One Admission (POA)

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

# Rundown



# 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

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

教育局 EDUCATION BUREAU 小一入學申請表 (2023) APPLICATION FORM FOR ADMISSION TO PRIMARY ONE (2023) 此表格只適用於申請官立或資助小一學位 THIS FORM IS TO BE USED FOR APPLICATION FOR ADMISSION TO PRIMARY ONE IN A GOVERNMENT OR AIDED PRIMARY SCHOOL ONLY		教育局存根 EDB'S COPY	
小一入學申請編號 POA APPLICATION NO. XXXXXXXXXX 甲部：申請兒童資料 PART A: APPLICANT CHILD'S PARTICULARS		1 住址所屬 小一學校網編號 POA SCHOOL NET NO. OF HOME ADDRESS	
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 FORM"			
2 姓名 (中文) NAME (IN ENGLISH)		3 證件編號 DOCUMENT NO.	
4 性別 男(M) 女(F) SEX		5 出生日期 DATE OF BIRTH	
6 有特殊教育需要的兒童 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS		7 不能以中文作為學習媒介 CANNOT USE CHINESE AS LEARNING MEDIUM	
8 通訊地址 CORRESPONDENCE ADDRESS 大廈名稱 BUILDING NAME 屋邨 / 村名稱 ESTATE/VILLAGE 街道名稱及號數 NO. AND STREET NAME 區 DISTRICT 居住地址 RESIDENTIAL ADDRESS (如與通訊地址相同, 則不須填寫) (Leave blank if same as correspondence address)			
乙部：家長 / 監護人資料 PART B: PARENT/GUARDIAN'S PARTICULARS			
9 姓名 (中文) NAME (IN ENGLISH)		10 證件編號 DOCUMENT NO.	
11 住宅電話 HOME TEL. NO.		12 與申請兒童關係 RELATIONSHIP WITH APPLICANT CHILD	
日間聯絡電話/手提電話 DAYTIME CONTACT TEL. NO./MOBILE PHONE		13 教育局專用 FOR OFFICE USE ONLY	
電郵地址 EMAIL ADDRESS (可選擇填寫。作啟動「小一入學電子平台帳戶」之用。詳情請參閱「小一入學申請表」填表須知) (Optional - for account activation of the POA e-Platform. Please refer to the Notes on How to Complete the "Application Form for Admission to Primary One" for details)			

內部：申請學校自行分配學位者始需填寫 PART C: TO BE COMPLETED ONLY IF APPLYING FOR A DISCRETIONARY PLACE		14 學校授課時間* SCHOOL SESSION 上午 AM 下午 PM 全日 WD		15 學校專用 FOR SCHOOL USE ONLY 學校編號 SCHOOL NUMBER	
申請的小學名稱 NAME OF SCHOOL APPLIED FOR:		16 是 <input type="checkbox"/> 否 <input type="checkbox"/> (A) 兄/姊在該小學就讀或父/母在該小學就職 (A) SIBLING(S) STUDYING OR PARENT(S) WORKING IN THE PRIMARY SCHOOL APPLIED FOR.		父/母或兄/姊姓名* NAME OF PARENT / SIBLING	
若沒有兄/姊在該小學就讀或父/母在該小學就職, 則填「乙」項。 IF SIBLING(S) NOT STUDYING OR PARENT(S) NOT WORKING IN THE PRIMARY SCHOOL APPLIED FOR, PLEASE COMPLETE TYPE (B).		17 是 <input type="checkbox"/> 否 <input type="checkbox"/> (B) 依計分辦法則分配的自行分配學位。申請兒童只能在一至五項及/或六至七項中各選一項填報。 (B) DISCRETIONARY PLACES ALLOCATED ACCORDING TO POINTS SYSTEM. APPLICANT CHILDREN CAN ONLY CLAIM ONE ITEM FROM 1 TO 5 AND/OR ONE ITEM FROM 6 TO 7.		現讀班級 CLASS ATTENDING	
1 父/母全職在與該小學同一校址的幼稚園或中學部工作 (PARENT(S) TEACHING OR WORKING FULL-TIME IN THE KINDERGARTEN OR SECONDARY SECTION IF IT IS OF THE SAME ADDRESS AS THE PRIMARY SCHOOL)		2 兄/姊在與該小學同一校址的中學部就讀 (SIBLING(S) STUDYING IN THE SECONDARY SECTION IF IT IS OF THE SAME ADDRESS AS THE PRIMARY SCHOOL)		3 父/母為該小學的校董 (PARENT(S) BEING A SCHOOL MANAGER OF THE PRIMARY SCHOOL)	
4 父/母或兄/姊為該小學的畢業生 (PARENT(S) OR SIBLING(S) BEING A GRADUATE OF THE PRIMARY SCHOOL)		5 首名出生子女 (即為家庭各子女中最年長者) (FIRST-BORN CHILD (THE ELDEST CHILD IN THE FAMILY IRRESPECTIVE OF SEX))		6 與該校的辦學團體有相同的宗教信仰 (SAME RELIGIOUS AFFILIATION AS THE SPONSORING BODY WHICH OPERATES THE PRIMARY SCHOOL)	
7 父/母為該小學主辦社團的成員 (PARENT(S) BEING A MEMBER OF THE SAME ORGANISATION WHICH SPONSORS THE OPERATION OF THE PRIMARY SCHOOL)		18 是 <input type="checkbox"/> 否 <input type="checkbox"/> 本人有超過一名子女在自行分配學位階段向同一間小學申請 I HAVE MORE THAN ONE CHILD APPLYING FOR DISCRETIONARY PLACES IN THE SAME PRIMARY SCHOOL 其小一入學申請編號是: THE POA APPLICATION NUMBER(S) IS/ARE:		19 是 <input type="checkbox"/> 否 <input type="checkbox"/>	
本人謹作以下聲明: (i) 本人為上述申請兒童的家長 / 監護人*; 及 (ii) 此表格內的資料全屬正確無訛。倘有虛報資料, 本申請將會作廢及申請兒童獲派的學位將會被取消。		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 provided in and/or in relation to this application as and when necessary. I understand that if EDB is not provided with such assistance and/or information as reasonably necessary to satisfy it as to the accuracy and truthfulness of the information provided in and/or in relation to this application, EDB will take any necessary action in relation to my application, including holding it in abeyance.	
3. 本人同意教育局聯絡有關人士、公司、機構或政府部門, 向他們透悉在此申請表內, 及/或與此申請有關的個人資料, 以核實此申請表內, 及/或與此申請有關的資料的真確性。本人亦明白, 若教育局在合理及有需要的情況下作出上述要求, 以證實此申請表內, 及/或有關此申請所提供的資料的準確性和真確性, 而本人又未有向教育局提供此等協助及/或資料, 教育局則會就本人的申請採取相應行動, 其中包括暫緩處理有關的申請。		4. 本人已明白印於背面關於在此表格提供的個人資料的用途, 和有關查閱及改正資料的權利。		5. 本人能知只應為申請兒童向一間官立或資助小學申請學校自行分配的學位, 倘若同時申請多間官立或資助小學, 則本申請將會作廢及申請兒童將不獲分派自行分配學位。	
6. 本人已明白申請兒童如獲此撥款資助計劃 (直資) 小學取錄, 在接受直資學校小學位後, 將不能透過小一入學統籌辦法獲派小一學位。如他/她已透過小一入學統籌辦法獲派學位, 該學位亦會被取消。		7. 本人已明白申請兒童若已獲私立小學取錄而仍然繼續參加小一入學統籌辦法, 其名字將會在統一派位結果公布前送交有關小學參考。		8. 請將不適用者刪去	
日期 Date: POA113(Rev.7/22)		家長或監護人簽署 Signature of parent/guardian:		校印 SCHOOL CHOP XXXXXXXXXX	

# “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  
Name of Applicant Child : CHAN SIU MING  
Date of Birth : 01/08/2017 Sex : 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

## 選擇學校表格

### CHOICE OF SCHOOLS FORM

填寫此表格前請參閱隨附的「填寫選擇學校表格須知」

Please read carefully the enclosed "Notes on How to Complete the Choice of Schools Form"

住址所屬  
 小一學校網編號  
 POA SCHOOL NET NO.  
 OF HOME ADDRESS

小一人學申請編號

POA Application No.:

--	--	--	--	--	--

(請依照「小一人學申請表」上的申請編號填寫)

(Please copy the number from the "Application Form for Admission to Primary One")

申請兒童姓名 \_\_\_\_\_ 性別: \_\_\_\_\_

Name of Applicant Child: \_\_\_\_\_ (In English) \_\_\_\_\_ (中文) \_\_\_\_\_ Sex: \_\_\_\_\_

(甲) 不受學校網限制的學校選擇 (香港任何官立或資助小學):

**(A) Unrestricted School Choices (ANY government or aided primary schools in Hong Kong):**

請依你選擇的優先次序填上任何官立或資助小學的選校編號。

Please enter below the Choice Codes of any government or aided primary schools in order of preference.

第一選擇  
First Choice

--	--	--

選校編號  
Choice Code

第二選擇  
Second Choice

--	--	--

選校編號  
Choice Code

第三選擇  
Third Choice

--	--	--

選校編號  
Choice Code

(乙) 住址所屬小一學校網的學校選擇:

**(B) Restricted School Choices (Schools in POA school net of home address):**

請依你選擇的優先次序填上住址所屬小一學校網的選校名單內的學校的選校編號。你填寫的學校選擇不應超過住址所屬小一學校網的選校名單內的學校數目。餘下方格可留空。

Please enter below the Choice Codes of schools within the Choice of Schools List of the POA school net of home address in order of preference. The number of choices to be entered should not exceed the number of schools within the Choice of Schools List of the POA school net of home address. Any remaining spaces should be left blank.

選擇次序 Order of Preference	1	2	3	4	5	6	7	8	9	10
選校編號 Choice Code										

選擇次序 Order of Preference	11	12	13	14	15	16	17	18	19	20
選校編號 Choice Code										

選擇次序 Order of Preference	21	22	23	24	25	26	27	28	29	30
選校編號 Choice Code										

本人聲明，表內所填選的學校為本人在閱讀隨附的「填寫選擇學校表格須知」後自願填寫的，本人亦明白在上述申請兒童獲派小一學位後，他/她將不能再參加派小一入學校網辦法。

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.

