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# Primary One Admission (POA)

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

# Rundown

1. Existing paper form application and Release of Central Allocation Result

3. Demonstration on the use of the system

2. 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

<u>Discretionary Places Admission</u>	<u>Central Allocation Result Release</u>	<u>Discretionary Places Admission</u>	<u>Central Allocation Result Release</u>
<p>26 to 30 Sept 2022 : 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 style="text-align: center;"><b>Completed</b></p> <p style="text-align: center;">September</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 style="text-align: center;"><b>Completed</b></p> <p style="text-align: center;">November</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 style="text-align: center;">January/ February</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> <p style="text-align: center;">June</p>

# 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		1 住址所屬 小一學校網編號 POA SCHOOL NET NO. OF HOME ADDRESS	
甲部：申請兒童資料 PART A: APPLICANT CHILD'S PARTICULARS			
2 姓名 (中文)		3 證件編號	
NAME (IN ENGLISH)		DOCUMENT NO.	
4 性別 男(M) 女(F)		5 出生日期	
SEX		DATE OF BIRTH	
6 有特殊教育需要的兒童		7 不能以中文作為學習媒介	
CHILDREN WITH SPECIAL EDUCATIONAL NEEDS		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/GUARDIANS PARTICULARS			
9 姓名 (中文)		10 證件編號	
NAME (IN ENGLISH)		DOCUMENT NO.	
11 住宅電話		12 與申請兒童關係	
HOME TEL. NO.		RELATIONSHIP WITH APPLICANT CHILD	
日間聯絡電話/手提電話		13 教育局專用	
DAYTIME CONTACT TEL. NO./MOBILE PHONE		FOR OFFICE USE ONLY A B	
電郵地址 EMAIL ADDRESS			
(可選擇填寫, 作資助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		學校專用 FOR SCHOOL USE ONLY	
申請的小學名稱 NAME OF SCHOOL APPLIED FOR:		上午 AM 下午 PM 全日 WD		15 學校編號 SCHOOL NUMBER	
(甲) 兄弟/姊妹在該小學就讀或父母/母在該小學就職 (A) SIBLING(S) STUDYING OR PARENT(S) WORKING IN THE PRIMARY SCHOOL APPLIED FOR.		16 是 YES		父母或兄/姊姓名* NAME OF PARENT / SIBLING	
現讀班級 CLASS ATTENDING		17		畢業年份/現讀班級* YEAR OF GRADUATION/CLASS ATTENDING	
若沒有兄/姊在該小學就讀或父母/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).					
(乙) 依計分辦法劃分的自行分配學位, 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.					
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.		[二十分]		父母或兄/姊姓名* NAME OF PARENT / SIBLING	
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.		[二十分]		17	
3 父母為該小學的校董 PARENT(S) BEING A SCHOOL MANAGER OF THE PRIMARY SCHOOL.		[二十分]		18	
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.		[十分]		19 是 YES	
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).		[五分]		XXXXXX	
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.		[五分]		校印 SCHOOL CHOP	
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.		[五分]		XXXXXX	
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:					
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, 倘若有虛報資料, 本申請將會作廢及申請兒童獲派的學位將會被取消。					
2. 本人明白教育局會在有需要時採取適當的行動, 查核此申請表內所提供的資料, 及/或有關此申請所提供的資料和資料, 及/或作出查察。本人明白, 如有需要, 教育局亦可能會進行家訪, 查核此申請表內所提供的, 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, 其中包括會被處理有關的申請。					
3. 本人同意教育局聯絡有關人士、公司、機構或政府部門, 向他們透露在此申請表內, 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, 及/或作學位分配事宜及其他與教育有關的用途。本人亦同意任何人士、公司、機構或政府部門為此向教育局透露本人的個人資料。					
4. 本人已明白由於曾填關於在此表格提供的個人資料的用途, 如有有關查閱及改正資料的權利。					
5. 本人謹知, 如能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直接資助計劃 (直資) 小學取錄, 在接受直資學校小一學位後, 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, 其名字將會被統一派位結果公布前送交有關小學參考。					
* 請將不適用者劃去					
日期 Date: POA/13(Rev.7/22)					
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 and/or in relation to this application to be withdrawn.					
3. I give consent to EDB to disclose the personal data provided in and/or in relation to this application to, and to liaise with, any person, company, organisation or government department/bureau concerned for the purpose of verifying the information provided in and/or in relation to this application, school places allocation and other education-related purposes. I also give consent to any person, company, organisation or government department/bureau to release my personal data to EDB for any of such purposes.					
4. I understand the purposes for which the personal data provided by means of this form will be used, as well as my rights for data access/correction as printed overleaf.					
5. I understand that I may apply for a discretionary place for the applicant child in only ONE government or aided primary school. I also understand that if multiple applications are made, this application will be rendered null and void and any discretionary place offered on the basis of this application will be withdrawn.					
6. I understand that if the aforementioned applicant child has accepted the offer of a Primary 1 place in a Direct Subsidy Scheme primary school, his/she will not be allocated a Primary 1 place through the Primary One Admission System. If a school place has been allocated to him/her through the Primary One Admission System, that school place will be withdrawn.					
7. I understand that if the aforementioned applicant child has been offered a Primary 1 place by a private primary school and yet opted to remain in the Primary One Admission System, his/her name will be sent to the primary school concerned for information prior to the release of results of Central Allocation.					
* Delete whichever is inappropriate					
家長或監護人簽署 Signature of parent/guardian: _____					

# “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"

小一入學申請編號  
POA Application No.:

