

# Kindergarten (KG) Briefing on Admission Arrangements for Nursery (K1) Classes in KGs for the 2019/20 School Year

# Background

- ▶ The Government has implemented the new kindergarten (KG) education scheme (hereafter referred to as “Scheme” ) starting from the 2017/18 school year.
- ▶ K1 Admission Arrangements will continue to be at the discretion of individual KGs to fit into the implementation of the new policy.
- ▶ Education Bureau Circular Memorandum No. 87/2018 on “2019/20 K1 Admission Arrangements” issued.

# 2019/20 K1 Admission Arrangements

- ▶ Objectives
- ▶ KGs Covered
- ▶ Measures
- ▶ Samples of Relevant Registration Documents for KG Admission
- ▶ “2019/20 K1 Admission Arrangements ” Flowchart
- ▶ Documents to be distributed to KGs

# Objectives

- ▶ To avoid parents queuing up for application forms;
- ▶ To avoid hoarding of more than one place by a child at any one time to enable KGs to confirm enrolment for manpower planning, and facilitate parents in securing a place for their children in a timely manner; and
- ▶ To help parents find a place for their children by providing them information on the vacancy situation, etc.

# KGs Covered

- ▶ Applicable to KGs joining the Scheme
- ▶ Strongly encourage the non-Scheme local KGs to join :
  - Distribution of application forms via school website / no quota for distribution of printed application forms; and /or
  - “Not More Than One Place for Each Child” Measure; and /or
  - Release of Information on K1 vacancies to the public through the electronic platform of EDB

Irrespective of whether KGs will join the Scheme or not, they should comply with the following basic principles while implementing admission arrangements:

### Distribution of Application Forms

- ▶ Should not limit the numbers of forms to be distributed and should not set a quota on the number of application forms to be collected.
- ▶ Must inform parents in advance the arrangement for obtaining application forms and submitting admission applications, including :
  - **Dates for distribution and submission of application forms, application procedure and fee (if applicable), etc.**

### School-based Admission Mechanism

- ▶ Should include the admission procedure and criteria, and the number of candidates to be interviewed, etc.
- ▶ Must be **fair, just and open**.
- ▶ Should inform parents in advance the details of their school-based admission mechanism through effective channels and upload the relevant information onto the school webpage
  - **Guidance notes in application forms, admission guidelines/leaflets, school website, etc.**

## Irrespective of whether KGs will join the Scheme or not, they should comply with the following basic principles while implementing admission arrangements:

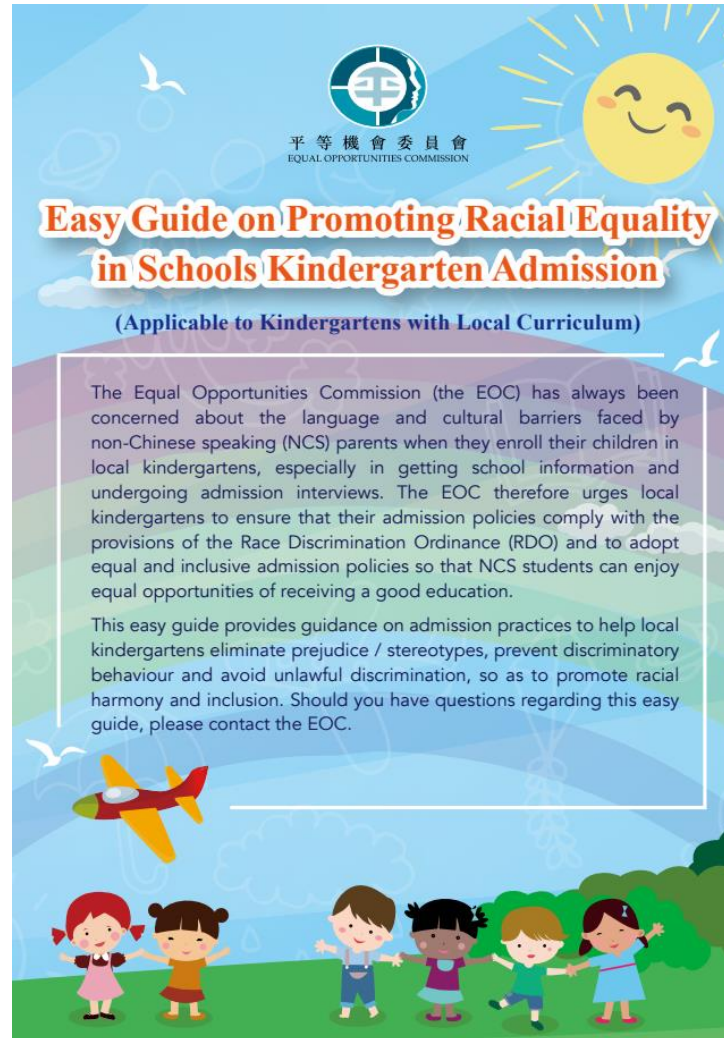


- ▶ Must be in compliance with the existing anti-discrimination legislation and other related legislation, including:
  - Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, Race Discrimination Ordinance; and
  - Personal Data (Privacy) Ordinance and/or Prevention of Bribery Ordinance ,etc.
  - Circulars and guidelines issued by EDB, e.g. the application forms and relevant information provided by KGs must be in both Chinese and English
- ▶ KGs are hereby reminded that equal opportunities must be provided for all children (regardless of their race, gender and ability) in admission to KGs. KGs must be careful about the details of admission arrangements on whether they may involve direct or indirect discrimination; when answering enquires from parents; teachers and staff in general should offer assistance as appropriate and avoid misunderstanding.
- ▶ To facilitate parents of non-Chinese speaking(NCS) children in obtaining relevant information, KGs should create an icon or provide a simple message in English on the school webpage.
- ▶ KGs have to put in place effective means of communication and offer assistance to NCS children and their parents as far as possible. KGs must also provide timely response to parents' enquiries about admission arrangements and handle related complaints.

# "Easy Guide on Promoting Racial Equality in Schools Kindergarten Admission"

[http://www.eoc.org.hk/EOC/GraphicsFolder/inforcenter/rise/leaflet\\_output\\_for\\_web\\_2pages.pdf](http://www.eoc.org.hk/EOC/GraphicsFolder/inforcenter/rise/leaflet_output_for_web_2pages.pdf)

- ▶ Equal Opportunities Commission hotline: 2511 8211





# Measures

- (1) Distribution of Application Forms
- (2) School-based Admission Mechanism
- (3) “Not More Than One Place for Each Child”
- (4) Release of Vacancy Information

# Measures

## (1) Distribution of Application Forms

- ▶ Should not interview the children applicants earlier than November.

## (2) School-based Admission Mechanism

- ▶ To facilitate parents of NCS children in enquiring about school-based mechanism, KGs can consider providing the contact number of a designated staff.
- ▶ KGs should ensure that all staff involved in the admission procedures have a clear understanding of the measures in catering for NCS children and their parents, and implement such measures properly. When interviewing NCS children, KGs should arrange interpretation and/or translation service for applicants where necessary. Alternatively, KGs may allow parents and children to be accompanied by a Chinese speaking relative/friend during interview so as to facilitate communication.

# Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

- ▶ Free-of-charge telephone interpretation service in ethnic minority languages provided by the Home Affairs Department-funded “Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)” . The telephone interpretation service hotlines are:
  - 3755 6811 (Bahasa Indonesian, Tagalog, Thai)
  - 3755 6822 (Hindi, Nepali)
  - 3755 6833 (Punjabi, Urdu)
- ▶ Other interpretation and translation services:
  - Schools can choose to attend the briefing sessions on “Interpretation and Translation Services” organized by CHEER to gain more understanding on the relevant services if deemed necessary. Please refer to the following webpage for details:



<http://hkcscheer.net/interpretation-and-translation-services>

# Measures

## (2) School-based Admission Mechanism

- ▶ When considering applications for WD/LWD services:
  - KGs should give due priority to families in need (e.g. families with working parents, families which need to take care of family member(s) with disability at home ,etc.
  - Relevant conditions should be included in the admission criteria announced
- ▶ Under special circumstances, EDB will make referrals as appropriate if individual students encounter difficulties in applying for admission :
  - K1 Places for 2019/20 s.y. : Starting from April 2019
  - K2 & K3 Places for 2019/20 s.y. : Starting from July 2019

# Measures

## (2) School-based Admission Mechanism

- ▶ KGs must provide the relevant documents of their K1 admission arrangements in both Chinese and English, e.g. application forms and relevant information
- ▶ Relevant documents for admission arrangements have been uploaded onto the EDB' s website for reference
- ▶ All documents related to admission should be properly kept for records(e.g. application forms, interview records, results on admission ,etc. )

# Measures

## (2) School-based Admission Mechanism

- ▶ KGs are required to upload the information below to school webpage and/or via different channels to inform parents in advance on or before 20 September 2018 (Thursday).