本人同意教育局除以郵遞方式發放上述申請兒童的统一派位結果予本人外，亦可透過電話短訊(SMS)通知有關結果。本人可接收 SMS 的手機電話號碼已填寫在右邊的方格內(如不同意接收 SMS 請留空此方格)

Apart from sending the results of Centre Allocation of the above applicant child by post, consent is given for the Education Bureau to inform me of the allocation results via SMS message. My mobile phone number which can receive SMS is provided in the box on the right (please leave the box blank if you do not wish to receive SMS):

家長監護人簽署  
Signature of Parent/Guardian \_\_\_\_\_

家長監護人姓名 (請用正楷填寫)  
Name of Parent/Guardian (In Block Letters): \_\_\_\_\_

聯絡電話  
Contact Tel. No.: \_\_\_\_\_

POA 308A (Rev. 11/21)

日期  
Date: \_\_\_\_\_

中心蓋印  
Centre Chop

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

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

# 12

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

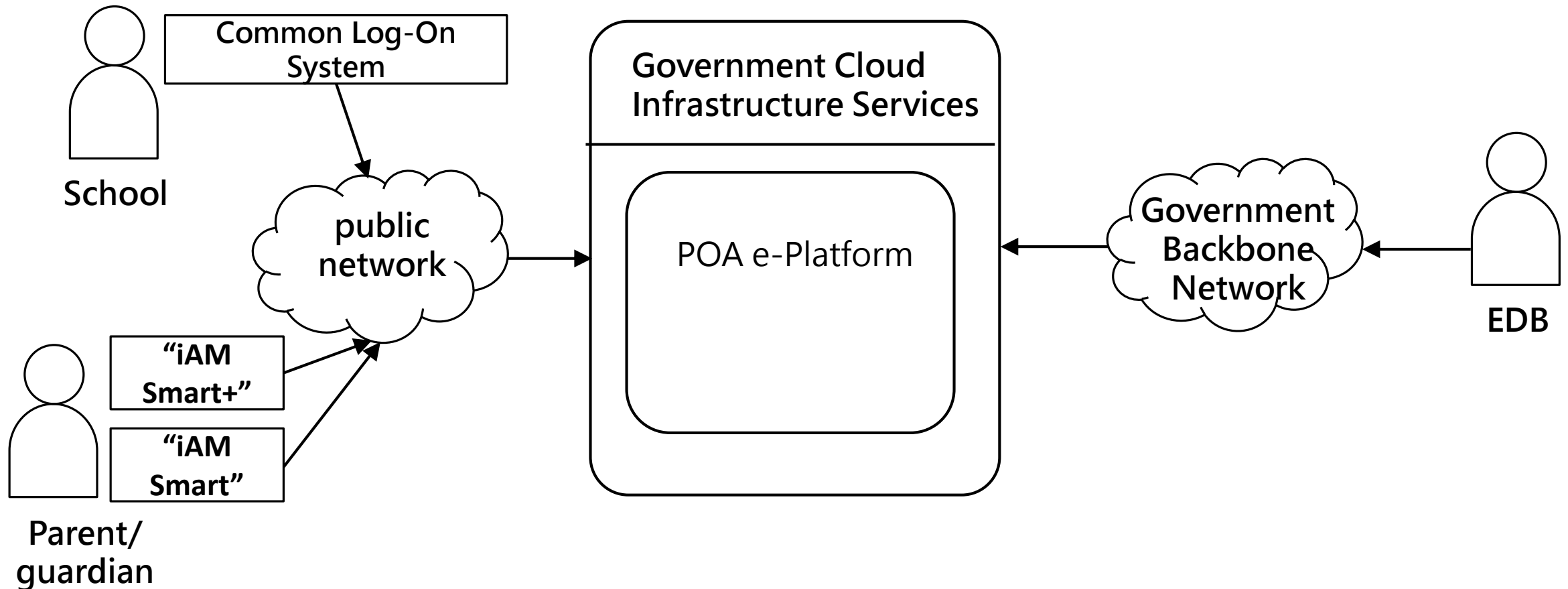
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# Overview of Primary One Admission e-Platform (ePOA)

# 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

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

## School Desk

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

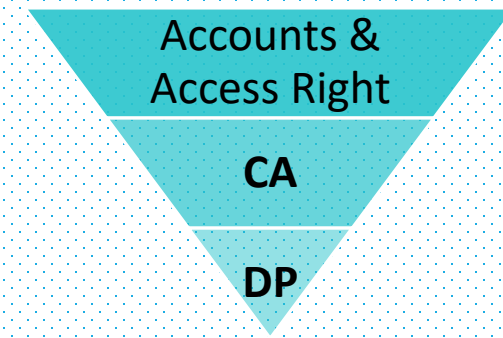
## EDB Desk

- 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

# School Desk

(Login through Common Log-On System (CLO) account)



- Manage school accounts

- Workflow

- Receive CA Results
- Review and submit DP Application
- Receive DP Results



Applicable to  
POA 2023

Applicable to  
POA 2024



# System Functions (School Desk)

Content	Page No.
• Manage School Accounts	<a href="#"><u>P.17-21</u></a>
• POA 2023 Central Allocation Workflow	<a href="#"><u>P.22-24</u></a>
• POA 2024 Discretionary Places Admission Workflow	<a href="#"><u>P.25-28</u></a>

# Manage School Accounts

- It is expected that primary schools will be able to login to the ePOA school account in the second quarter of 2023
- Preparation Items
  - Prepare login accounts of Common Log-On System (CLO) to teaching staff
  - Set access right of users ( role in the e-Platform )
  - Assign access right to teaching staff



# Manage School Accounts

- Preparation

- Reference documents :

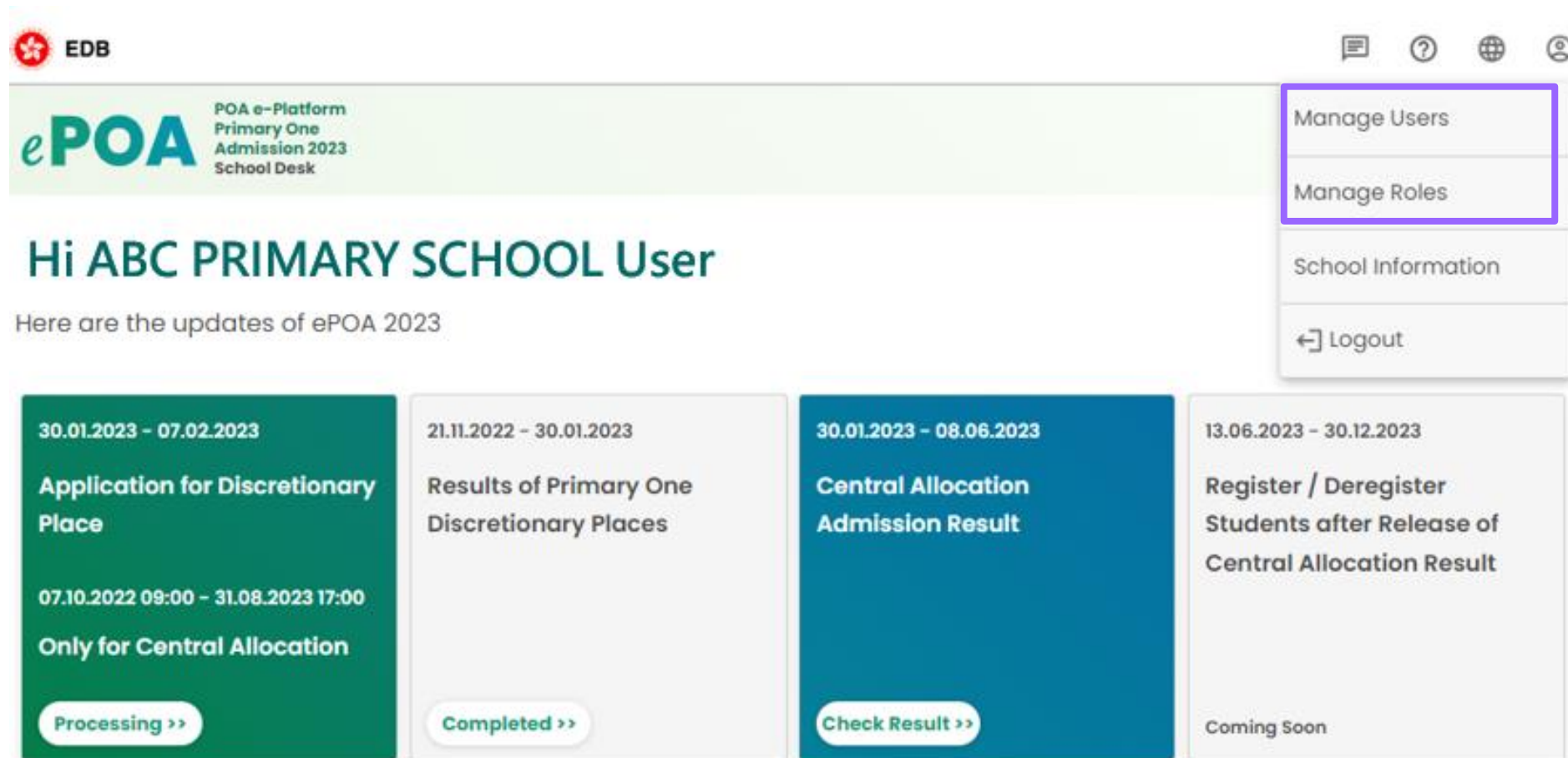
Schools' Guide	Estimated Launch Date
(i) Manage School Accounts and Set access right of users*	Mar 2023
(ii) Receive CA Results	May 2023
(iii) Review and submit DP Application (Applicable to POA 2024)	Jul – Aug 2023
(iv) Receive Admission Result List of DP (Applicable to POA 2024)	Jul – Aug 2023

\*Will be sent to Primary Schools through "CDS"

- The EDB will organise briefing sessions to schools (including KGs and KGCs) and parents from July to September 2023, to introduce relevant arrangement and points to note of the POA 2024.