(請依照「小一入學申請表」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  
Name of Applicant Child: \_\_\_\_\_ (In English) \_\_\_\_\_ (中文) 性別 Sex: \_\_\_\_\_

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

(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	<input type="text"/>									
選擇次序 Order of Preference	11	12	13	14	15	16	17	18	19	20
選校編號 Choice Code	<input type="text"/>									
選擇次序 Order of Preference	21	22	23	24	25	26	27	28	29	30
選校編號 Choice Code	<input type="text"/>									

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/她將不能再參加小一入學統籌辦法。  
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統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 的手提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.: \_\_\_\_\_ 日期 Date: \_\_\_\_\_  
POA 308A (Rev. 11/21)

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

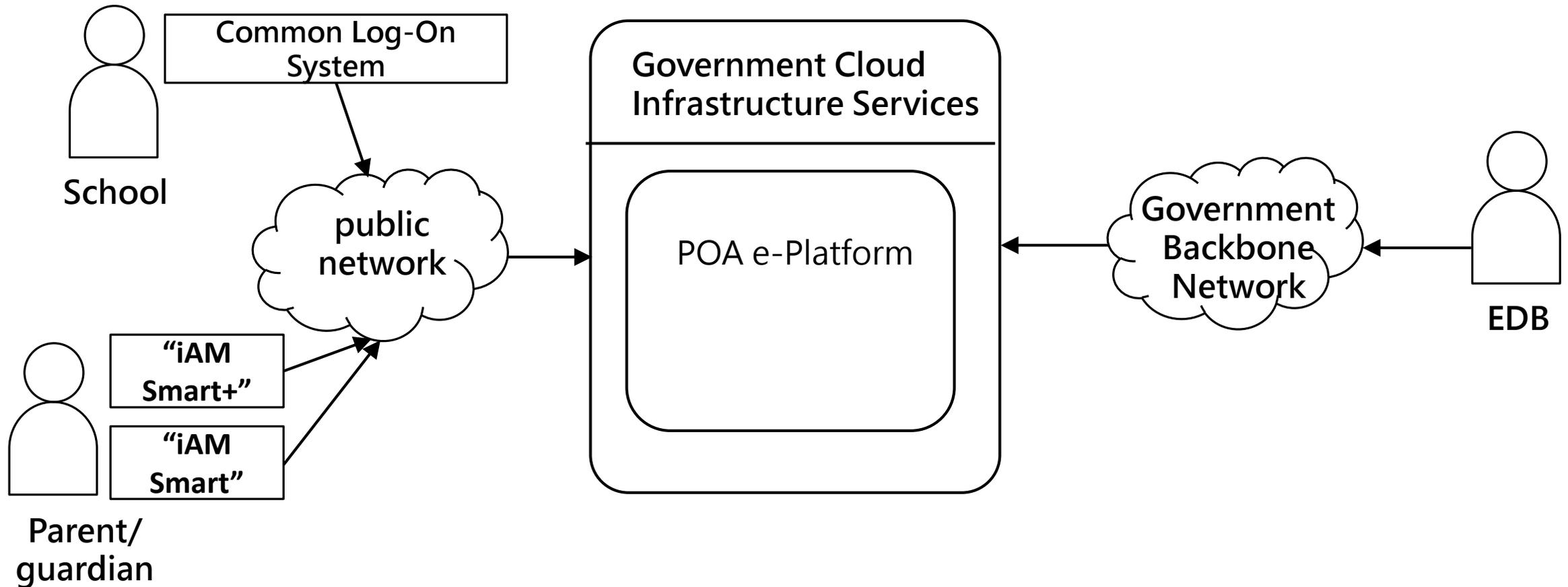
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# Overview of Primary One Admission e-Platform (ePOA)

# 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

# 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.

Account Type	POA 2023		POA 2024			
	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.hk/en/iam_smart/)]

# 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

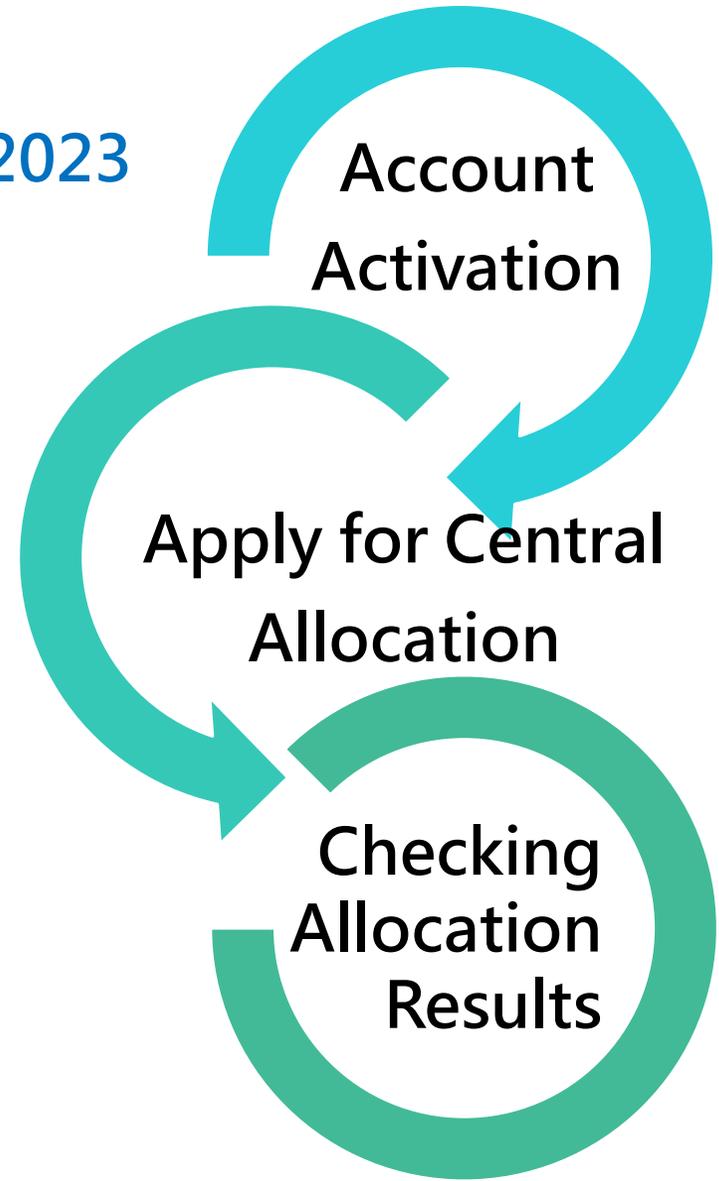
- For parents who have not registered “iAM Smart +” but already activated their ePOA account via “iAM Smart”, although they have to submit paper form of “Choice of School Form” to the designated Central Allocation Centre for making choice of schools, they may still receive their Central Allocation results 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

