

Criteria and Conditions for Applying for the School-Based Support Scheme (SBSS) Grant

Schools must ensure that the criteria and conditions as set out in Part A and Part B below are satisfied when applying for the SBSS Grant:

Part A

The child should satisfy the following criteria in order to be eligible for the SBSS Grant:

1. For Children Newly Arrived from the Mainland ^{Note}
(This refers to those children who had been living in the Mainland before studying in Hong Kong, irrespective of their places of birth and their current place of residence, for example, Type II children who were born in Hong Kong but had been living in the Mainland before they attended schools in Hong Kong.)
 - (a) the period between the date of first arrival in Hong Kong and the first day of attending the school is less than one year (the requirement of arrival less than one year); or
 - (b) in the case of the child arrived in Hong Kong for more than one year, he/she should not have attended any local school (including kindergarten) for more than one year prior to admission to the school (the requirement of schooling less than one year).

For children newly arrived from the Mainland holding the Form of Recognizance and there being no comments from the Hong Kong Immigration Department on allowing them to attend schooling in Hong Kong during the time that their cases are still under examination, their names should be entered on Appendix NAC-1 as other eligible NAC. However, schools are requested to find out their dates of arrival in Hong Kong before completing the Appendix.

2. For Non-Chinese Speaking (NCS) Children newly joining the local education system ^{Note}
 - (a) the child has the right of abode in Hong Kong and is eligible for admission to public sector schools; and
 - (b) the child satisfies either the requirement of arrival less than one year or the requirement of schooling less than one year.
3. For Returnee Children
 - (a) the child was born of parents who are permanent residents of Hong Kong and who have returned to settle in Hong Kong from other places; and
 - (b) the period between the date of returning to Hong Kong and the first day of attending the school is less than one year and he/ she has not studied in a local school for the past three years prior to admission to the school.

Part B

Schools should also ensure that the following conditions are satisfied:

1. no previous claim of the SBSS Grant has been made in respect of the child;
2. the child's first day of attending the school must fall within the period of 1 September 2022 to 31 August 2023 and the school has provided appropriate support services to the child; and
3. those who have attended the full-time Initiation Programme are not eligible for the SBSS Grant.

September 2023

Notes on how to complete the form

Application form and documents

1. Schools should complete and submit the following in order to apply for the SBSS Grant:
 - (a) Form NAC (2023) and
 - (b) Appendix NAC-1 (to be used to apply for the SBSS Grant for the 2022/23 school year), if applicable.
2. Supporting documents of the children, e.g. copies of Hong Kong birth certificate, Endorsement / Landing Slip on One-way Permit or passport showing the Date of Arrival by Hong Kong Immigration Department, parent declaration, etc. (whichever is applicable) should be serial-numbered in the same sequence as listed in Appendix NAC-1.
3. For a child who has arrived in Hong Kong for more than a year, schools should request his/ her parent to declare in writing the child's latest date of arriving Hong Kong and that he/she has not attended any local school (including kindergarten) for more than one year prior to admission to the applicant school. The declaration should also be attached to Appendix NAC-1.
4. For "Children Newly Arrived from the Mainland" who were not born in the Mainland, schools should request his/her parent to declare in writing the child's latest date of arriving Hong Kong and that he/she has been living (and receiving education, if applicable) in the Mainland after his/her birth and has not attended any local school (including kindergarten) for more than one year prior to admission to the applicant school. The declaration should also be attached to Appendix NAC-1.
5. For cross-boundary students (CBS) who were born in Hong Kong and are residing in the Mainland, schools should mark "Date of Arrival in H.K." in Appendix NAC-1 as "Not Applicable (CBS)", if the date is unavailable. For CBS who were born in the Mainland, schools should report "Date of Arrival in H.K." with reference to information shown in the One-way Permit.
6. Completed form, together with the supporting documents, should be sent **on or before 9 October 2023** by post or by hand to the Placement and Support (PS) Section, Education Bureau (EDB), at Room 1424, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. Schools can also submit the electronic application form via the Common Log-on System (<https://clo.edb.gov.hk/>) and send the supporting documents to PS Section by post or by hand to the aforesaid address.
7. The rate of the SBSS Grant per pupil has been adjusted from \$4,002 to \$4,078 at primary level and from \$5,932 to \$6,045 at secondary level for the 2023/24 school year.
8. Further enquiries regarding the SBSS Grant should be directed to Mr K W CHUNG at 2892 6188 of PS Section.