# Manage School Accounts

- Select “Manage Users” to assign access right and role in the e-Platform to teaching staff
- Select “Manage Roles” to set functions available for different roles in the e-Platform



# Manage School Accounts

- Search, add and delete users by “CLO User Name”
- Assign access right and role to different teaching staff
- The interface/operation is similar to the school desk of eSSPA

< Manage Users

## Add New User

CLO User Name

Roles

- Select -

Add New User Cancel

< Manage Users

## Edit Users: chantaiman

CLO User Name

Roles

Teaching Staff ✕

Save Change Cancel

# Manage School Accounts

- According to operation needs, set functions available for different roles (Include checking Application for CA, downloading reports)
- Some roles are pre-set by the e-Platform, for the convenience to schools to set and assign access right of roles. School could add or edit the roles in the system according to school's need. Tentative role are as follow:
  - School Administrator
  - POA Coordinator
  - Teaching Staff

The image shows two screenshots of the Primary One Admission e-Platform interface. The top screenshot is the 'Create New Role' form, and the bottom screenshot is the 'Manage Roles' table.

**Create New Role Form:**

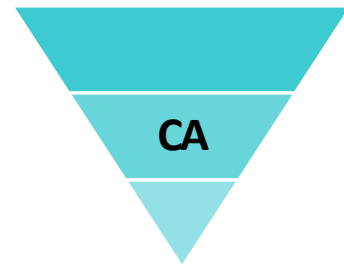
- Header: < Manage Roles, Create New Role
- Form Fields:
  - Role Name:
  - Role Description:
  - Functions (Can select multiple functions):
- Buttons: Create New Role, Cancel

**Manage Roles Table:**

Roles	Description	Functions	Edit
School Administrator	學校管理員	Authenticate ePOA School User Login Manage Reports Schedule Report Generation and Management View ePOA School Users View ePOA User Role Manage ePOA School User Roles and Rights Maintain POA School Information View Notifications & Updates for ePOA School Users REPORT - LIST OF SPECIAL EDUCATION NEEDS APPLICANT (ePOA) REPORT - LIST OF NON-CHINESE SPEAKING APPLICANT (ePOA) REPORT - LIST OF CROSS BORDER APPLICANT (ePOA) REPORT - REPORT ON ACCESS RIGHTS - BY USERS REPORT - REPORT ON ACCESS RIGHTS - BY ROLE REPORT - REPORT ON ACCESS RIGHTS TO PRIMARY SCHOOLS REPORT - PROCESS WORK FLOW SUMMARY REPORT - PROCESS WORK FLOW Enquire and View Allocation Results List Reply to EDB Questionnaire REPORT - PRIMARY ONE PLACES ALLOCATION FULL LIST REPORT - LIST OF REGISTERED STUDENTS REPORT - PRIMARY ONE ALLOCATION FULL LIST	

# POA 2023

## Central Allocation Stage Workflow



- Parents could submit the “Choice of Schools Form” to the EDB from **30 January to 5 February 2023**.

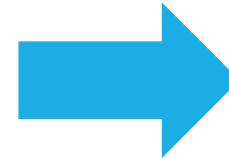
### Application Submission

Public Desk

Parent X : Choice of Schools Form

Parent Y : Choice of Schools Form

Parent Z : Choice of Schools Form



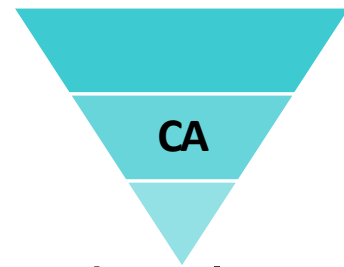
EDB Desk

School Selection  
( Data Retrieval )



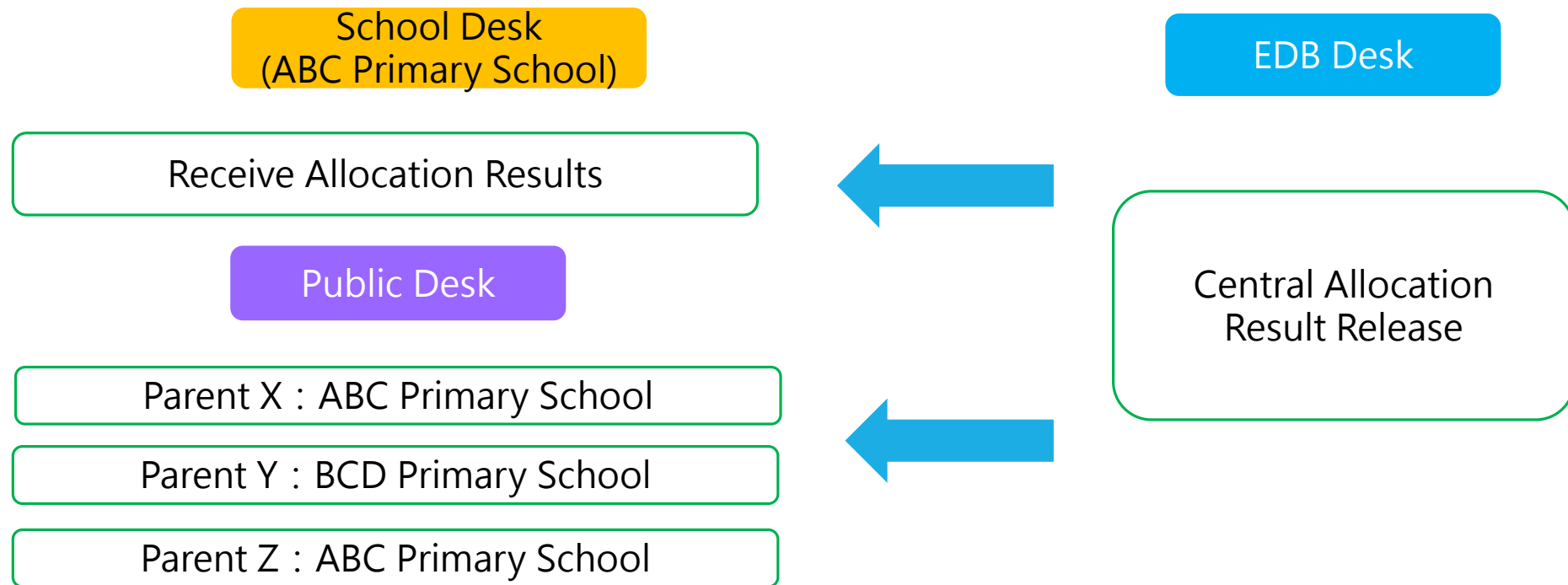


## Central Allocation Stage Workflow



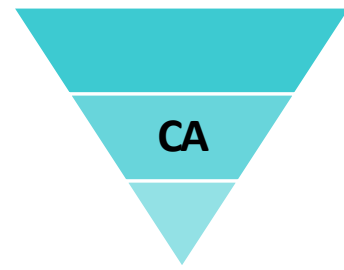
- EDB will release the Central Allocation results to parents, primary schools through the POA e-Platform in June 2023.

### Central Allocation Result Release



# POA 2023

## Central Allocation Stage Workflow



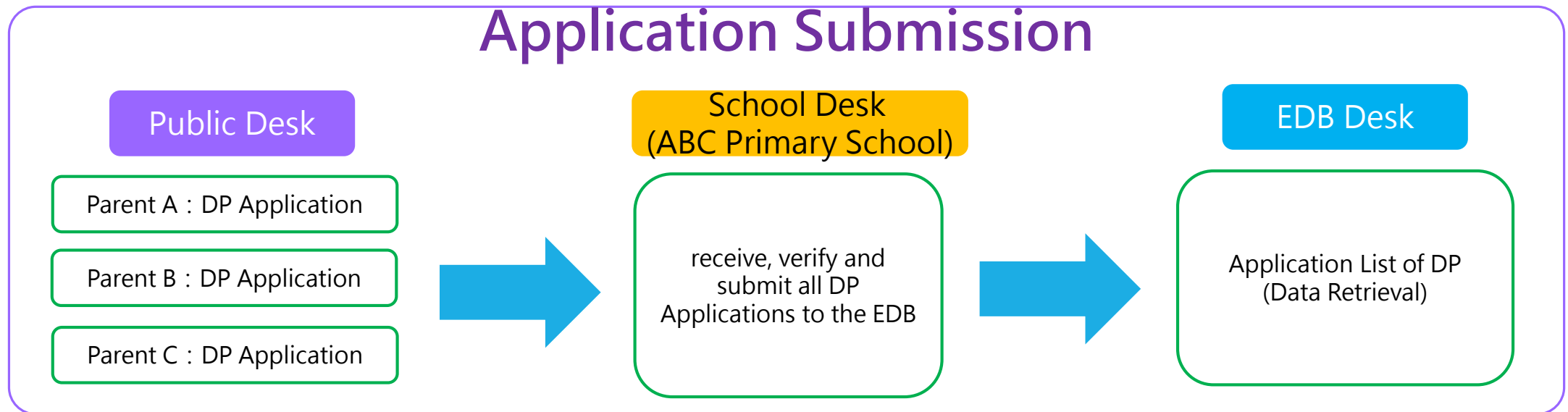
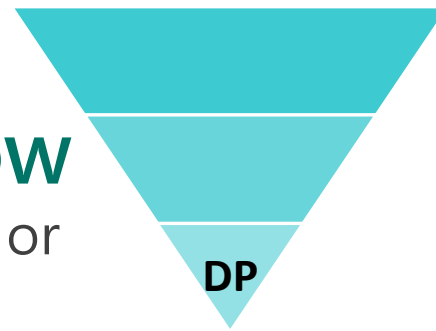
- User could logon school desk to view the results of central allocation

POA 2023 Central Allocation Result				
<input type="text" value="Search by POA Application Number or Name"/>		<input type="button" value="filter"/>	<input type="button" value="Reset"/>	<input type="button" value="Action"/>
POA Application No.	Name of Applicant Child	Sex	Date of Birth	POA School Net No. of Home Address
00805122		Male		41
00804851		Male		41



## Discretionary Places Admission (DP) Stage Workflow

- Parents could submit application through the POA e-Platform to government or aided primary schools
  - “Application Form for Admission to Primary One”
  - Applicant child’s HK Birth Certificate, proof of residential address and necessary documents for (B) points system under Part C of the application form (if applicable)
- Government or aided primary schools receive, verify and submit all DP applications to the EDB



# POA 2024

## Discretionary Places Admission (DP) Stage Workflow

- School verify eligibility of applicant child and the documents submitted from parents.
- (The function of uploading files by item and related screen display will be enhanced)