1

### Information on Admission Application

- Ways to distribute application forms
- Date and period for distribution of application forms
- Application procedure
- Application fee (if applicable)
- Ways to submit application forms
- Date and time for submission of application forms

2

### School-based Admission Mechanism

- Number of candidates to be interviewed
- Interview format and arrangements
- Admission criteria

3

### Registration Procedure

- Arrangements on announcement of admission results
- “Centralised Registration Dates”
- Arrangements on submission of a valid registration document and registration fee (including the amount)
- Arrangements on registration for students on waiting list
- Arrangements for students changing school after registration

# Measures

## (3) Not More Than One Place for Each Child

- ▶ Scheme-KGs can only admit students holding a valid registration document.
- ▶ If parents are unable to submit the valid registration document, even if they are willing to pay full school fees, the KG concerned cannot admit their children.
- ▶ In order to fully implement the measure, principles of the above arrangement are also applicable to K2 and K3.
- ▶ Premised on the principle that each student should only attend one KG, and for enabling students to have equal opportunities for receiving subsidized KG education as well as making good use of Government resources, regardless of the level, all Scheme-KGs can only admit students with a valid registration document.

Registration  
Certificate for  
Kindergarten  
Admission

Kindergarten  
Admission  
Pass

# Measures

## (3) Not More Than One Place for Each Child

Valid registration documents for 2019/20 school year

"Registration Certificate  
for KG Admission"  
( " RC" )

For students who are eligible for  
receiving subsidised KG education



- ▶ The students must be Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong
- ▶ In general, the validity of "RC" is three years



# Measures

## (3) Not More Than One Place for Each Child

Valid registration documents for 2019/20 school year

“Kindergarten  
Admission Pass”  
( “AP” )

For students who are NOT eligible for  
receiving subsidised KG education

E.g. :

- ▶ Non-local children (who can receive education in HK upon obtaining permission from the Director of Immigration) :
  - holder of a form of recognizance
  - whose parent(s) is/are holding a student visa
- ▶ Students who receive the 4<sup>th</sup> year of KG education but NOT approved for extending the validity of “RC”



# Measures

## (3) Not More Than One Place for Each Child

Valid registration documents for 2019/20 school year

### "Provisional Registration Letter

- Mainly for provisional registration when transferring to another KG/ repeating K1 in the same KG
- Must be replaced by "RC" or "AP" on or before the 1st day of officially attending the KG



# "Registration Certificate for KG Admission"

( Application starts from September)

# Sample – Application Form of “Registration Certificate for KG Admission” [in light green]

**EDUCATION BUREAU**  
(Please read carefully the Guidance Notes before filling in the application form)

**APPLICATION FOR REGISTRATION CERTIFICATE FOR  
KINDERGARTEN ADMISSION**  
(Parents are required to submit an application between September and November 2018 for their child(ren)  
going to study in Nursery Class (K1) in the 2019/20 school year)

**Part I Particulars of Applicant (Particulars of father/mother of the student)** \* Optional to fill in # Please circle the appropriate box

1. Title\* # 1 Mr. 2 Ms. 3 Miss

2. Name in English (In the same order as stated on the identity document)

3. Name in Chinese

4. Identity Document Type & No. # A HKID Card No. B Other Identity Document: Document No. Y

5. Year of Birth

6. Home Address Flat Floor Block

7. Correspondence Address in HK (Please leave blank if it is the same as the home address) Flat Floor Block

8. Local Contact Telephone No. (mobile\*) (home)

**Part II Particulars of student(s)** # Please circle the appropriate box  
(Particulars of other family members not applying for or already applied for Registration Certificate/Kindergraten Admission Pass NOT required)

1.a. Name in English (mandatory) (In the same order as stated on the identity document)

b. Name in Chinese

c. Identity Document Type and No. # A HK Birth Certificate No. B HKID Card No. C Other Identity Document: Document No. Y M D

d. Date of Birth

e. Relationship with Applicant # A Child B Other (please specify in Part III with relevant supporting proofs)

f. School Year Applying for (Please refer to para 2.3 of Part II of the Guidance Notes) # C 2019/20 school year E 2018/19 school year

g. Class Applying for (with regard to the school year selected in item f) # N Nursery Class (K1) L Lower Class (K2) U Upper Class (K3)

2.a. Name in English (mandatory) (In the same order as stated on the identity document)

b. Name in Chinese

c. Identity Document Type & No. # A HK Birth Certificate No. B HKID Card No. C Other Identity Document: Document No. Y M D

d. Date of Birth

e. Relationship with Applicant # A Child B Other (please specify in Part III with relevant supporting proofs)

f. School Year Applying for (Please refer to para 2.3 of Part II of the Guidance Notes) # C 2019/20 school year E 2018/19 school year

g. Class Applying for (with regard to the school year selected in item f) # N Nursery Class (K1) L Lower Class (K2) U Upper Class (K3)

Note: This form is valid from 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019 and also applicable to application for Kindergarten Admission Pass.