Survey on Children from the Mainland Newly Admitted to Schools

9. Apart from collecting the personal data of students concerned for completion of Appendix NAC-1, schools are advised to refer also to the Survey on Children from the Mainland Newly Admitted to Schools (NAC Survey) which also collects the following information of those children newly arrived from the Mainland and entered Hong Kong by One-way Permit:
- (i) the highest grade last attended in the Mainland and the corresponding school year; and
 - (ii) the grade of first admission to school in Hong Kong and the first date of attending school in Hong Kong.

For details, please refer to the separate letter from School Education Statistics Section of EDB which will be issued on 5 October 2023. Schools are advised to collect all required information from parents/guardians in one go so as to minimize workload of your school. For enquiries regarding the NAC Survey, please contact Ms LAW at 3509 8452 or Ms LEUNG at 3509 8443 of the School Education Statistics Section.

Student Information Management

10. Besides, at the beginning of each school year, EDB also collects student information of the Student Information Management System (STIMS). Schools are requested to submit relevant student information electronically via Web-based School Administration and Management System (WebSAMS) or an electronic form (eForm). For all students **who arrive from the Mainland via the One-way Permit**, schools should report their Date of Entry from the Mainland. For details, schools may refer to the Guidelines for the STIMS and the separate letter on “STIMS for the 2023/24 School Year” issued by this Bureau on 25 August 2023.

September 2023

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附表
Appendix

NAC-1

申請「校本支援計劃津貼」(2022/23 學年)
Application for the School-Based Support Scheme Grant (2022/23 school year)

第__頁，共__頁
Page__of__

學校編號
School No.

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學校位置標識
Location ID

0	0	0
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授課時間
Session

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1-上午校 AM
2-下午校 PM
3-全日制 WD

(a) 號數 No.	(b) 學生編號 Student Reference Number (STRN)	非回流兒童 NCS 請填 Please fill in N R	(c) 學生姓名 Name of Student		(d) 性別 Sex M/F	(e) 出生日期 Date of Birth 日/月/年 DD/MM/YY	(f) 入讀資料 Admission Information		(g) 到港日期(以單程證或護照上入境處蓋印為準) Date of Arrival in H.K.(Refer to the Immigration Department's date chop on the One-way Permit or the Passport) 註: 屬香港出生的跨境學生, 請填「不適用(跨境學生)」 Note: For cross-boundary student born in Hong Kong, please fill in "Not Applicable (CBS)"				(h) 香港出生請加 Please put a ✓ for HK-born student	(i) 跨境學生請加 Please put a ✓ for cross-boundary student
			英文 (English)	中文 (Chinese)			入讀班級 Level Admitted	首天上課日期 First Day of Attending Applicant School	日 Day D D	月 Month M M	年 Year Y Y Y Y			

此表格供填寫十名學生資料, 請填滿後才另開新頁。
This form is for entering particulars of ten students. It must be completely filled up before a new page is used.

學校名稱 Name of School _____

學校聯絡人姓名及職位 Name and Post of Contact Person of School _____

電話號碼 Telephone No. _____

傳真號碼 Fax No. _____

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須填報 2022/23 學年所有兒童資料, 包括曾申請預支津貼的兒童, 但不包括曾就讀全日制「啟動課程」的兒童。All information on children of the 2022/23 school year including those for whom the school has applied for the advance payment should be entered, but excluding those who have attended the full-time Initiation Programme.

「校本支援計劃津貼」申請摘要及預支津貼 - 個人資料收集聲明

收集個人資料的目的

1. 你在本表格及附表提供的個人資料，會供教育局用於以下一項或多項用途：
 - (a) 處理、核實、審核資格及查證就新來港兒童校本支援計劃津貼的申請；
 - (b) 就上文(a)項所述申請的處理、核實、審核資格及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及
 - (d) 編製統計資料、研究及政府刊物。
2. 你必須按本表格及附表的要求及於本局處理本表格及附表的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理有關申請。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
 - (a) 政府其他政策局及部門，以用於上文第 1 段所述的用途；
 - (b) 與本表格及附表相關的學校，以用於上文第 1 段所述的用途；
 - (c) 你曾就披露個人資料給予訂明同意；以及
 - (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向助理教育主任(學位安排及支援)31 提出(地址：香港灣仔皇后大道東 213 號胡忠大廈 14 樓 1424 室或電郵：aeops31@edb.gov.hk)。