DP

**Application for Discretionary Place (POA)**

Search by POA Application Number or Name

Status: All X

POA Application No.	Name of Applicant Child	Sex	Date of Birth	POA
89000927		Male	2017-12-02	
89000943		Male	2017-12-02	
89001117		Female	2017-12-30	
89000919		Male	2017-12-31	
89000854		Male	2017-12-31	
89000870		Female	2017-09-19	
89000730		Female	2017-07-09	
89001150		Male	2017-10-11	
89001184		Male	2017-12-12	
89001230		Male	2017-08-09	

10 25 50 14 項中的 1 - 10 項 < 1 2 >

**POA Application No.** [Redacted]

**POA School Net No. of Home Address** [Redacted]

**Part A: Applicant Child's Particulars**

**Name (in English)** [Redacted]

**Name (in Chinese)** [Redacted]

**Document Type** Visa Identity Document

**Document No.** [Redacted]

**Sex** Male

**Date of Birth** 05-12-2017

**Children with Special Education Needs** No

**Cannot Use Chinese As Learning Medium** No

**Correspondence Address** [Redacted]

**Part B: Parent / Guardian's Particulars**

**Part C: To be completed only if applying for a Discretionary Place**

**Upload Supporting Documents**

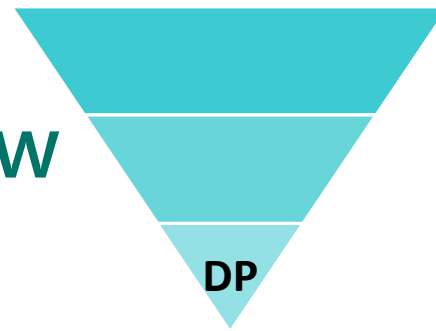
**School Vetting** Eligible for DP

**Application Status** Submitted to ED8

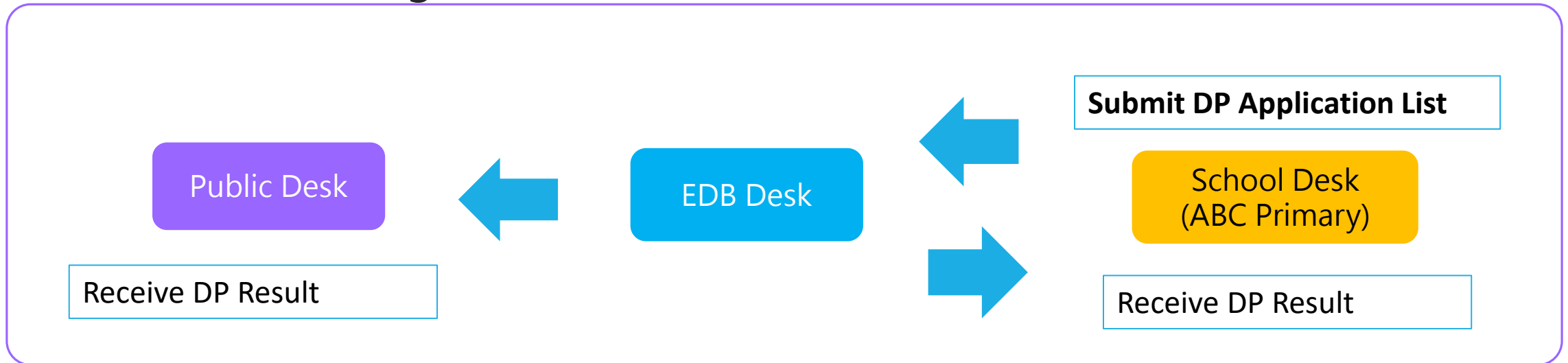
**Submission Date** 2023-02-10

\* The user interface of the relevant POA e-platform is for reference only.  
(the interface may be subject to modification due to system development.)

## Discretionary Places Admission (DP) Stage Workflow

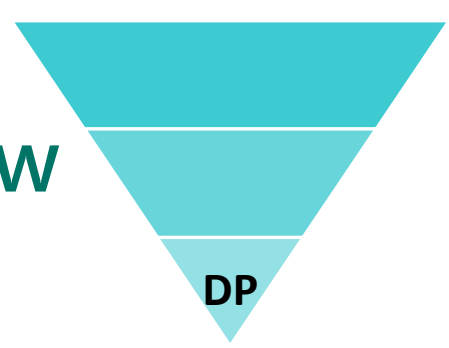


- Government or aided primary schools submit all DP Admission Applications to the EDB.
- EDB and primary schools will release the DP results to parents
- Current DP stage workflow remains unchanged, schools will continue to receive reports of applicant children including corresponding admission, waiting and non-admission lists, etc.



# POA 2024

## Discretionary Places Admission (DP) Stage Workflow



- Schools could receive DP results through the e-Platform
- However, the admission list may be changed due to various reasons after the DP registration, the final admission list to be received by the schools before the CA result release shall prevail.

Results of Primary One Discretionary Places (POA 2024)				
<div><input type="text" value="Search by POA Application Number or Name"/></div> <div><div> filter</div><div> Reset</div><div> Action</div></div>				
POA Application No.	Student Name	Sex	DOB of Student	Net No
05804302		Male	03-12-2009	62
12819646		Male	12-05-2009	71



# POA e-Platform (Public Desk)



# 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 2023		POA 2024			
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+"






 Authentication	✓	✓
 "e-ME" Form Filling	✓	✓
 Personalised Notifications	✓	✓
 Digital Signing	✗	✓

[Source : [OGCIO – iAM Smart Website](https://www.ogcio.gov.sg/iAMSmart)]

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



 Mobile App	✓	✗
 Self-registration kiosk	✗	✓
 Registration service counters or Mobile registration teams	✗	✓

Download  
Now






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

- [Video](#) - 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

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

QR code for registration locations



- Registration locations : [https://www.iamsmart.gov.hk/en/reg\\_location.html](https://www.iamsmart.gov.hk/en/reg_location.html)
- [Video](#) – 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

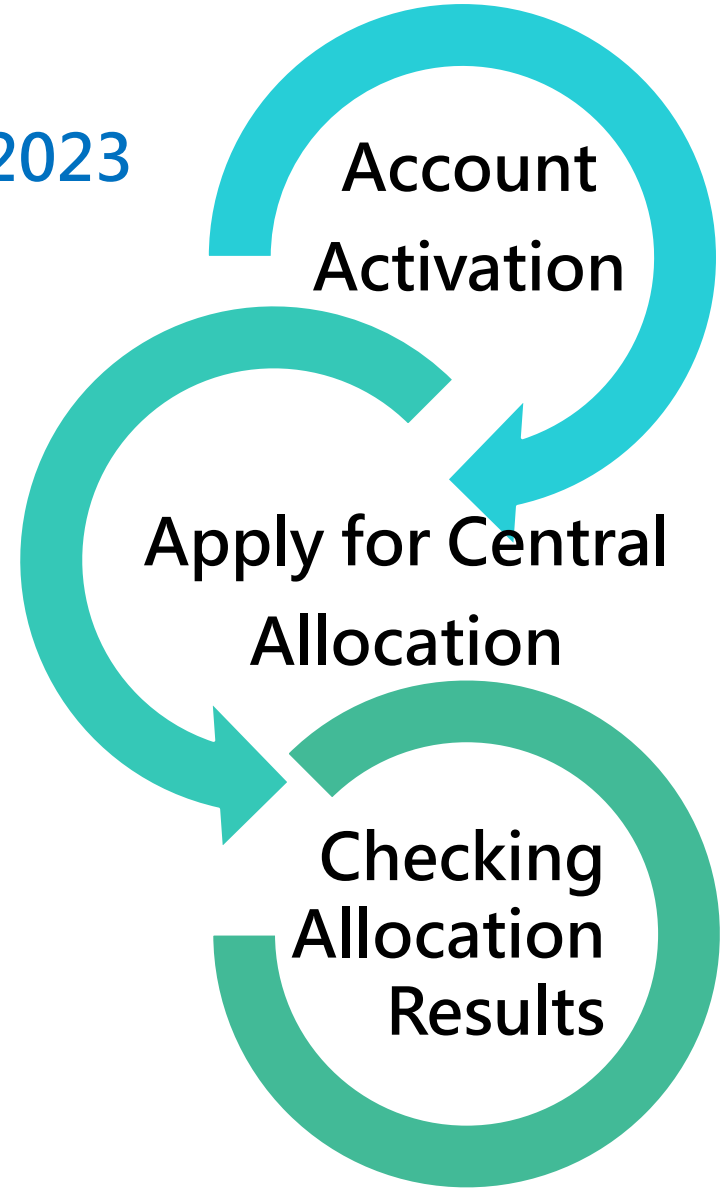


# Important Dates of ePOA in POA 2023

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



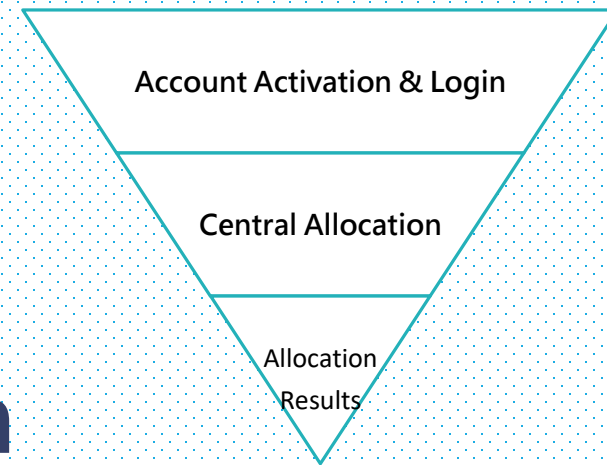
# Public Desk

- Account Activation and Login Procedures

- "iAM Smart" /" iAM Smart+"