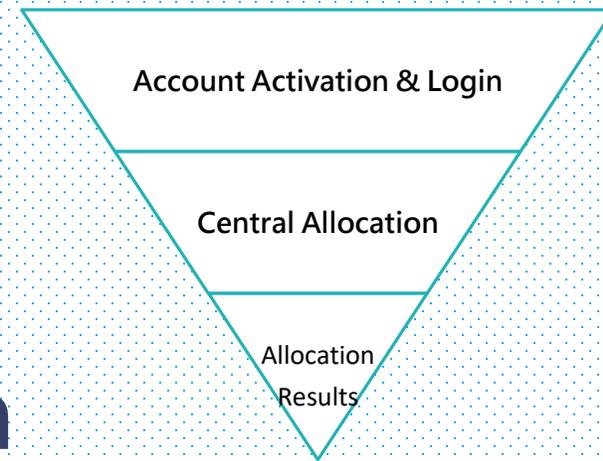
# System Operation (Public Desk)

POA 2023



# Public Desk

- Account Activation and Login Procedures
  - "iAM Smart" /" iAM Smart+"
- Workflow
  - Submit "Choice of Schools Form"
  - Receive results of Central Allocation

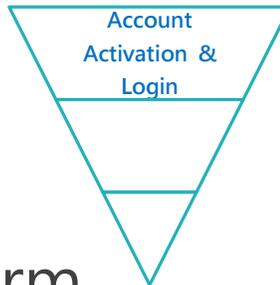


# System Functions (Public Desk)

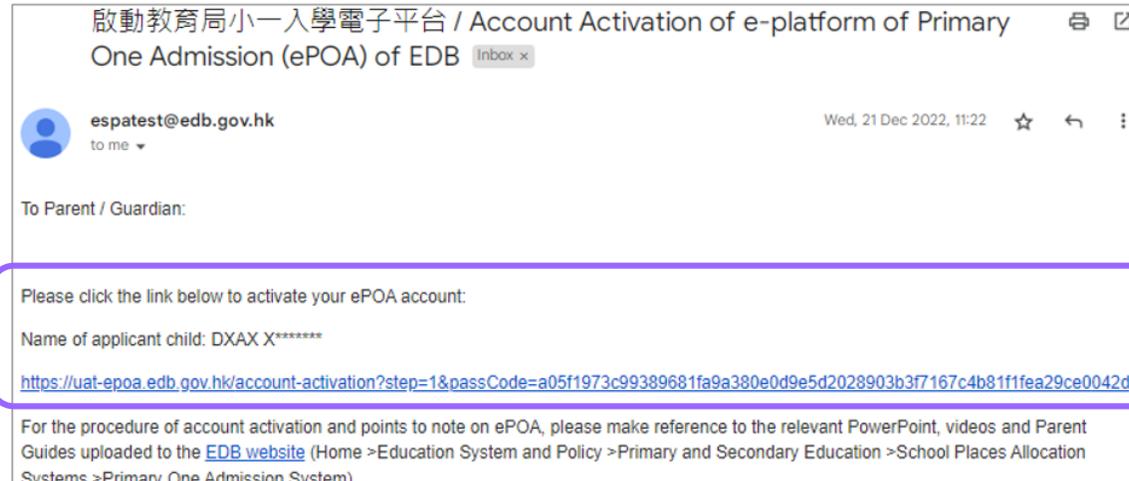
Year	Content	Page No
Central Allocation for POA 2023	<ul style="list-style-type: none"><li>Register ePOA account (via the activation link sent by EDB)<ul style="list-style-type: none"><li>➤ " iAM Smart+" / " iAM Smart"</li></ul></li></ul>	<a href="#"><u>P.26-35</u></a>
	<ul style="list-style-type: none"><li>Submit Central Allocation applications via e-Platform</li></ul>	<a href="#"><u>P.36-46</u></a>
	<ul style="list-style-type: none"><li>Check results of Central Allocation via e-Platform</li></ul>	<a href="#"><u>P47-49</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.