School-Based Support Scheme (SBSS) Grant Summary of Application and Advance Payment - Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form and appendix will be used by the Education Bureau (EDB) for one or more of the following purposes:
2. Activities relating to the processing, authentication, assessment on eligibility and counter-checking of the application for the SBSS Grant for Newly Arrived Children;
3. 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;
 - (a) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and
 - (b) Activities relating to compilation of statistics, research and Government publications.
4. The provision of personal data required by this form and appendix and during the processing of this form and appendix 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

5. 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 bureaux and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school to which the form and appendix relate 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

6. You have the right to request access to and correction of your personal data held by EDB. Request for access to or correction of personal data should be made in writing to Assistant Education Officer (Placement and Support)31 at Room 1424, 14/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or email to aeops31@edb.gov.hk.

Administrative Arrangements for the School-Based Support Scheme (SBSS) Grant

I. Use of the SBSS Grant

1. It is important for schools to maintain a balanced use of the SBSS Grant and to ensure that children newly arrived from the Mainland, non-Chinese Speaking (NCS) children newly joining the local education system and returnee children with adjustment needs have the opportunity to benefit from the support services.
2. Schools are requested to spend:
 - (a) no less than 50% of the total amount of the SBSS Grant on helping:
 - (i) children newly arrived from the Mainland in learning English; and
 - (ii) NCS children and returnee children in learning Chinese and/ or English.
 - (b) no less than 30% of the total amount of the SBSS Grant on helping children newly arrived from the Mainland, NCS children newly joining the local education system or returnee children, on personal development and social adaptation.
3. Please also ensure that the services are provided as soon as the students are admitted into the school. The following suggestions are not exhaustive:
 - (a) Conducting supplementary lessons
 - (i) Schools may arrange non-fee-charging supplementary lessons for children newly arrived from the Mainland, NCS children newly joining the local education system and returnee children outside normal school hours.
 - (ii) These supplementary lessons should be conducted by qualified teachers (e.g., holder of a teacher's certificate/ a local degree or equivalent). The pay rates are to be decided by schools which may make reference to the current market rates or the daily rates of pay for supply teachers in public sector schools, adjusted to an hourly basis.
 - (iii) The breakdown of the rate of remuneration and the number of working hours for each part-time teacher should be reflected in the income and expenditure of the SBSS Grant Account.
 - (iv) Schools are required to keep relevant records of such supplementary classes (e.g. attendance registers) for monitoring purposes.
 - (b) Organising orientation/ guidance programmes/ extra-curricular activities/ visits, etc.
 - (c) Any other expenditure (except food and drinks) incurred from providing support services to meet the needs of children newly arrived from the Mainland, NCS children newly joining the local education system and returnee children.
4. On the procurement of services and appointment of staff using the SBSS Grant, schools are required to comply strictly with relevant rules, regulations and statutory requirements in force, to avoid any conflict of interests. In this connection, schools may refer to the following prevailing Education Bureau (EDB) circulars:
 - Acceptance of Advantages and Donations by Schools and their Staff
 - Procurement Procedures in Aided Schools
 - Appointment of Staff in Schools

II. Accounting Arrangements

Schools should comply with the following accounting arrangements:

Government Schools

1. ***Accounting arrangement:*** Government schools should charge the expenditure to the user code assigned for “School-Based Support Scheme Grant-NAC”. Acquisition of goods or services, payment of invoices and reimbursement of expenses disbursed by officers should be dealt with in accordance with the existing Stores and Procurement Regulations, Financial and Accounting Regulations, Standing Accounting Instructions and other relevant government-wide / departmental circulars and rules issued from time to time. For employment of staff under the SBSS Grant, they should comply with the Bureau’s rules and regulations relating to hire of services and appointment of non-civil service contract staff. In respect of the latter, they should note the statutory duties of the Bureau as an employer under the Mandatory Provident Fund Schemes Ordinance (Cap. 485), and follow the Bureau’s procedures for enrolment of relevant employees into the Mandatory Provident Fund Scheme.
2. ***Domains of Expanded SCBG:*** Under the Expanded Subject and Curriculum Block Grant (Expanded SCBG), the SBSS Grant has been classified as one of the school-specific grants which is of special nature and only applicable to selected schools with special circumstances.
3. ***Surplus retention:*** It is a constituent grant in the Expanded SCBG. Government schools are allowed to accumulate a surplus of up to 12 months’ provision of the Expanded SCBG as a whole for the year in which the grants are provided. Accumulated surplus balance in the Expanded SCBG in excess of 12 months’ provision of the prevailing level of the Expanded SCBG will lapse.
4. ***Deficit:*** No deficit should be allowed.
5. ***Release of the SBSS Grant:*** Allocation/adjustment of the SBSS Grant covering the first seven months’ provision (September to March) will be made in January of each school year and the provision for the remaining five months will be released in April of the same school year.