## Part III Other Special Family Information

If you have filled in Part II particulars of any member who is not a child of yours, please specify your relationship with the student. Please also provide copy of the identity document and authorisation letter of the student's father/mother. If such documents cannot be presented, and the student is now under your guardianship, please provide relevant supporting proofs.

Relationship with the student (Please specify)

## Part IV Language of Correspondence

1. Language of correspondence # C Chinese E English

## Part V Undertaking and Declaration

- The Government of the Hong Kong Special Administrative Region (hereafter referred to as "HKSAR Government") has implemented the kindergarten (KG) education scheme (hereafter referred to as "Scheme") with effect from the 2017/18 school year. As the HKSAR Government is to consider and process the application for a "Registration Certificate for Kindergarten Admission" (hereafter referred to as "RC") or "Kindergarten Admission Pass" (hereafter referred to as "AP") for any dependent(s) (particulars of whom are provided in Part II of this Form) (hereafter individually or collectively referred to as "Student") according to the "Scheme", I (that is, the undersigned with my particular being provided in Part I of this Form) hereby acknowledge and agree as set out in Clauses 2 to 8 below.
- I have carefully read and fully understood the "Guidance Notes on Application for Registration Certificate for Kindergarten Admission" (hereafter referred to as "Guidance Notes"). I hereby undertake that I shall comply with and ensure the Student will comply with all requirements and specifications set out in the "Guidance Notes" (as may from time to time be amended by the HKSAR Government) and such other requirements and directions from time to time be issued by the HKSAR Government regarding the application for and the conditions on use of the "RC" or "AP".
- I understand and agree that the "RC" or "AP" is only applicable to the eligible Student covered under the "Scheme" for registration in an eligible local non-profit-making KG under the "Scheme".
- I hereby undertake and warrant that information, supporting documents supplied and representations (hereafter collectively referred to as "information") made by me or on my behalf from time to time in relation to this application are accurate and complete. I understand that the Education Bureau (EDB) will process the application based on the information.
- If (i) any representation given by me or on my behalf in this Undertaking and Declaration is incorrect or misleading or if a false instrument is provided; or (ii) if I fail to comply with any provisions of this Undertaking and Declaration, without prejudice to any power, rights and remedies that the HKSAR Government may have under this Undertaking and Declaration or in law, the HKSAR Government shall be entitled to immediately invalidate this application or, as the case may be, immediately invalidate the "RC" or "AP" issued, and I may be liable to litigation and/or criminal prosecution.
- I understand and agree:
  - The personal data provided by means of this application (including the personal data of any own and the Student's) will be used for (i) processing and verifying the information provided in and/or in relation to this application, (ii) education-related statistics and research, and (iii) enquiry handling purpose.
  - The provision of the personal data by me as required in this form is obligatory, except for the information that is specified as "optional". If I fail to provide such information or supporting documents as required (e.g. copy of the identity documents), my application may be held in abeyance or be rejected.
  - EDB can disclose the personal data collected to any person, company, organisation or HKSAR Government department/bureau and the KGs that the Student is admitted/transferred to; I also give consent to the organisation or HKSAR Government department/bureau concerned to release any and/or the Student's personal data to the EDB for any of the purposes stated in paragraph (i) above.
  - I understand that all documents submitted in this application are not returnable. However, in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), an applicant has the right to obtain access and make correction to the data provided by him/her. He/she can also obtain copies of his/her personal data, such request should be addressed to the EDB in writing; and
  - Enquiries concerning the personal data collected, including the request to access and make correction, I may refer to the "Privacy Policy" of the EDB website at <http://www.edb.gov.hk/privacy-policy.html>.
- This Undertaking and Declaration shall be governed by and construed in accordance with the laws of Hong Kong. I and the HKSAR Government shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong.
- I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D

## Checklist for Submission of Application

- Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?
- Has copy of your identity document been attached?
- Has copy of the identity document of all student(s) been attached?
- If the student is not a child of yours, have you specified your relationship with the student in Part III of the application form with relevant supporting proofs (copy of the identity document and authorisation letter of father/mother of the student)?
- Have you provided the correspondence address in Hong Kong?
- For application by post, have you written the correct postal address of EDB (P.O. Box 231/79, Wan Chai Post Office, Hong Kong) and affixed sufficient postage to the envelope for mailing the application? Please note any underpaid mail items will be disposed of by the Hongkong Post.
- Have you retained a photocopy of the completed application form?