1 — 2 — 3 — 4

### 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)

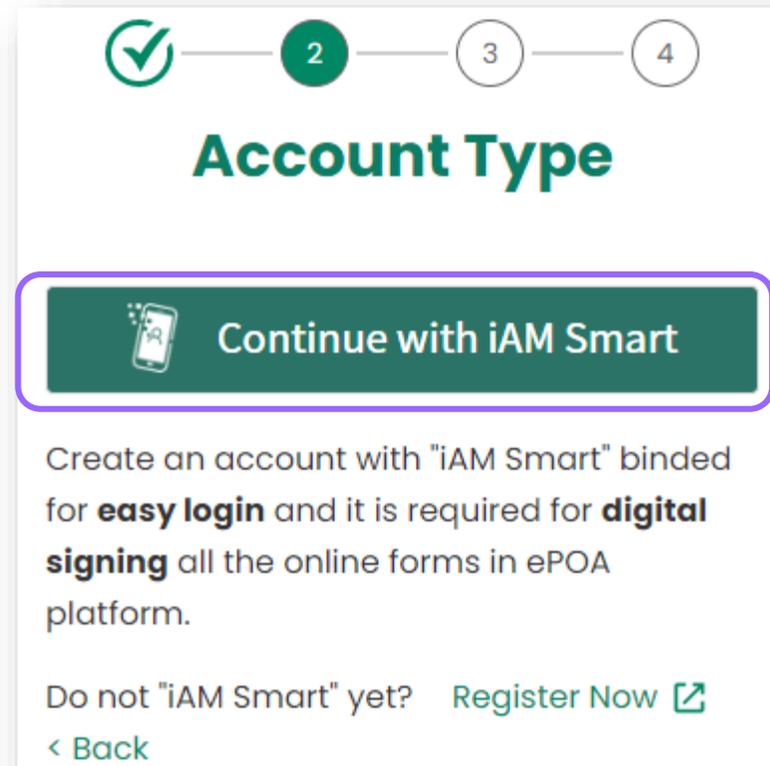
Next

# POA 2023

## ePOA Account Activation –

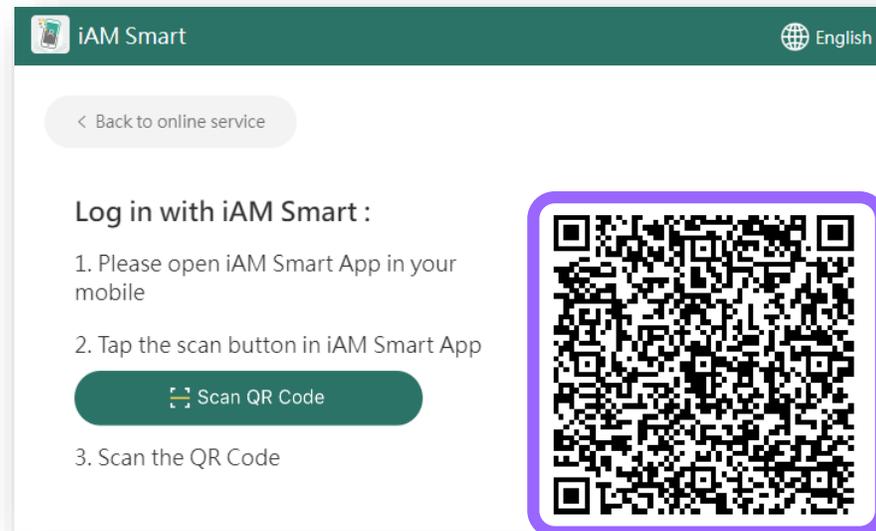
### “iAM Smart+” / “iAM Smart”

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





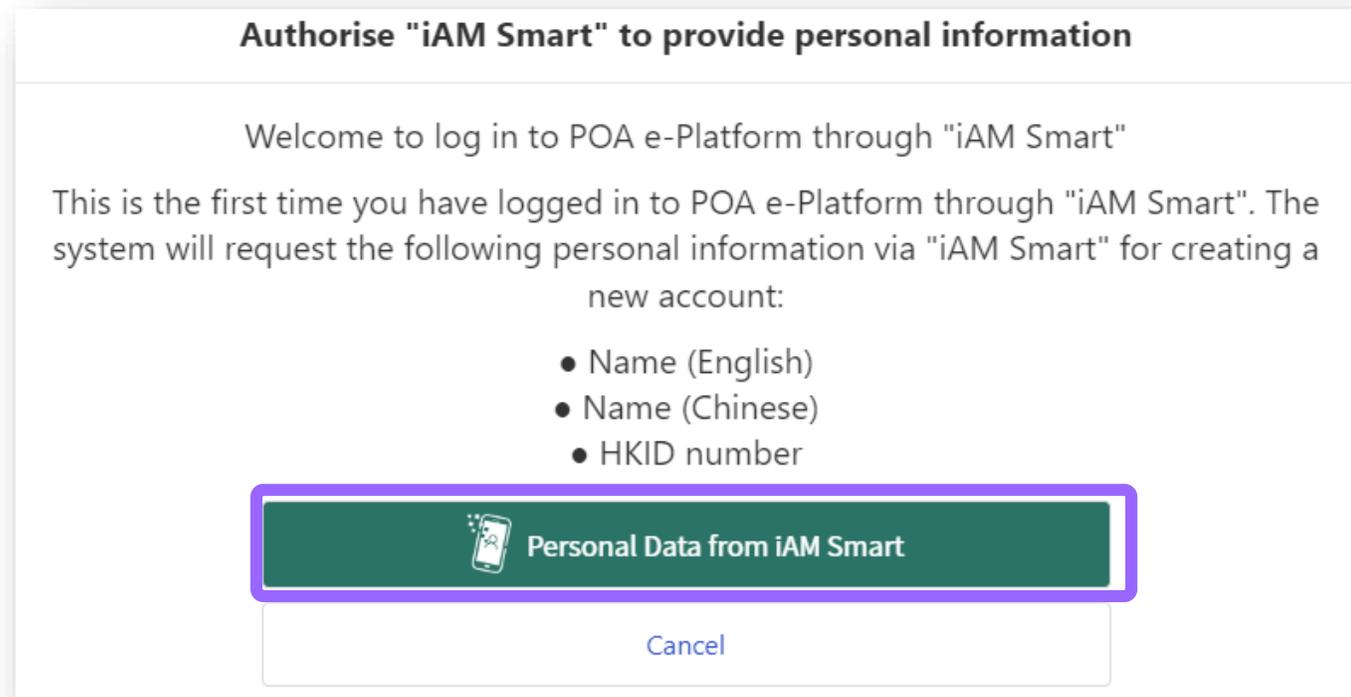
- Step 5 : For parents using computer' s browser, open and log in with “iAM Smart” App in the mobile phone and scan the QR code (For parents using mobile phone' s browser, “iAM Smart” App in the mobile phone will be connected automatically)



