

# Education Bureau

## Registration for Placement Assistance Services

### **(I) Note to Parents / Guardians**

1. **The applicant child must not have registered in any other schools (including public sector schools, schools under Direct Subsidy Scheme and private schools) in and outside Hong Kong.** This is the first application submitted to Regional Education Offices (REO) of Education Bureau (EDB) for the applicant child to apply for placement assistance services to enrol in a public sector school in Hong Kong.
2. Parents / guardians can only submit an application for each child to request the placement assistance services **once**. If parents / guardians do not accept the school placement result due to any reasons (such as the district of the assigned school, the class level to be enrolled, subject arrangements, etc.), it will be regarded as giving up the school place assigned. Parents / guardians may approach their preferred schools themselves and submit admission applications to the schools directly.
3. REO of EDB will arrange a school place to the applicant child taking into consideration of factors such as the district of residence of the applicant child and the vacancy situation of schools, etc. where feasible. Considering the fact that the provision of public sector secondary school places is planned on a territory-wide basis, REO of EDB will adopt a more flexible way when handling secondary school placement and decide whether to offer a school place in another district according to the vacancy situation of the district and the schools concerned. Before admitting a student, schools may interview the applicant child concerned and assess his/her ability according to their school-based mechanism, and discuss with the parents concerning the class level the student should enrol in. When arranging senior secondary school places, the applicants' preferences will be entertained as far as practicable. However, parents / guardians should also understand that the school places offered may not fully meet their requirements, including the desired class levels and preferred elective subjects.
4. Parents / guardians, while having dealings of any kinds related to school placement with the EDB and schools, should not offer advantage to Government officers or school personnel.

### Registration methods

5. Parents / guardians may register our service for eligible children through one of the following means:
  - (a) Bring along the required documents mentioned below to register with the respective REO of EDB. For cases concerning newly arrived children, parents / guardians should also bring along the applicant child for registration;
  - (b) Submit the completed registration form and the required documents by post to the respective REO and specify "Registration for Placement Assistance Services" on the envelope. If by post, the postmark date on the envelope will be regarded as the date of submission of registration. To avoid delay or unsuccessful delivery of the registration form, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate; or
  - (c) Submit the completed registration form and the required documents by email or fax to the respective REO.
6. For parents / guardians submitting their registration form and the required documents by post, email or fax, the EDB would contact parents / guardians via phone within five working days upon receipt of the registration documents and request them to bring along the original copies of the required documents (and the applicant child for cases concerning newly arrived children) to visit the respective REO for verification. If parents/ guardians do not receive our phone call after five working days, please contact the respective REO for follow-up.
7. Parents / guardians can only register for each eligible child with the residential address once. The EDB will not proceed further with the duplicated registration.
8. Save for school-attending children who cannot continue their studies in the original schools for reasons such as relocating, the EDB will not accept registration of children who have been allocated a school place under the School Places Allocation Systems or are studying at a government or aided school in Hong Kong.
9. Schools may interview the applicant children and assess their abilities according to their school-based mechanism, and discuss with the parents concerning the class level the students should enrol in.

### Required Documents

10. When submitting the registration, parents / guardians should attach photocopies of the applicant children's identity documents, proof of attained academic qualifications and proof of residential address. Parents / guardians registering in person at the REO should also bring along the original copies.
11. Proof of residential address that REOs accept includes, but not limited to, stamped tenancy agreement, demand note for rates, public housing tenancy agreement or water / electricity / town gas / residential telephone bills. The proof of residential address should bear the name of the parent / guardian, the issue date and the name of issuing organisation. If parents / guardians cannot provide the above acceptable proof of residential address, the EDB may request parents / guardians to make sworn declaration at the respective REOs or provide supplementary documents as further proof of the applicant child's residential address.

### Enquiries

12. For enquiries concerning REO's placement assistance services, please contact the respective REO.

| REO                      | Address                                                                                                    | Tel. No.  | Fax No.   | Email Address     |
|--------------------------|------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------------|
| Hong Kong REO            | 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong                                                           | 2863 4646 | 2865 0658 | hkreo@edb.gov.hk  |
| Kowloon REO              | Podium-1/F, East Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon | 3698 4108 | 2770 2012 | kreo@edb.gov.hk   |
| New Territories East REO | 22nd Floor, Landmark North, 39 Lung Sum Avenue, Sheung Shui, NT                                            | 2639 4876 | 2672 0357 | ntereo@edb.gov.hk |
| New Territories West REO | 19th Floor, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, NT                                 | 2437 7272 | 2416 2750 | ntwreo@edb.gov.hk |

# Registration for Placement Assistance Services

(for school-attending children in HK finding a new school)

For EDB's use

District: \_\_\_\_\_

Level: \_\_\_\_\_

## (II) Student's Particulars

1. Name: \_\_\_\_\_ 2. Sex: \_\_\_\_\_ Male / Female\*
3. Date of Birth: \_\_\_\_\_ (dd/mm/yyyy) (Age: \_\_\_\_\_ )
4. Address (HK): \_\_\_\_\_
5. Last School Attended: \_\_\_\_\_

[If the student was allocated with a school place through Primary One Admission System (POA) or Secondary School Places Allocation (SSPA) but subsequently did not enrol to any schools in Hong Kong, please fill in the school name which was allocated to the student by POA or SSPA in the above field for EDB's follow up.]