# Sample - “Registration Certificate for KG Admission”

(For students who are eligible for receiving subsidised KG education)

編號：19XXXXXX Serial No:	
<b>幼稚園入學註冊證</b> <b>Registration Certificate for Kindergarten Admission</b>	
此註冊證供以下學童登記入讀幼稚園之用。 This Registration Certificate serves as the registration document for kindergarten admission for the following student.	
中文姓名：陳大文 English Name: Chan Tai Man	
證件類別/編號 Document Type / No.: 香港出生證明書 Hong Kong Birth Certificate / SXXXXXXX	
出生日期 Date of Birth (dd/mm/yyyy): XX/XX/2016	
[本註冊證在 2019/20 學年起開始生效，直至 2021/22 學年完結為止。 The Registration Certificate is valid from the start of the 2019/20 school year up to the end of the 2021/22 school year.]	
(請小心細閱列於背頁的重要事項) (Please read carefully the list of important points overleaf)	
 香港特別行政區政府教育局 Education Bureau The Government of the Hong Kong Special Administrative Region	1/11/2018 發證日期 Date of Issue

# Sample - “Kindergarten Admission Pass”

(For students who are NOT eligible for receiving subsidised KG education)


編號 : Serial No: 19XXXXXX	
<b>幼稚園入學許可書</b> <b>Kindergarten Admission Pass</b>	
此入學許可書供以下學童登記入讀幼稚園之用。 This Admission Pass serves as the registration document for kindergarten admission for the following student.	
中文姓名: 陳大文 English Name : CHAN TAI MAN	
證件類別/編號 Document Type / No. :	
香港出生證明書 Hong Kong Birth Certificate / SXXXXXXX	
出生日期Date of Birth (dd/mm/yyyy) : XX/XX/2016	
[本入學許可書在2019/20學年起開始生效，直至2021/22 學年完結為止。 This Admission Pass is valid from the start of the 2019/20 school year up to the end of the 2021/22 school year.]	
(請小心細閱列於背頁的重要事項) (Please read carefully the list of important points overleaf)	
 香港特別行政區政府教育局 Education Bureau The Government of the Hong Kong Special Administrative Region	1/11/2018 發出日期 Date of Issue

# "Provisional Registration Letter"

(Application starts from November)



# Sample - "Provisional Registration Letter"

編號: TXXXXXXX	
Serial Number:	
<b>臨時註冊信</b> <b>Provisional Registration Letter</b>	
本函件供以下學童登記入讀幼稚園作臨時註冊之用。 This letter serves as <u>provisional registration</u> document for kindergarten admission for the following student.	
中文姓名: 陳太文	
English Name: CHAN TAI MAN	
證件類別/編號 Document Type / No.: (HKBC/S123***8))	
<b>重要事項</b>	
<ol style="list-style-type: none"><li>1. 只有已持有有效正式註冊文件（即「幼稚園入學註冊證」、「幼稚園入學許可書」或「學前教育學券計劃資格證明書」）的學童才會獲發臨時註冊信。</li><li>2. 原則上，幼稚園只會為持有有效正式註冊文件的學童辦理入學註冊手續。如學童在特殊情況下未能出示上述其中一項有效正式註冊文件（例如轉校），可以臨時註冊信作臨時註冊之用。</li><li>3. 如以臨時註冊信辦理註冊手續，家長必須於其子女正式入讀有關的幼稚園當天或之前，向該幼稚園提交其子女的有效正式註冊文件，該幼稚園才可讓有關學童入讀。</li><li>4. 幼稚園在收到有關學童的有效正式註冊文件後，應把臨時註冊信交還家長保管，家長無需把臨時註冊信交回教育局。</li><li>5. 此臨時註冊信的有效期限至2019年8月31日。</li></ol>	
<b>Important points to note</b>	
<ol style="list-style-type: none"><li>1. Provisional registration letter is only issued for student-applicant who has already possessed a valid registration document (i.e. "Registration Certificate for Kindergarten Admission" ("RC") or "Kindergarten Admission Pass" ("AP") or "Certificate of Eligibility for the Pre-primary Education Voucher Scheme" ("Voucher")).</li><li>2. In principle, all kindergartens (KGs) can only admit students with valid registration documents. If students are unable to tender the valid registration documents listed above under special circumstances (e.g. transferring to another KG), they can use provisional registration letter for provisional registration.</li><li>3. Parents are required to tender the valid registration document to the KG which the student has registered with provisional registration letter, on or before the first schooling date. The KG could admit the student only upon receipt of the valid registration document.</li><li>4. After the KG has received the valid registration document from the student-applicant, the KG should return the provisional registration letter to the parent concerned. There is no need for the parent to return the provisional registration letter to the Education Bureau.</li><li>5. This provisional registration letter is valid till 31 August 2019.</li></ol>	
12-11-2018 發出日期 Date of Issue	教育局 Education Bureau 