- Workflow

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

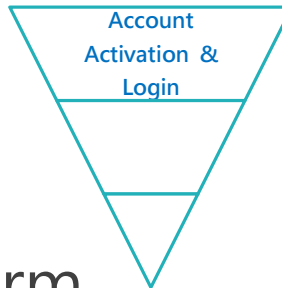


# System Functions (Public Desk)

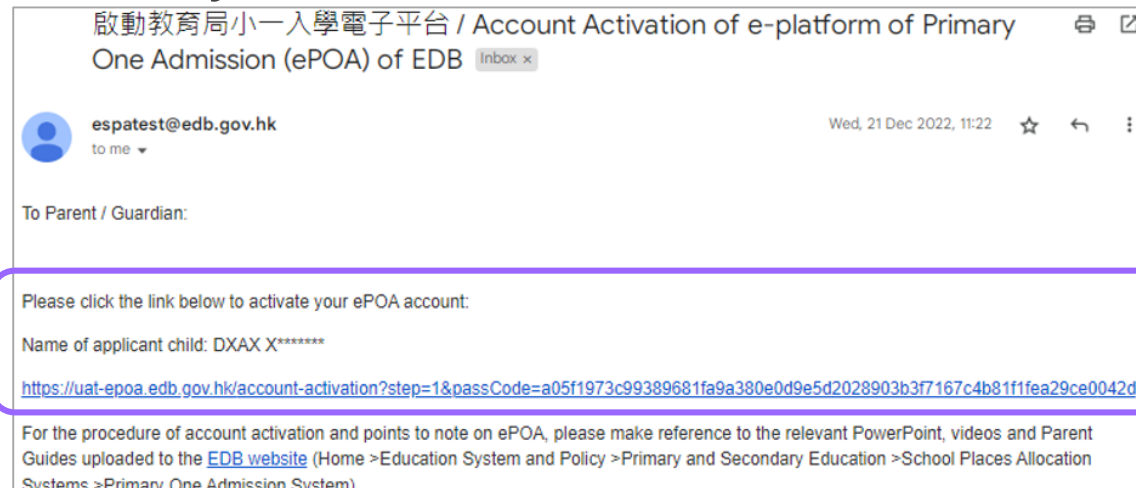
Year	Content	Page No
Central Allocation for POA 2023	<ul style="list-style-type: none"> <li>Register ePOA account (via the activation link sent by EDB) ➤ " iAM Smart+" / " iAM Smart"</li> </ul>	<a href="#"><u>P.41-50</u></a>
	<ul style="list-style-type: none"> <li>Submit Central Allocation applications via e-Platform</li> </ul>	<a href="#"><u>P.51-60</u></a>
	<ul style="list-style-type: none"> <li>Check results of Central Allocation via e-Platform</li> </ul>	<a href="#"><u>P.61-63</u></a>

# 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).



# 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" .)

POA Application No. is printed on the Application Form of POA.

**Account Activation**

Please enter the personal information of the applicant child for verification.

POA Application No.

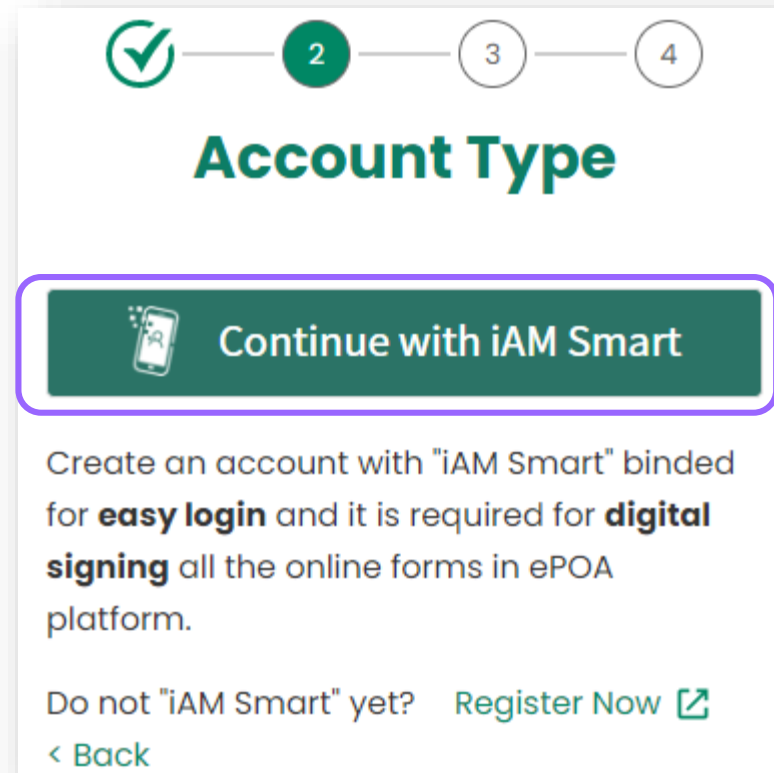
The first four alphanumeric characters of Applicant child's Document No. e.g. please enter Z123 for Z123456(7)

**Next**

# POA 2023


## ePOA Account Activation – “iAM Smart+” / “iAM Smart”

- Step 4 : Bind the account with “iAM Smart+” / “iAM Smart” .




✓ — 2 — 3 — 4

### Account Type

 **Continue with iAM Smart**

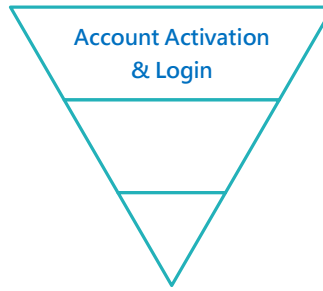
Create an account with "iAM Smart" binded for **easy login** and it is required for **digital signing** all the online forms in ePOA platform.

Do not "iAM Smart" yet? [Register Now](#) 

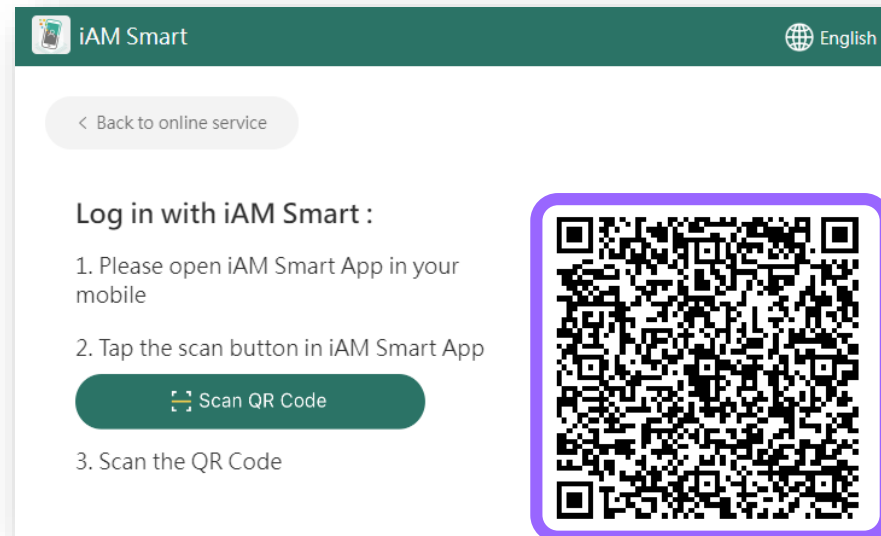
[< Back](#)

# POA 2023

## ePOA Account Activation – “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)

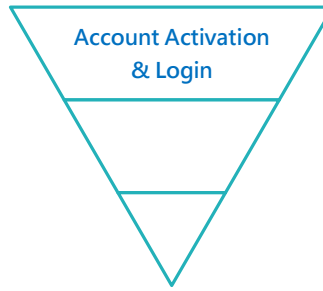




# POA 2023

## ePOA Account Activation – “iAM Smart+” / “iAM Smart”

- Step 6 : Authorise “iAM Smart” to provide personal information




**Authorise "iAM Smart" to provide personal information**

Welcome to log in to POA e-Platform through "iAM Smart"

This is the first time you have logged in to POA e-Platform through "iAM Smart". The system will request the following personal information via "iAM Smart" for creating a new account:

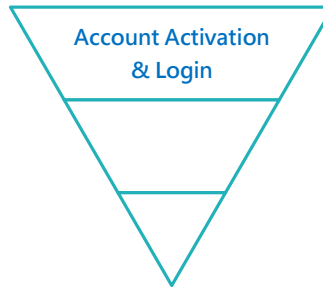
- Name (English)
- Name (Chinese)
- HKID number

 Personal Data from iAM Smart

Cancel

# POA 2023

## ePOA Account Activation – “iAM Smart+” / “iAM Smart”



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

**Personal Information Collection Statement**

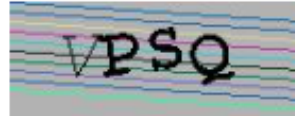


1. I declare that:

- (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 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

☐ I have read and agreed the Personal Information Collection Statement

Please enter the characters shown in the image

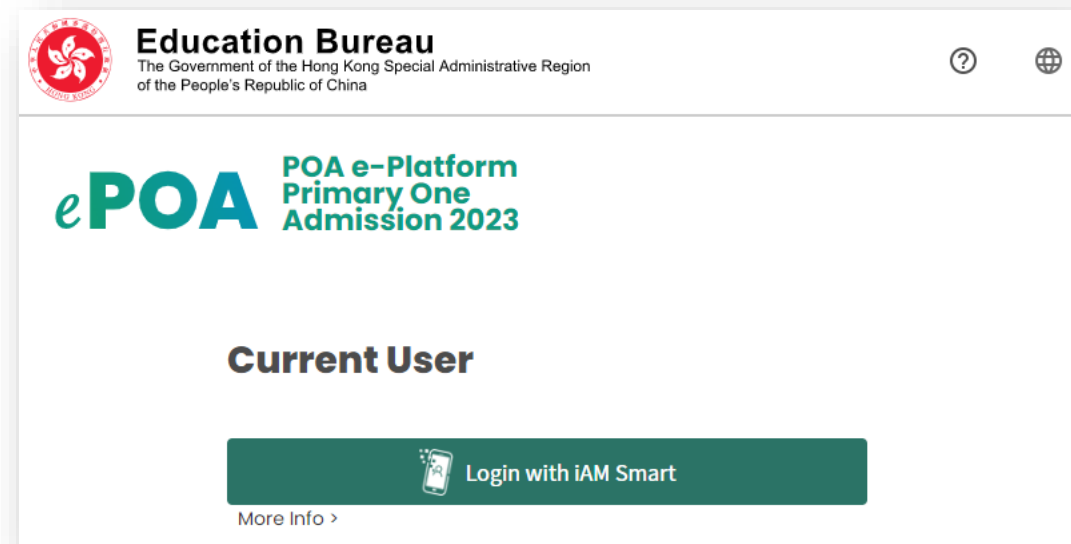
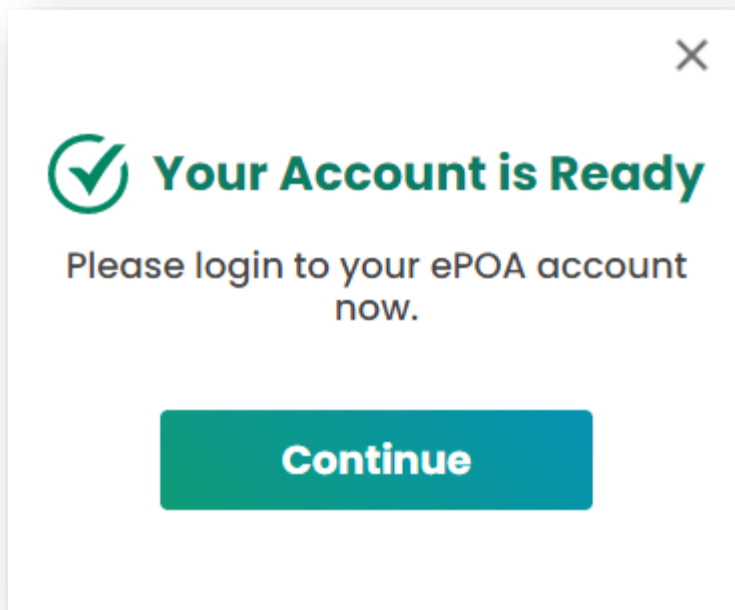
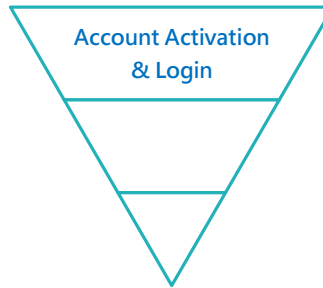
Captcha