6. Highest Level Attended: \_\_\_\_\_ 7. School Level Applied for: \_\_\_\_\_
8. Time of Enrolment Applied for^: 20 \_\_\_\_\_ - 20 \_\_\_\_\_ School Year \_\_\_\_\_ First / Second \* Term
9. Reason(s) for Applying for School Place: \_\_\_\_\_

### 10a. Placement for schools in Tai Po District or North District –

Please also advise if placement in the following district(s) is agreeable. Please rank (1-4) in order of preference should you choose more than one district. Parents / guardians should consider the transportation arrangement for travelling to and from school.

\_\_\_\_\_ Sha Tin District (including Ma On Shan) \_\_\_\_\_ Yuen Long District

\_\_\_\_\_ Tuen Mun District \_\_\_\_\_ Kwai Chung & Tsing Yi District

### 10b. Placement for schools in Tsuen Wan District –

Please advise if placement in Kwai Chung & Tsing Yi District is agreeable. Parents / guardians should consider the transportation arrangement for travelling to and from school. \_\_\_\_\_ Agree / Disagree \*

### 11. Applicable for placement to senior secondary levels–

Please provide the relevant supporting documents (e.g. report cards) for the elective subjects that the applicant child wishes to study at senior secondary levels for EDB's reference.

| Elective subjects | Period                                               | Grade / Level |
|-------------------|------------------------------------------------------|---------------|
| 1.                | From _____ to _____<br>(Month) (Year) (Month) (Year) |               |
| 2.                | From _____ to _____<br>(Month) (Year) (Month) (Year) |               |
| 3.                | From _____ to _____<br>(Month) (Year) (Month) (Year) |               |
| 4.                | From _____ to _____<br>(Month) (Year) (Month) (Year) |               |
| 5.                | From _____ to _____<br>(Month) (Year) (Month) (Year) |               |
| 6.                | From _____ to _____<br>(Month) (Year) (Month) (Year) |               |

The EDB will, where feasible, arrange a suitable school place to the applicant child based on the district of residence, preferred class level and subjects. Before admitting the student, schools may interview him/her and assess his/her ability according to their school-based mechanism, and discuss with the parents concerning the class level the student should enrol in. Parents / guardians should understand that the school place offered **may not** fully meet the applicant child's combination of subjects which he/she formerly studied.

I hereby declare that: [Please ✓ in the appropriate boxes below.]

- ☐ the student has not registered in any schools in or outside Hong Kong. This is the first application submitted to REO of EDB for the applicant child to apply for placement assistance services
- ☐ I understand that each applicant child can only apply for the placement assistance services by REO of EDB once.
- ☐ I understand that REO of EDB will arrange a school place taking into consideration of factors such as the district of residence of the applicant child and the vacancy situation of the district and the schools, etc. REO will adopt a more flexible way when handling secondary school placement and the EDB may decide whether to offer a school place from other districts according to the vacancy situation of the district and the schools concerned.
- ☐ I understand that schools, before admitting a student, may interview the student concerned and assess his/her ability according to their school-based mechanism, and discuss with the parents concerning the class level the student should enrol in. When arranging senior secondary school places, the applicant's preference will be entertained as far as practicable.
- ☐ I understand that I cannot specify to be enrolled by a particular school or a school mainly admitting students from a particular band.
- ☐ I understand that if parents / guardians do not accept the school placement result due to any reasons, it will be regarded as giving up the school place offered.
- ☐ to the best of my knowledge and belief, the contents of this registration form and the attached documents are true and accurate.
- ☐ I have read and understood the attached "Notes for Parents / Guardians" and the "Personal Information Collection Statement".

12. Parent / Guardian's\*

Name: \_\_\_\_\_

(Should be the same as the one on the proof of residential address)

13. Relationship

with the Student: \_\_\_\_\_

(e.g. father, mother or guardian)

14. Contact Tel. No.: (1) \_\_\_\_\_

(2) \_\_\_\_\_

15. Parent / Guardian's\* Signature: \_\_\_\_\_

16. Date of Registration: \_\_\_\_\_

. Remarks: \_\_\_\_\_

Please put a "✓" in the appropriate box.

\* Please delete as appropriate.

^ The actual time of enrolment is subject to the arrangements of individual schools.

### (III) For EDB's use

Documents verified on: \_\_\_\_\_

Name of school(s) referred

Date

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

Name and Post of EDB Staff: \_\_\_\_\_

## **Personal Information Collection Statement**

### **Purpose of Collection**

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of application for individual grant and subsidy as well as education service provided by the EDB;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and
  - (d) Activities relating to compilation of statistics, research and Government publications.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

### **Classes of Transferees**

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
  - (a) other Government bureau and departments, including the Immigration Department, for the purposes mentioned in paragraph 1 above;
  - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) where you have given your prescribed consent to such disclosure; and
  - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

### **Access to Personal Data**

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the School Development Officer of the respective Regional Education Office.