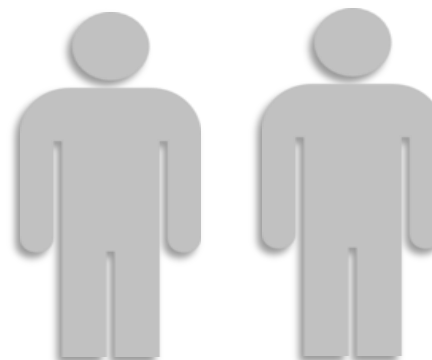
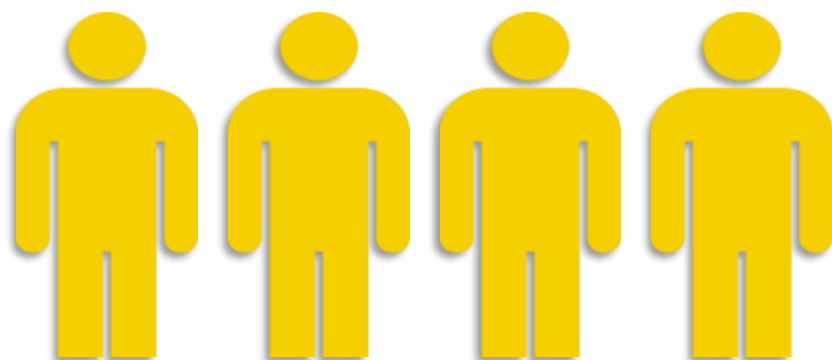


# Can receive education in HK

Cannot receive education in HK

## Eligible for Subsidy

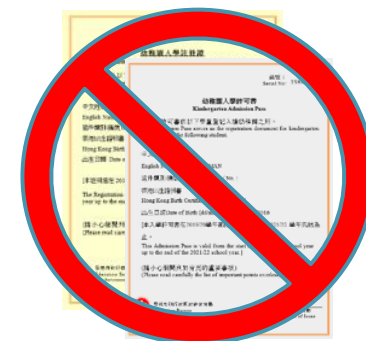
## Not Eligible for Subsidy



"RC"



"AP"



# When is "Provisional Registration Letter" required? (Example)

Studying in a K1 class  
in School A in the  
2018/19 school year

A



Wish to transfer to a K1  
class in School B in the  
2019/20 school year



編號: 18000000000000000000  
Registration Certificate for Kindergarten Admission  
This Registration Certificate serves as the registration document for kindergarten admission for the following student:

申請人姓名: 陳太  
Parent Name: Chan Tai-tai  
註冊類別/Registration Type: 幼兒  
Hing Ying Batch Certificate: 18000000000000000000  
出生日期: Day of Birth: 2018/01/01 (DOB: 2018/01/01)

[此註冊證書只供2018/19學年幼稚園入學之用。逾期(2019/20學年)失效。]  
The Registration Certificate is valid from the start of the 2018/19 school year up to the end of the 2018/19 school year.

[請小心核對資料, 如有錯誤, 請即通知。]  
(Please read carefully the list of registration points attached.)

教育局註冊處  
Education Bureau  
Registration Office



編號: 18000000000000000000  
Kindergarten Admission Permit  
This Admission Permit serves as the registration document for kindergarten admission for the following student:

申請人姓名: 陳太  
Parent Name: Chan Tai-tai  
註冊類別/Registration Type: 幼兒  
Hing Ying Batch Certificate: 18000000000000000000  
出生日期: Day of Birth: 2018/01/01 (DOB: 2018/01/01)

[此入學許可證只供2019/20學年幼稚園入學之用。逾期(2020/21學年)失效。]  
This Admission Permit is valid from the start of the 2019/20 school year up to the end of the 2019/20 school year.

[請小心核對資料, 如有錯誤, 請即通知。]  
(Please read carefully the list of registration points attached.)

教育局註冊處  
Education Bureau  
Registration Office



教育局  
Education Bureau

Apply for the "Provisional  
Registration Letter" from  
EDB from November 2018

Transferring to  
School B

B



Submit the  
"Provisional Registration Letter"  
for registration during the  
"centralised registration dates"

編號: 18000000000000000000  
Provisional Registration Letter  
This Provisional Registration Letter serves as the registration document for kindergarten admission for the following student:

申請人姓名: 陳太  
Parent Name: Chan Tai-tai  
註冊類別/Registration Type: 幼兒  
Hing Ying Batch Certificate: 18000000000000000000  
出生日期: Day of Birth: 2018/01/01 (DOB: 2018/01/01)

[此入學許可證只供2019/20學年幼稚園入學之用。逾期(2020/21學年)失效。]  
This Admission Permit is valid from the start of the 2019/20 school year up to the end of the 2019/20 school year.