**Confirm and Submit**

# POA 2023

## ePOA Account Activation – “iAM Smart+” / “iAM Smart”

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

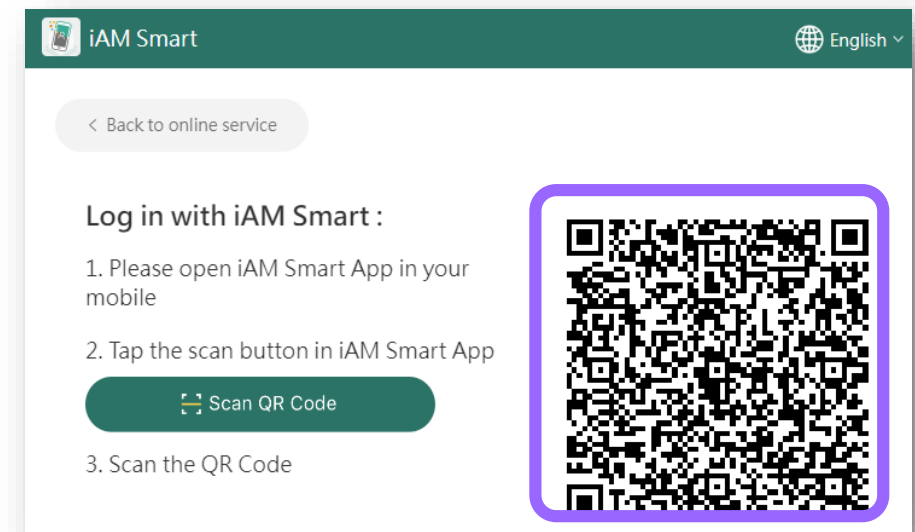
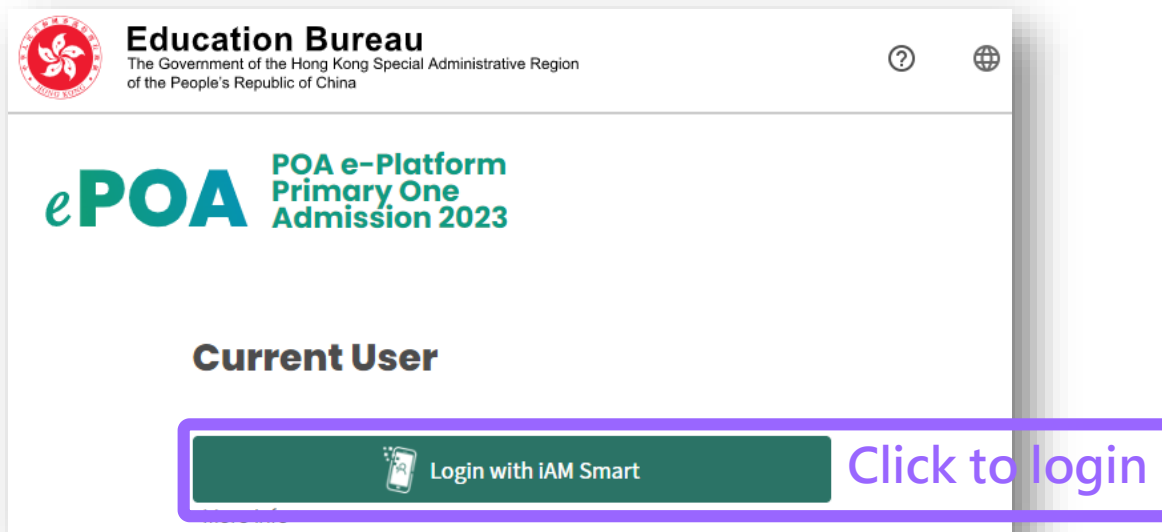
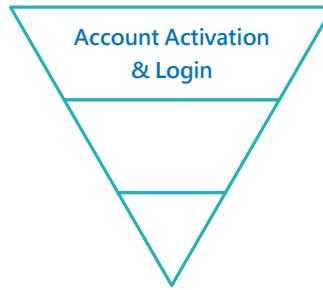


# POA 2023

## ePOA Account Activation –

### “iAM Smart+” / “iAM Smart”

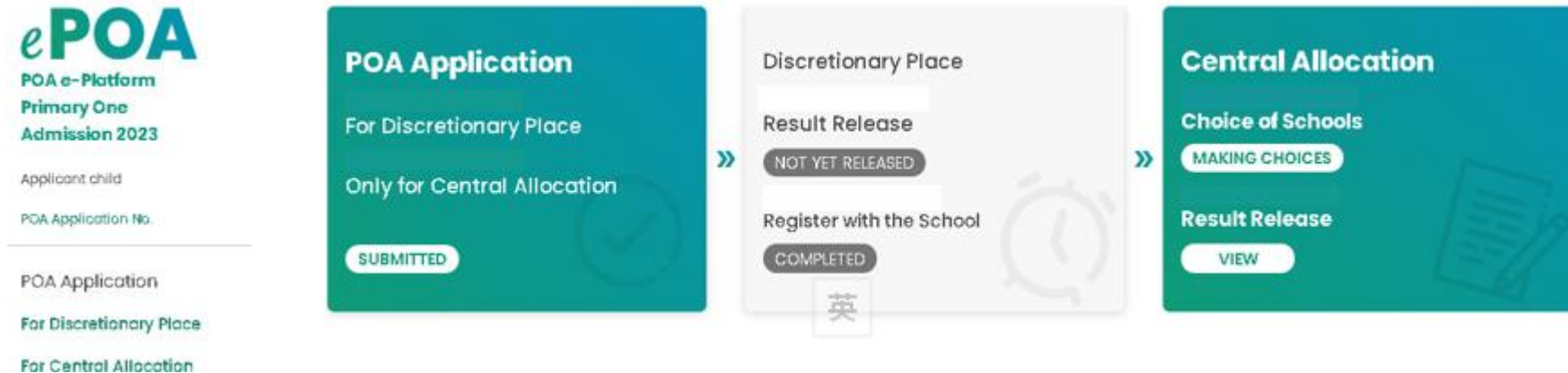
- Step 1 : Login with “iAM Smart+” / “ iAM Smart”
- Step 2 : For parents using computer’ s browser, open and log in with “iAM Smart” App in the mobile phone and scan the QR code (For parents using mobile phone’ s browser, “iAM Smart” App in the mobile phone will be connected automatically)



# POA 2023

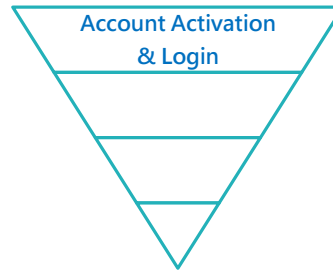
## e-Platform Login Procedures – “iAM Smart+” / “iAM Smart”

- Step 3 : Successfully logged in.