# POA 2023

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

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



# 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

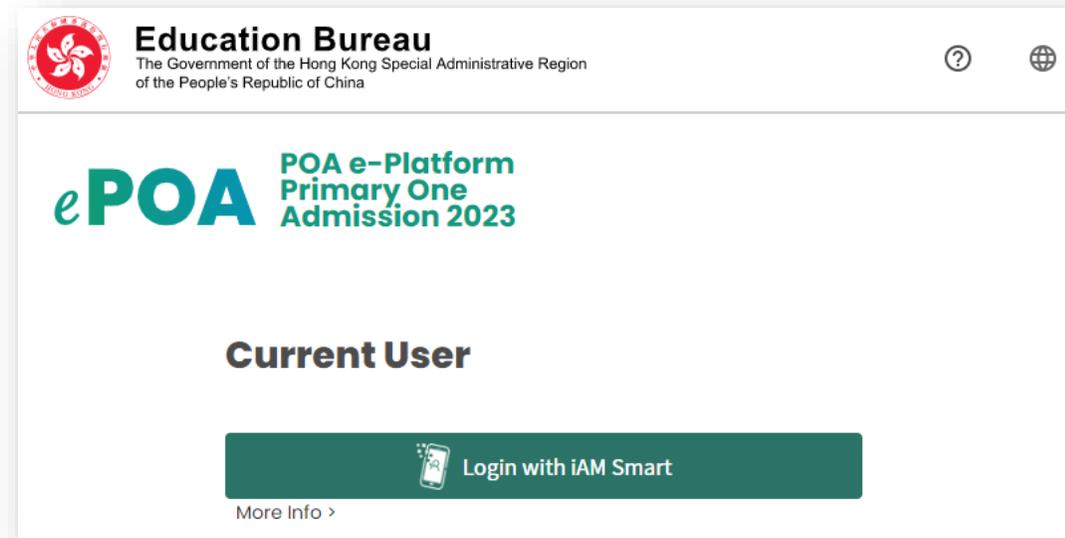
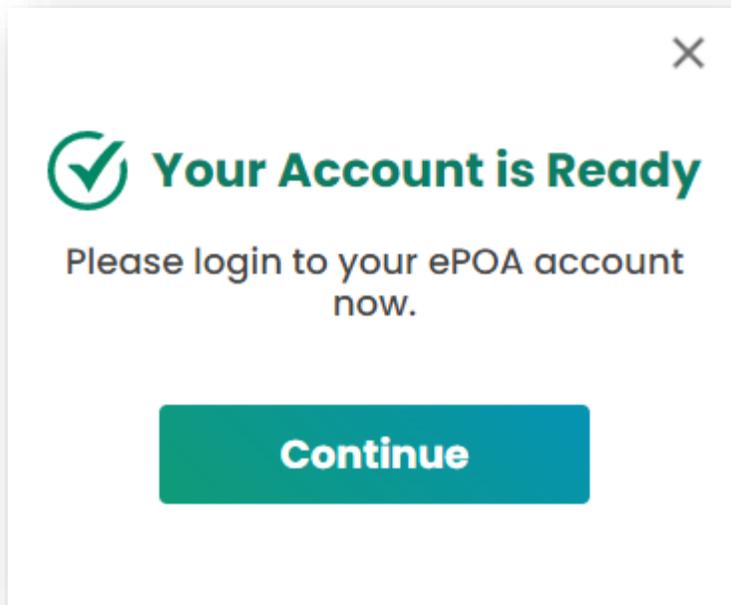
**Confirm and Submit**