[請小心核對資料, 如有錯誤, 請即通知。]  
(Please read carefully the list of registration points attached.)

教育局註冊處  
Education Bureau  
Registration Office

編號: 18000000000000000000  
Provisional Registration Letter  
This Provisional Registration Letter serves as the registration document for kindergarten admission for the following student:

申請人姓名: 陳太  
Parent Name: Chan Tai-tai  
註冊類別/Registration Type: 幼兒  
Hing Ying Batch Certificate: 18000000000000000000  
出生日期: Day of Birth: 2018/01/01 (DOB: 2018/01/01)

[此入學許可證只供2019/20學年幼稚園入學之用。逾期(2020/21學年)失效。]  
This Admission Permit is valid from the start of the 2019/20 school year up to the end of the 2019/20 school year.

[請小心核對資料, 如有錯誤, 請即通知。]  
(Please read carefully the list of registration points attached.)

教育局註冊處  
Education Bureau  
Registration Office

# When is "Provisional Registration Letter" required? (Example)

Studying in a K1 class  
in School A in the  
2018/19 school year

A



教育局  
Education Bureau

Transferring to  
School B

B



Must submit "RC" or "AP" to School B  
on or before the 1st day of officially attending School B.



編號: HK000000  
Form ID:

**幼稚園入學註冊證書**  
Registration Certificate for Kindergarten Admission

此註冊證書(以下簡稱「證」)證明持證人符合《條例》第17條所訂的入學資格，並獲准於2018/19學年9月1日或之前入讀幼稚園。

申請人姓名: 陳太玉  
English Name: Chan Tai Yui  
證號碼: HK00000000  
Hing Kong Serial Certificate: HK00000000  
出生日期: 2018/01/01

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(請小心閱讀背面的重要事項。)  
(Please read carefully the back of the certificate.)

教育局註冊證書  
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教育局註冊證書  
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# Measures

## (3) Not More Than One Place for Each Child

- ▶ EDB will issue a registration document to each student who can receive education in Hong Kong
  - “RC” / “AP”
- ▶ All Scheme-KGs can only admit students with “RC” / “AP”
- ▶ Parents are required to apply to the EDB for the “RC” from September to November 2018. Details on application will be announced in or before September this year and uploaded to the website of EDB.
- ▶ Upon receipt of the applications with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the applications and issue the “RC” to applicants who are eligible for receiving subsidy under the Scheme by post.
- ▶ If a student cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme:
  - EDB will issue an “AP” to the student concerned.
  - Students can use “AP” for registration and admission to a Scheme-KG.
  - Parents are required to pay full school fees before deduction of subsidy under the Scheme as shown on the Fees Certificate

# Measures

## (3) Not More Than One Place for Each Child

- ▶ To complete the registration, parents are required to submit the following items to the KG concerned during the “centralised registration dates” (i.e. 10-12 January 2019)
  - “RC” / “AP” and
  - Registration fee
- ▶ KGs should not require parents to complete the registration procedure, pay the registration fee or other fees (e.g. for purchasing school uniforms, tea and snacks, etc.) in any forms before the “centralised registration dates”
- ▶ Scheme-KGs cannot collect registration fees exceeding the approved ceilings:
  - Half-day session : \$970
  - Whole-day session: \$1,570
- ▶ Should parents wish to change to another KG after registration, they should get back the registration document from the KG that they have registered with. The KGs should return the registration document to the parents as soon as possible. Generally, registration fee paid will not be refunded.