Aided Schools/ Caput Schools/ Schools under the Direct Subsidy Scheme (DSS Schools)

1. ***Accounting arrangement:*** All aided schools, caput schools and DSS schools should note that they are required to keep a separate ledger account named “School-Based Support Scheme Grant Account” to properly reflect all the income and breakdown of expenditure chargeable to it. Schools are reminded to follow the relevant rules and regulations on procurement procedures as stipulated in EDB Circular No. 4/2013. When the SBSS Grant is used by schools for employment of staff, expenditures like contribution to provident fund and any other statutory benefits conferred by the Employment Ordinance should be met by the SBSS Grant. A proposed statement of the said account will be promulgated later for aided, caput and DSS schools in the relevant circular memorandum/ letter calling for the submission of the audited annual accounts. DSS schools should submit the statement of the said account to the Management Accounts Section of EDB, while aided and caput schools should submit it to the School Audit Section in accordance with the format to be promulgated in the relevant circular memorandum/letter.

2. **Surplus retention:** For aided schools without an incorporated management committee (IMC), the SBSS Grant is included as one of the constituent grants under the Special Domain of the Operating Expenses Block Grant (OEBG). They must use the funds for the SBSS Grant for its specified purpose. The SBSS Grant is included as one of the constituent grants under the Expanded Operating Expenses Block Grant (EOEBG) for aided schools with an IMC. Accumulated surplus balance in the OEBG/ EOEBG (excluding the funds set aside as outstanding commitment for the payment of Severance Payment/ Long Service Payment for staff) in excess of 12 months' provision of the prevailing level of the OEBG/ EOEBG will be subject to claw back. They are requested to observe the details in the EDB Circular Memorandum No. 137/2023. For caput schools/ DSS schools, although the OEBG is not applicable to these schools, the surplus retention ceiling for the SBSS Grant will also be 12 months of its provision and will be subject to claw back to be in line with aided schools.
3. **Deficit:** For aided schools without an IMC, deficit may be topped up with surpluses from the General Domain of OEBG. For aided schools with an IMC, schools should ensure that the total spending should be kept within the amount of provision of EOEBG and avoid deficits as far as possible. Any deficits arising in OEBG/ EOEBG should be borne by the school's own funds. Schools should follow the arrangement for handling deficit as stated in EDB Circular Memorandum No. 137/2023. For caput/ DSS schools, deficit should be absorbed by schools' private funds and it should not be charged to the government subsidy.
4. **Release of the SBSS Grant:** For aided schools without an IMC, caput/ DSS schools, payment/ adjustment of the SBSS Grant will be made in January of each school year. Aided schools with an IMC should note that the SBSS Grant is one of the school specific grants under the EOEBG which will normally be released to schools on a quarterly basis in September, November, February and May. As it is impractical to determine the amount of the SBSS Grant before January of each year, 75% of the annual provision of the SBSS Grant will be released to those aided schools entitled to receive EOEBG in February of each school year. The remaining 25% will be released in May of the same school year. Adjustments of the SBSS Grant relating to the previous school year will be fully made to these schools in February of each school year.

III. Reporting

Schools should report the effectiveness of using the SBSS Grant to improve the learning and adaptation of NAC in the school annual report.

IV. Reference

The Efficiency Office (EffO) of the Government has published the "Guide to Corporate Governance for Subvented Organisations" (Second Edition) (the Guide). Schools can make reference to the Guide to map out effective governance practices to ensure proper use of public resources. The Guide can be downloaded from the EffO's website (<https://www.effo.gov.hk/en/reference/publication.html>).