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

# 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.

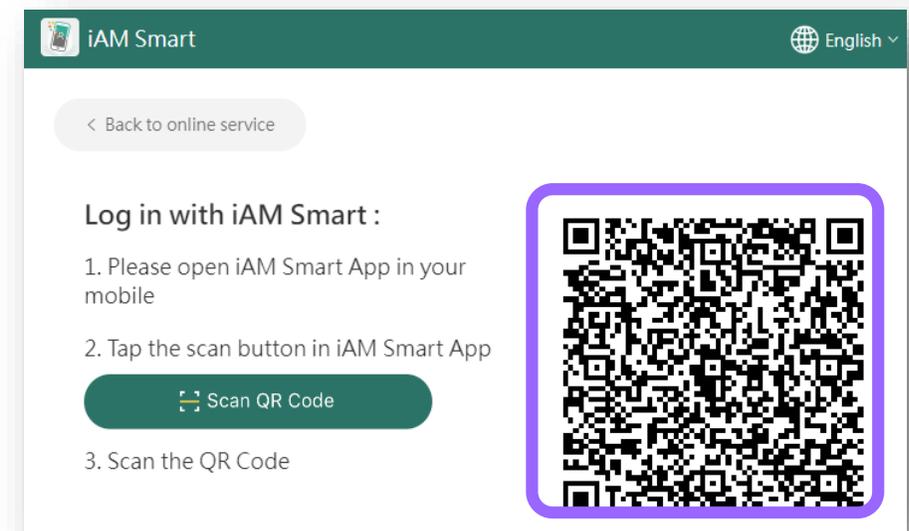
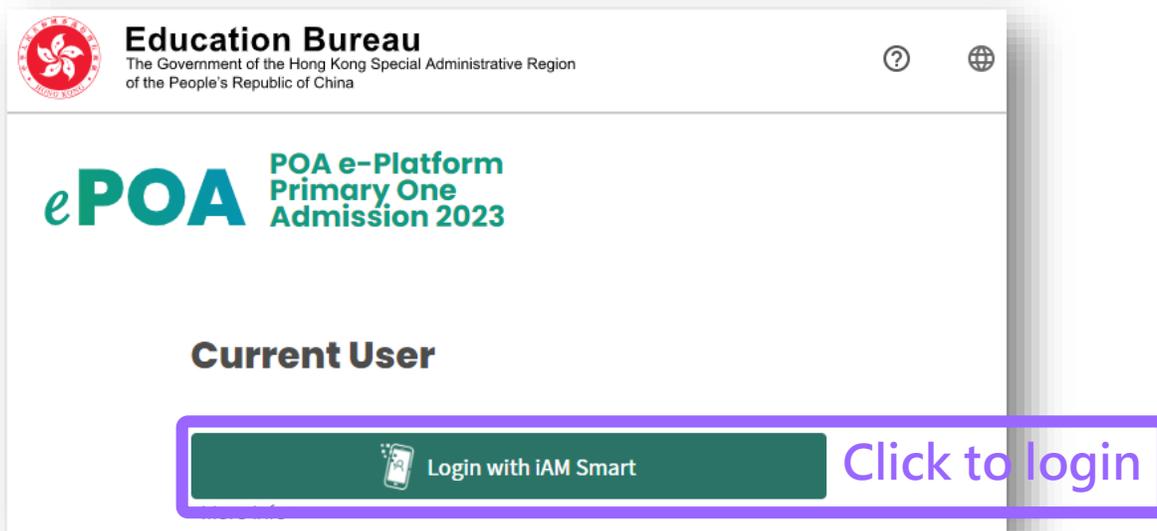


# POA 2023

## ePOA Account Activation –

### “iAM Smart+” / “iAM Smart”

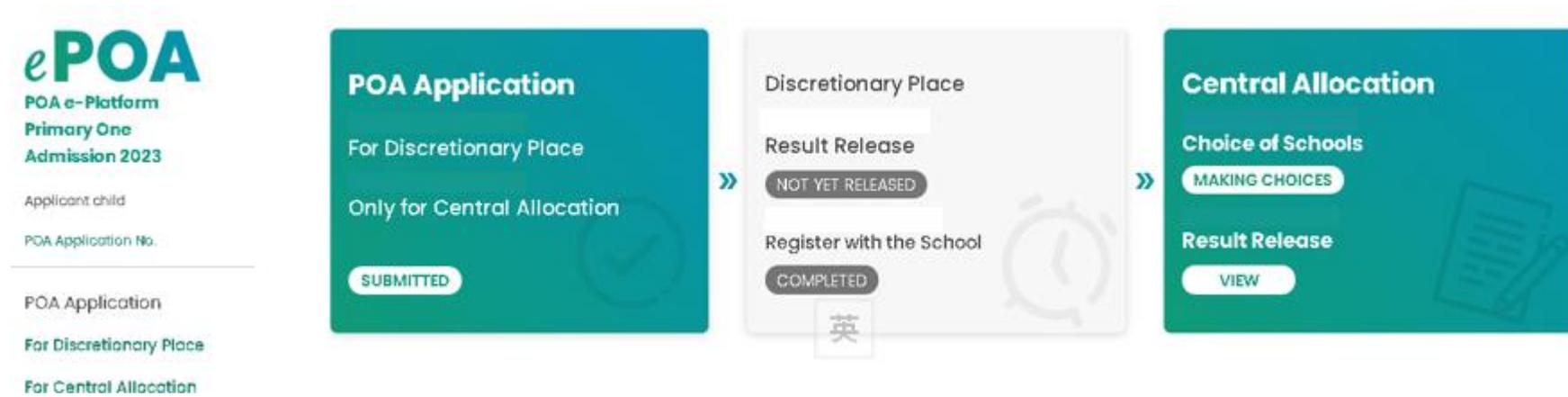
- Step 1 : Login with “iAM Smart+” / “ iAM Smart”
- Step 2 : For parents using computer’ s browser, open and log in with “iAM Smart” App in the mobile phone and scan the QR code (For parents using mobile phone’ s browser, “iAM Smart” App in the mobile phone will be connected automatically)



# POA 2023

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

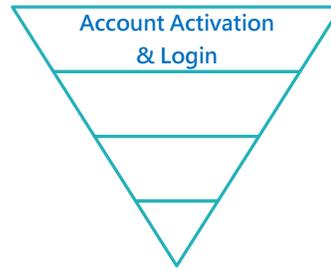
- Step 3 : Successfully logged in.



