

Notes on how to complete the forms

Application forms and documents

1. Schools should complete and submit the following forms in order to apply for the SBSS Grant:
 - (a) Form NAC (2020) and
 - (b) Form NAC-1 (to be used to apply for the SBSS Grant for the 2019/20 school year), if applicable.
2. Copies of the required 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 Form 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 Form 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 have 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 Form 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 Form 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 forms for respective purposes, together with copies of the required documents, should be sent **on or before 5 October 2020** by post or by hand to the Newly Arrived Children Support Unit, Education Bureau, at Room 1424, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.
7. The rate of the SBSS Grant per pupil per annum has been adjusted from \$3,877 to \$3,904 at primary level and from \$5,746 to \$5,786 at secondary level for the 2020/21 school year.
8. Further enquiries regarding the SBSS Grant should be directed to Mr K W CHUNG at 2892 6188 or Mr Y W CHUI at 2892 6189 of the Newly Arrived Children Support Unit.

Survey on Children from the Mainland Newly Admitted to Schools

9. Apart from collecting the personal data of students concerned for completion of Form 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 which will be issued on 28 October 2020. 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 CHUNG at 3509 8443 of the School Education Statistics Section of the Education Bureau.

Student Information Management

10. Besides, at the beginning of each school year, the Education Bureau 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 Mainland. For details, schools may refer to the Guidelines for the STIMS and the separate letter on STIMS for the 2020/21 School Year.

September 2020