

## 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