## e-Platform Login Procedures – “iAM Smart+” / “iAM Smart”

---

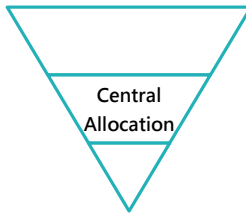


- Video

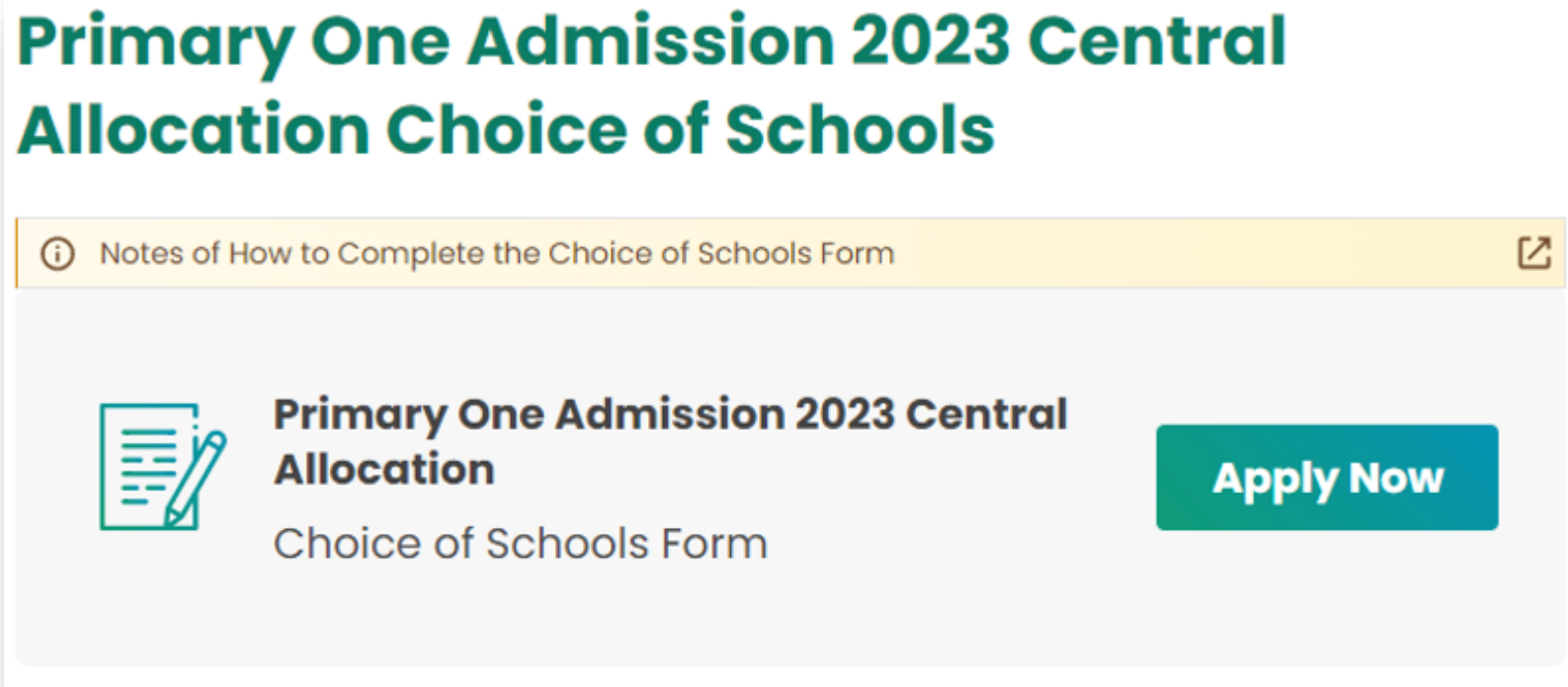


# POA 2023 Central Allocation

## Submit Central Allocation Applications via the e-Platform (Using “iAM Smart+” )

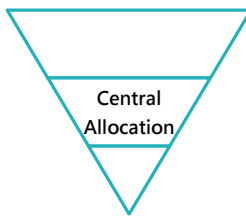


- Step 1 : Login to activated POA e-Platform account



# POA 2023 Central Allocation

## Submit Central Allocation Applications via the e-Platform (Using “iAM Smart+” )



- 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.

### Applicant Child's Information

[How to Complete the Choice of Schools Form](#)

POA Application No.	89002180
POA School Net No.	41
Name (in English)	<input type="text"/>
Name (in Chinese)	<input type="text"/>
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female

### Applicant Information

Name of Parent/Guardian	<input type="text"/>
Contact Tel. No.	<input type="text"/>

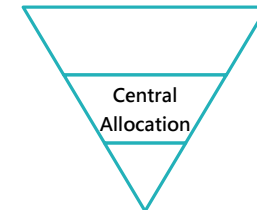
☐ Apart from sending the results of Centre Allocation of the above applicant child by post, consent is given for the Education Bureau to inform me of the allocation results via SMS message. My mobile phone number which can receive SMS is provided in the box below.



# POA 2023 Central Allocation

## Submit Central Allocation Applications via the e-Platform

(Using "iAM Smart+" )



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

**Part B – Restricted School Choices Schools in POA school net of home address**

① How to Complete the Choice of Schools Form

POA School Net No. 41

Please enter below the Choice Codes of schools within the Choice of Schools List of the POA school net of home address in order of preference. The number of choices to be entered should not exceed the number of schools within the Choice of Schools List of the POA school net of home address. Any remaining spaces should be left blank. **Maximum 30 choices are allowed.**

Primary School Lists for Central Allocation

Order of Preference

1	Search by School Code or School Name
2	Search by School Code or School Name
3	Search by School Code or School Name

Enter the Choice Code or keywords of school name

**Primary School List for POA 2023**

POA School Net  
Please Select

POA School Net and Area Look-up Table

School Session  
Please Select

School Type  
Please Select

Finance Type  
Please Select

Religion  
Please Select

School Name

Search

Reset

**HONG KONG PRIMARY SCHOOL**  
香港小學

Session PM

School Type CO-EDUCATIONAL

Finance Type AIDED

Religion

Provisional Number of Places for Central Allocation

Choice Code 0202

Add to Choice

school website

Primary School Profiles

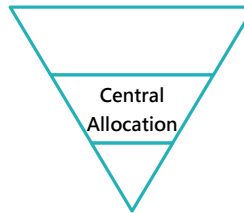
Remarks

Add the school to the Choice.

# POA 2023 Central Allocation

## Submit Central Allocation Applications via the e-Platform

(Using “iAM Smart+” )



- Step 5 : Select schools under Part (B) – “Restricted School Choices”

**Part B – Restricted School Choices** Schools in POA school net of home address

① How to Complete the Choice of Schools Form

POA School Net No. 41

Please enter below the Choice Codes of schools within the Choice of Schools List of the POA school net of home address in order of preference. The number of choices to be entered should not exceed the number of schools within the Choice of Schools List of the POA school net of home address. Any remaining spaces should be left blank. **Maximum 30 choices are allowed.**

Primary School Lists for Central Allocation

Order of Preference

1	Search by School Code or School Name	⊖
2	Search by School Code or School Name	⊖
3	Search by School Code or School Name	⊖

Shift the choice up or down

Enter the Choice Code or keywords of school name

Remove the choice

Primary School List for POA 2023

POA School Net  
Please Select

POA School Net and Area Look-up Table

School Session  
Please Select

School Type  
Please Select

Finance Type  
Please Select

Religion  
Please Select

School Name

Search

Reset

HONG KONG PRIMARY SCHOOL  
香港小學

Session PM

School Type CO-EDUCATIONAL

Finance Type AIDED

Religion

Provisional Number of Places for Central Allocation

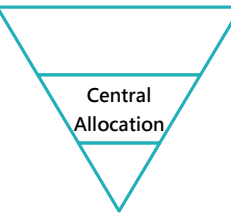
Choice Code 0202

Add to Choice

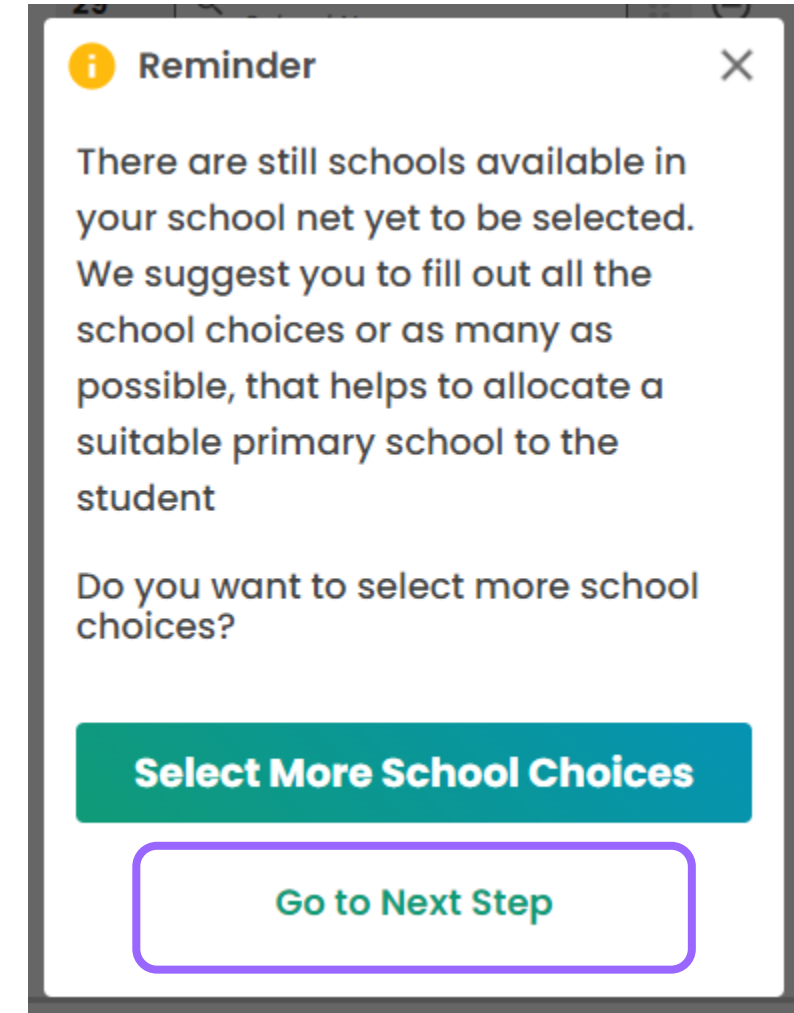
Add the school to the Choice

# POA 2023 Central Allocation

## Submit Central Allocation Applications via the e-Platform (Using “iAM Smart+” )

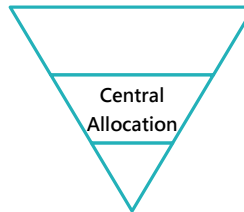


- The system will remind parents if there are unfilled school choices under Part (B)
- Under Part (B), the system will filter out schools of unmatched gender in advance and provide only schools in applicant child's own net for parents to choose to avoid selecting wrong school choices by parents.



# POA 2023 Central Allocation

## Submit Central Allocation Applications via the e-Platform (Using “iAM Smart+” )



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

EDB POA e-Platform Primary One Admission 2023

**Primary One Admission 2023 – Central Allocation**  
**Choice of Schools Form**

1 2 3 4 Confirmation

**Applicant Child's Information**

POA Application No.  
01800809

POA School Net No.  
41

Name (in English)  
[Text Field]

Name (in Chinese)  
[Text Field]

Sex  
M

Edit

**Applicant Information**

Name of Parent/Guardian  
[Text Field]

Contact Tel. No.  
[Text Field]

Mobile phone number for receiving SMS message  
[Text Field]

Edit

**Unrestricted School Choices**

FIRST Choice  
[Text Field]

SECOND Choice  
[Text Field]

THIRD Choice  
[Text Field]

Edit

**School choices of address's POA school Net**

Order of preference

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

[List of school choices]

Edit

# POA 2023 Central Allocation

## Submit Central Allocation Applications via the e-Platform (Using “iAM Smart+” )

- 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

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.