# POA 2023

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

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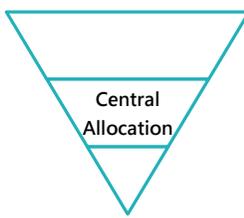


- Video



# POA 2023 Central Allocation

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



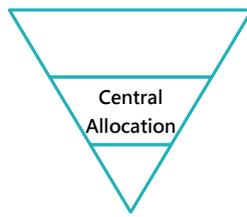
- Step 1 : Login to activated POA e-Platform account

The screenshot shows the user interface for the Primary One Admission 2023 Central Allocation Choice of Schools Form. At the top, the title "Primary One Admission 2023 Central Allocation Choice of Schools" is displayed in green. Below the title is a yellow banner with an information icon and the text "Notes of How to Complete the Choice of Schools Form", followed by a share icon. The main content area features a document icon with a pencil, the text "Primary One Admission 2023 Central Allocation" in bold, and "Choice of Schools Form" below it. To the right of this text is a prominent green "Apply Now" button.



# 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)

Name (in Chinese)

Sex  Male  Female

**Applicant Information**

Name of Parent/Guardian

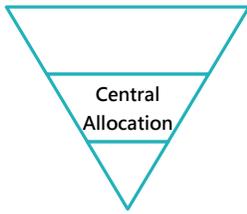
Contact Tel. No.

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

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

school website

Primary School Profiles

Remarks

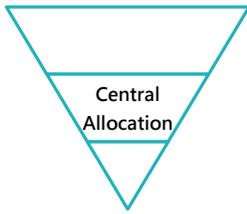
Add to Choice

Add the school to the Choice.

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

# 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**

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

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

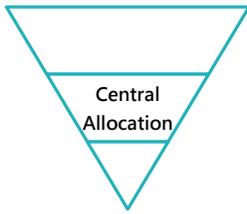
Add to Choice

Add the school to the Choice

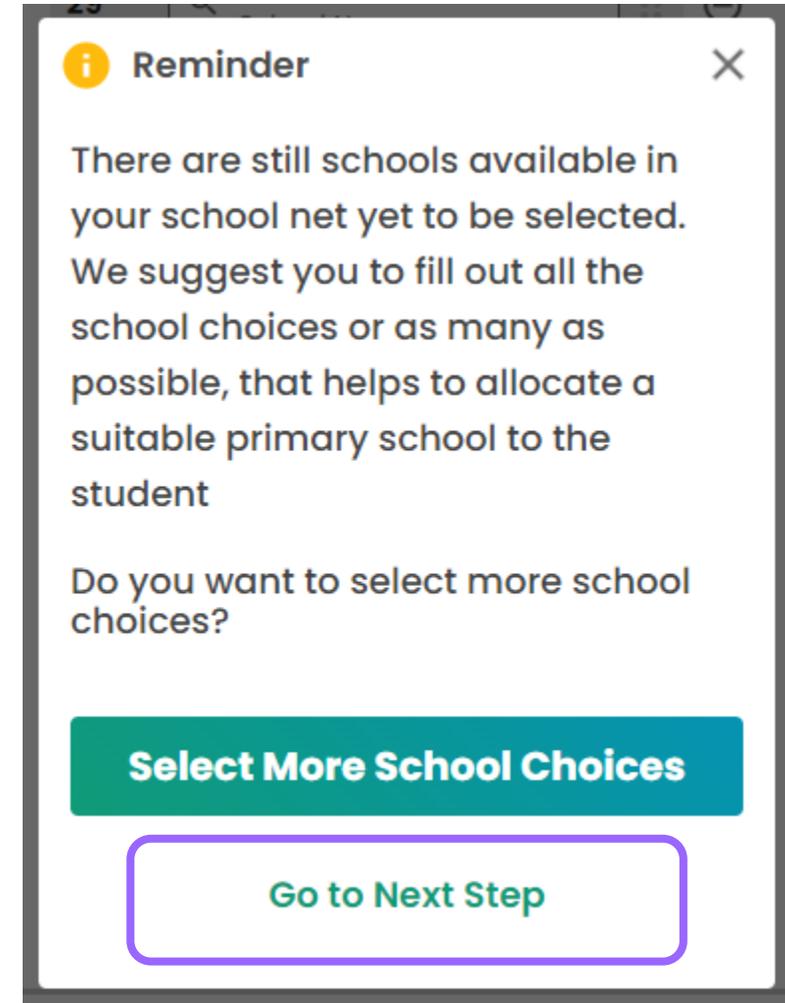
\* The user interface of the relevant POA e-platform is for reference only. (the interface may be subject to modification due to system development.)

# POA 2023 Central Allocation

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

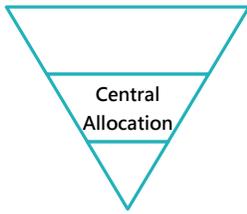


- The system will remind parents if there are unfilled school choices under Part (B)
- Under Part (B), the system will filter out schools of unmatched gender in advance and provide only schools in applicant child’s own net for parents to choose to avoid selecting wrong school choices by parents.