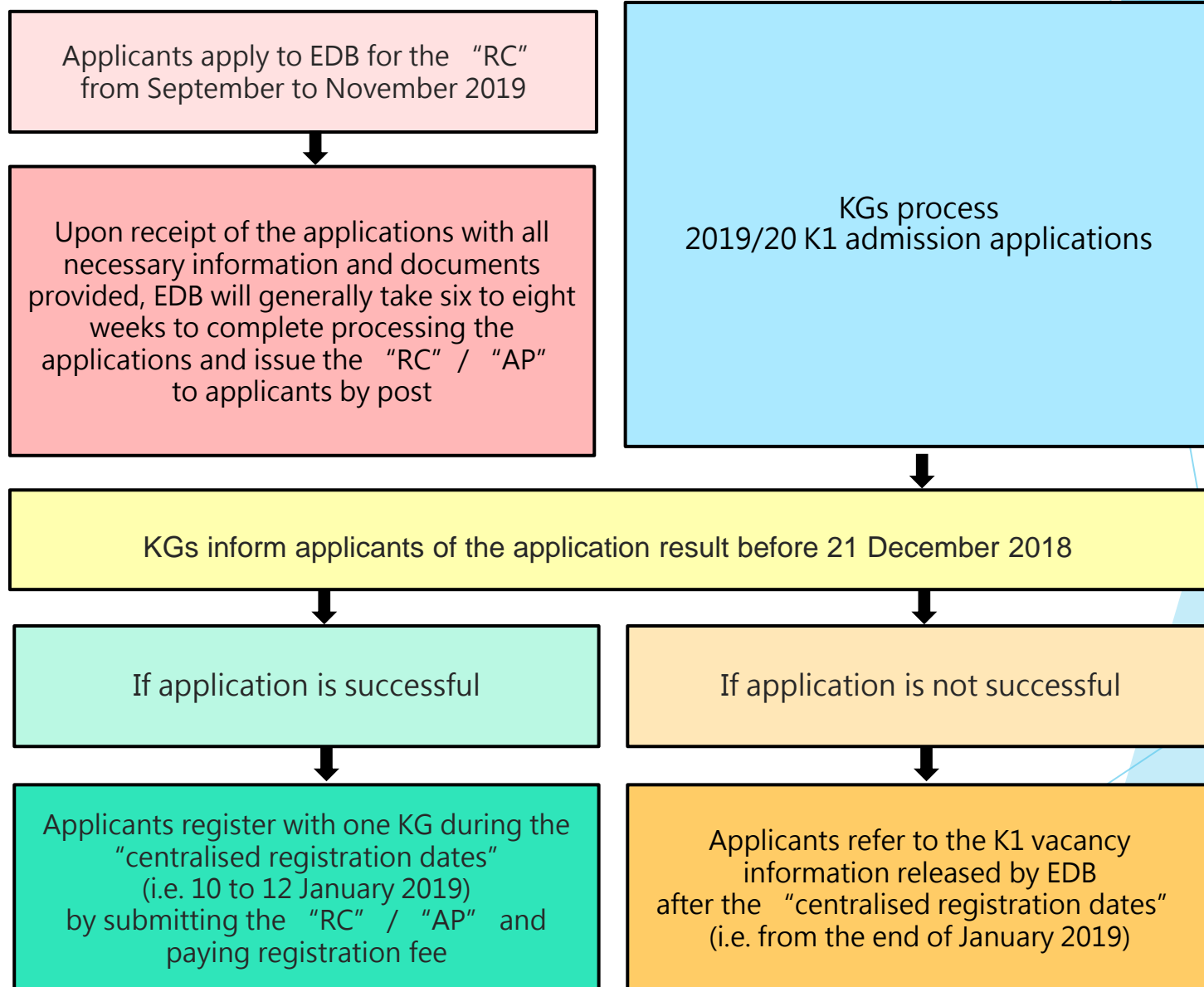
# Measures

## (4) Release of Vacancy Information

- ▶ EDB will collect information from KGs on K1 vacancies in the 2019/20 school year about a week after the “centralised registration dates” through an electronic platform for publishing in end-January 2019.
- ▶ Only the vacancy situation of individual KGs will be released but not the number of vacancy.

# **“2019/20 K1 Admission Arrangements” Flowchart**

## "2019/20 K1 Admission Arrangements" Flowchart





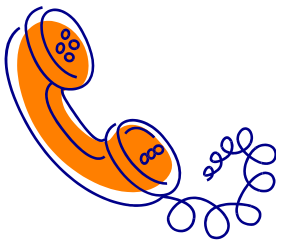
# Relevant Documents to be distributed to KGs

# Documents to be distributed to KGs in August

- ▶ Leaflets and posters for application for "Registration Certificate for KG Admission"
- ▶ Application forms of "Registration Certificate for KG Admission"
- ▶ Guidance Notes on application for "Registration Certificate for KG Admission"

# Enquiry

- ▶ **EDB**
  - Webpage: [http://www.edb.gov.hk/k1-admission\\_e](http://www.edb.gov.hk/k1-admission_e)
  - Hotline : 3540 6808 / 3540 6811
- ▶ The Regional Education Offices or the Joint Office for Kindergartens and Child Care Centre of EDB



The background of the slide features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side and bottom of the slide, creating a modern, dynamic feel. The main text is centered on a white background.

# Thank You !