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



Signing with iAM Smart

More info >

Confirm and Submit

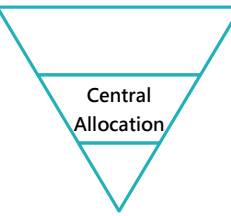
< Previous Step

Cancel Application

\* The user interface of the relevant POA e-platform is for reference only. (the interface may be subject to modification due to system development.) Primary One Admission e-Platform

# POA 2023 Central Allocation

## Submit Central Allocation Applications via the e-Platform (Using “iAM Smart+” )



- Confirm and submit application


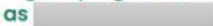
**Declaration**

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

 Digitally Signed with “iAM Smart + ” as 

[More Info >](#)

Date and Time of Digital Signature:  
07 December 2022 17:29

**Confirm and Submit**

[< Previous Step](#)

[Cancel Application](#)

**Reminder** ×

Once submitted, the Choice of Schools Form cannot be retrieved or cancelled and no change could be made to the order of school preference.

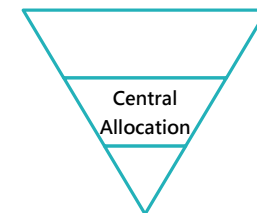
Are you sure you want to submit the application?

**Yes** **No**





# POA 2023 Central Allocation

## Submit Central Allocation Applications via the e-Platform (Using “iAM Smart+” )



- Print the information on school choices

### Primary One Admission 2023 Central Allocation Choice of Schools

 Notes of How to Complete the Choice of  
Schools Form 

#### Application History

---

POA 2023 Central Allocation Choice of  
Schools


Status

SUBMITTED

Date Submitted

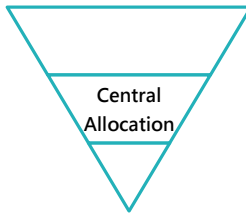
### Submitted Record

Date Submitted

 **Print**

# POA 2023 Central Allocation

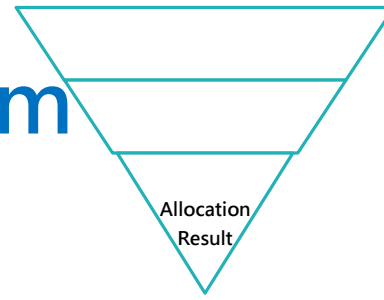
## Submit Central Allocation Applications via the e-Platform (Using “iAM Smart+” )



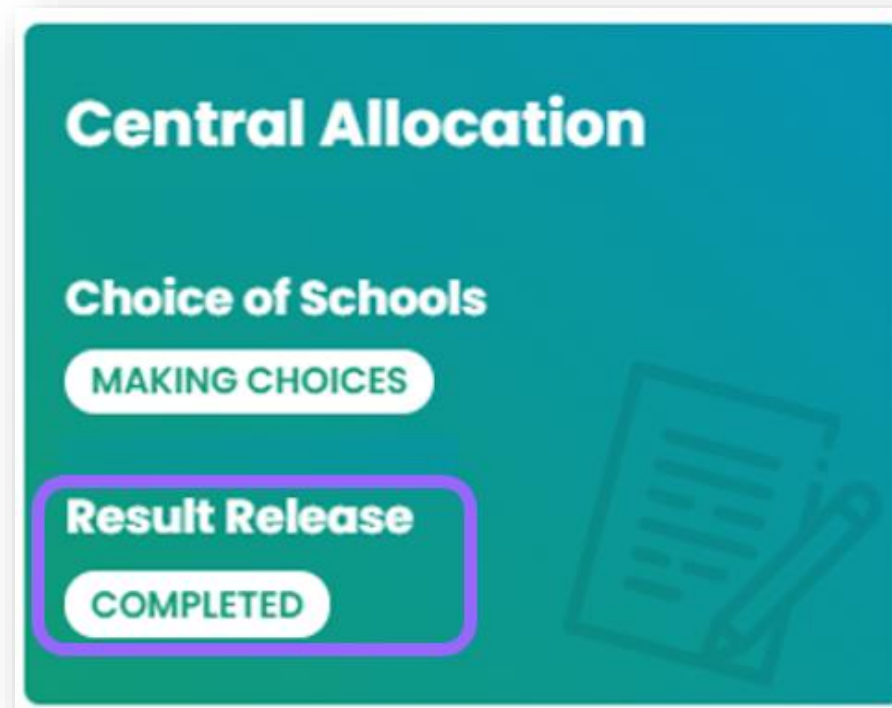
- Video



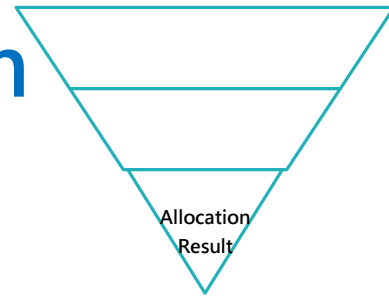
# Checking Central Allocation Results in POA e-Platform ( “iAM Smart +” / “iAM Smart” )



- 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” )



## Central Allocation Result

Year of Allocation	2023
POA Application No.	000000000
Name of Student	CHAN SIU MING 陳小明
Sex	M
Date of Birth	Dec 25, 2008

Name of School Allocated	HONG KONG PRIMARY SCHOOL 香港小學
School Address	
Contact Tel. No.	

Allocated  
Primary  
School



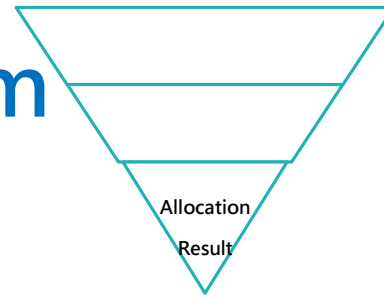
**The registration date for Primary One students allocated to a school place through Central Allocation is from**

Registration Date	June 13-15, 2023
Address for Registration	

Registration  
Date



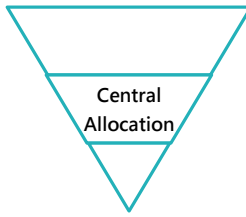
# Checking Central Allocation Results in POA e-Platform ( “iAM Smart +” / “iAM Smart” )



## ●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 one application through e-Platform or traditional paper form.

# Other Support to Schools (Including KGs) / 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 Schools (Including KGs) / 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 Schools (Including KGs) / Parents

## ● Parent's Guide

## ● School's Guide

**EDUCATION BUREAU** **POA e-Platform Parent's Guide (I)**  
Account Activation and Login Procedures

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 of Primary One Admission 2023 after activating their ePOA account and binding the account with "IAM Smart". For parents who have bound their account with "IAM Smart", they could receive allocation results through the e-Platform.

**Points to Note**

- (1) 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).
- (2) 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.
- (3) For parents with more than one child participating in the POA in the same year, they should activate their account using the activation link of one of the children as instructed, then add other child(ren) to the account without having to register again.

**ePOA Account Activation Steps**  
(Only applicable to applicant child not secured a discretionary place)

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.
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).
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").
4. Bind the account with "IAM Smart" / "IAM Smart+".

**EDUCATION BUREAU** **POA e-Platform Parent's Guide (I)**  
Account Activation and Login Procedures

Parents using **COMPUTER's** browser

5. Log in with "IAM Smart" and authorise "IAM Smart" to provide personal information.
  - (i) Open and log in "IAM Smart" App in the mobile phone
  - (ii) Tap the scan button in "IAM Smart" App
  - (iii) Scan the QR Code

Parents using **MOBILE PHONE's** browser

Automatically connect to the "IAM Smart" App in the mobile phone and log in "IAM Smart"

6. Read and agree to the Personal Information Collection Statement, then enter the characters shown in the image.
7. After clicking "Confirm and Submit", the browser on computer or smart phone will be redirected to the login page.

**e-Platform Login Procedures**

1. Select "Login with IAM Smart".
2. Log in with "IAM Smart".
3. Successfully logged in.

\* The user interface of the relevant POA e-platform is for reference only (the interface may be subject to modification due to system development)

Parents may refer to the relevant demonstration videos on the "IAM Smart" website about the login steps of "IAM Smart" / "IAM Smart+" for more information.  
Video Link: <https://www.iamsmart.gov.hk/en/media-info.html> or scan the QR code on the right.

"IAM Smart" Homepage  
<https://www.iamsmart.gov.hk/en/> or scan the QR code on the left

POA e-Platform Homepage  
<https://epoa.edb.gov.hk> or scan the QR code on the right

**EDUCATION BUREAU** **POA e-Platform Parent's Guide (II)**  
Making School Choices in Central Allocation & Checking Allocation Results  
(For parents who bind their account with "IAM Smart+")

**Points to Note**

- (1) 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.
- (2) For parents with more than one child participating in the Central Allocation in the same year, having added the information of other applicant child(ren) in the POA e-Platform, they may use their "IAM Smart+" in the same account to submit Central Allocation Applications of 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.
- (3) 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.

**Steps for Submitting CA Applications ( Using "IAM Smart+" )**

1. Login to activated POA e-Platform account and click "Apply Now" under Primary One Admission 2023 Central Allocation Choice of Schools.
2. Check pre-filled applicant child's information and applicant's name.
3. Choose to provide mobile phone number for receiving central allocation results via SMS or not.
4. Select schools basing on different selection criteria (for example, according to POA school Net, religion, etc.) under Part (A) – Unrestricted School Choices

**EDUCATION BUREAU** **POA e-Platform Parent's Guide (II)**  
Making School Choices in Central Allocation & Checking Allocation Results  
(For parents who bind their account with "IAM Smart+")

5. Under Part (B) – "Restricted School Choices", 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.
6. The system will remind parents if there are unfilled school choices under Part (B).
7. Double check the information on school choices, read and agree to the relevant declaration, sign with "IAM Smart+" and submit the application.
8. Parents can view the information on school choices via the e-Platform and print related information if necessary.

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

1. Login to an activated POA e-Platform account.
2. Choose "Result Release" under Central Allocation.
3. Check the Central Allocation result.

\* The user interface of the relevant POA e-platform is for reference only (the interface may be subject to modification due to system development)

Parents may refer to the relevant demonstration videos on the "IAM Smart" website about the login steps of "IAM Smart" / "IAM Smart+" for more information.  
Video Link: <https://www.iamsmart.gov.hk/en/media-info.html> or scan the QR code on the right.

"IAM Smart" Homepage  
<https://www.iamsmart.gov.hk/en/> or scan the QR code on the left

POA e-Platform Homepage  
<https://epoa.edb.gov.hk> or scan the QR code on the right

# Q&A