# 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)  
[Input field]

Name (in Chinese)  
[Input field]

Sex  
M

Edit

#### Applicant Information

Name of Parent/Guardian  
[Input field]

Contact Tel. No.  
[Input field]

Mobile phone number for receiving SMS message  
[Input field]

Edit

#### Unrestricted School Choices

FIRST Choice  
[Input field]

SECOND Choice  
[Input field]

THIRD Choice  
[Input field]

Edit

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

Order of preference

1 [Input field]

2 [Input field]

3 [Input field]

4 [Input field]

5 [Input field]

6 [Input field]

7 [Input field]

8 [Input field]

9 [Input field]

10 [Input field]

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**

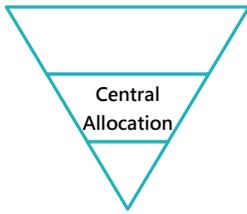
[< Previous Step](#)

[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.

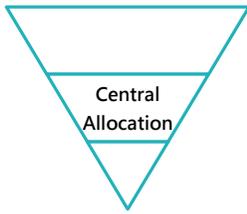
Are you sure you want to submit the application?

**Yes** **No**

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

# 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

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POA 2023 Central Allocation Choice of Schools

Status	<b>SUBMITTED</b>
Date Submitted	

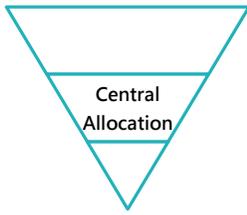
### Submitted Record

Date Submitted

**Print**

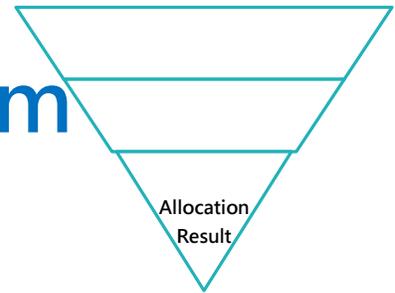
# POA 2023 Central Allocation

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

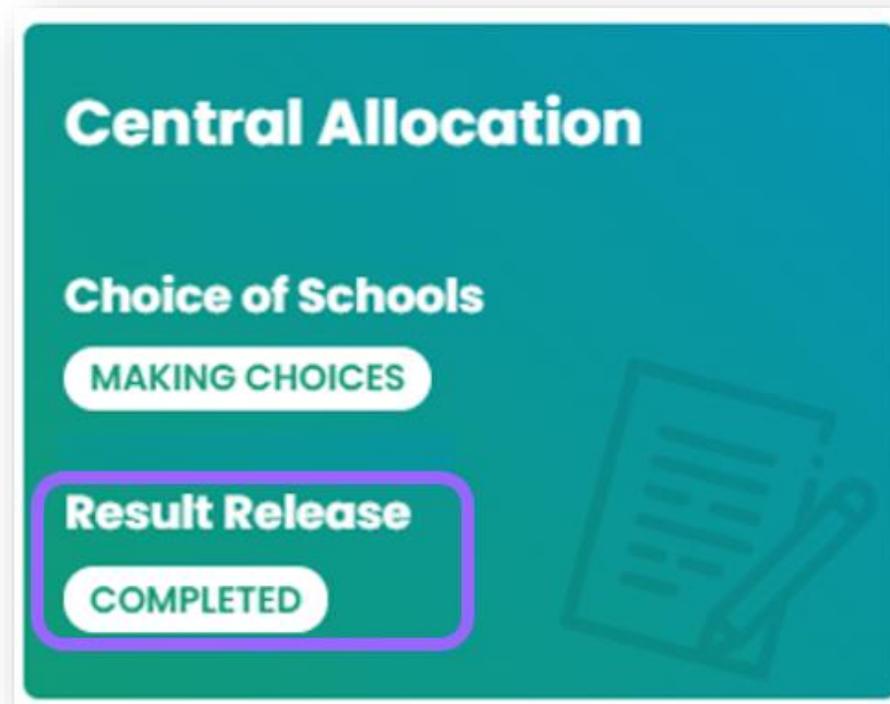


- Video

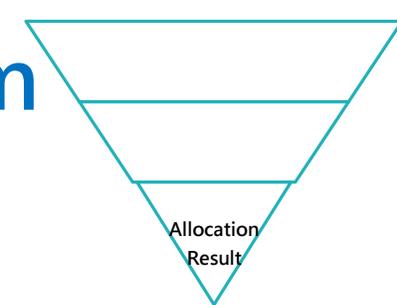
# Checking Central Allocation Results in POA e-Platform ( "iAM Smart +" / "iAM Smart" )



- 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.	0000000000
Name of Student	CHAN SIU MING 陳小明
Sex	M
Date of Birth	Dec 25, 2008
Name of School Allocated	<b>HONG KONG PRIMARY SCHOOL</b> 香港小學
School Address	
Contact Tel. No.	

Allocated Primary School

---

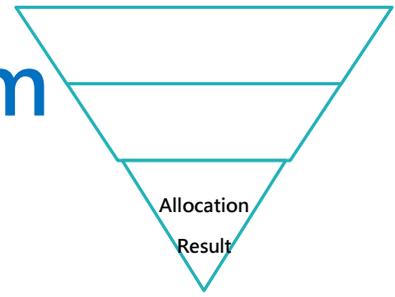
**The registration date for Primary One students allocated to a school place through Central Allocation is from**

Registration Date	June 13-15, 2023
Address for Registration	

Registration Date

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

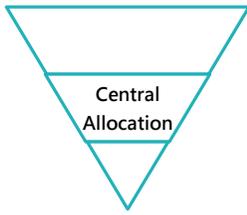
# Checking Central Allocation Results in POA e-Platform ( “iAM Smart +” / “iAM Smart” )



- 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 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 Schools (including 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.



# Q&A