# Parent Seminar on Admission Arrangements for Nursery (K1) Classes in KGs for the 2019/20 School Year

(Applicable to children who were born on or before 31 December 2016)

# Background

- The Government has implemented the new kindergarten (KG) education scheme (hereafter referred to as "Scheme") starting from the 2017/18 school year.
- KG student admission remains a school-based matter to fit into the implementation of the new policy.

# KGs Covered

- Applicable to KGs joining the Scheme
- Strongly encourage the non-Scheme local KGs to join
  - The list of non-Scheme local KGs joining the "2019/20 K1 Admission Arrangements" has already been uploaded to the EDB's website in mid-July 2018.

- (1) Distribution of Application Forms
- (2) School-based Admission Mechanism
- (3) " Not More Than One Place for Each Child "Arrangements
- (4) Release of Vacancy Information
- (5) Referral arrangements for students

# (1) Distribution of Application Forms

- Distribution of application forms without quota or via school website to avoid queuing up.
- Should not interview the children applicants earlier than November.

## (2) School-based Admission Mechanism

- Should introduce a school-based admission mechanism, including the admission procedure and criteria, and the number of candidates to be interviewed, etc.
- 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

## (2) School-based Admission Mechanism

- Must be fair, just and open
- To create a diverse and inclusive school environment, 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.

# 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)





Centre for Harmony and Enhancement of Ethnic Minority Residents

- 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:

### (2) School-based Admission Mechanism

- KG must inform parents in advance of the details of their school-based mechanism through effective channels and upload the relevant information onto the school webpage on or before 20 Sept 2018
  - Guidance notes in application forms, admission guidelines/leaflets, school website, etc.
- 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.
- When considering applications for WD/LWD services:
  - KGs should give due priority to families in need (e.g. families with working parents, those who need to take care of family member(s) with disability at home ,etc.
  - Relevant conditions should be included in the admission criteria announced

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

- 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.
  - Scheme-KGs <u>can only</u> complete K1 registration for 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 complete K1 registration for their children.



## "REGISTRATION CERTIFICATE FOR KG ADMISSION"

(Application starts from September)

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

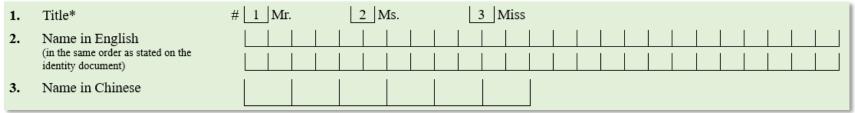
EDUCATION BUREAU (Please read overfully the Oxidence Notes before filling in the		Part III Other Special Family Information	
EDUCATION BUREAU (Please read carefully the Oxidence Notes before filling in the (For staple)  APPLICATION FOR REGISTRATION CERTIFICATE FOR	se application form)	If you have filled in Part II particulars of any member who is not a child of yours, please specify your relationship with the student. Please also	For Office Use
KINDERGARTEN ADMISSION		provide copy of the identity document and surhorisation 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.	9
(Parents are required to submit an application between September and November 2018 for	their child(ren)	Relationship with the student (Please specify)	7
going to study in Nursery Class (K1) in the 2019/20 school year)		Part IV Language of Correspondence #Please circle the appropriate box	
Part I Particulars of Applicant (Particulars of father/mother of the student) * Optional to fill in # Please circle the	17	Part IV Language of Correspondence # Please circle the appropriate box  1. Language of correspondence #   C   Chinese   E   English	
1. Title* # 1 Mr. 2 Ms. 3 Miss	For Office Use	1. Language of correspondence = C Camete E Engina	
Name in English (in the same order as naised on the		Part V Undertaking and Declaration	
identity document) 3. Name in Chimose		<ol> <li>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</li> </ol>	
4. Identity Document Type & No. # A   HKID Card No:         ( )		Government is to consider and process the application for a "Registration Certificate for Kindergarten Admission" (hereafter referred to as	
(please refer to pare 1.3 of Part II of the Guidance Notes)    Document No:   Document No:		"RC") or "Kindergarten Admission Pass" (hereafter referred to as "AP") for my 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	
5. Year of Birth	T	particulars being provided in Part I of this Form) hereby acknowledge and agree as set out in Clauses 2 to 8 below.	
6. Home Address Flat Floor Block	x	<ol> <li>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</li> </ol>	
Name of Building	4	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 prolication for and the	
Estate/Village		conditions on use of the "RC" or "AP".	
No. & Name of Street	•	3. I understand and agree that the "RC" or "AP" is only applicable to the eligible Student covered under the "Scheme" for registration in an	
District # 1   HK   2   KLN   3   NT	F M	eligible local non-profit-making KG under the "Scheme".	
7. Correspondence Address in FDK Flat   Floor   Block		4. I havely undertake and warrant that information, supporting documents supplied and representations (haveafter 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 Durant (EUB) will process the application based on the information.	
Name of Building	н	5. 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	
Estate/Village	s	is provided; or (II) if I fail to comply with any provisions of this Undertaking and Declaration, without prejudice to any powers, rights and remedies that the HKSAR Government may have under this Undertaking and Declaration or in law, the HKSAR Government shall be entitled	
No. & Name of Street	N	to immediately invalidate this application or, as the case may be, immediately invalidate the "RC" or "AP" issued; and I may be liable to litization and/or criminal prosecution.	
District	U	6. I understand and agree:	
Area # 1 PK 2 KLN 3 NT  S. Local Contact Telephone No.           (mobile*)           (home)		I. The personal data provided by means of this application (including the personal data of my own and the Student's) will be used for (i)	
For modeling "Advantalignment of Application"		processing and verifying the information provided in and/or in relation to this application. (ii) education-related statistics and research, and (iii) sequiry handling purpose;	
Part II Particulars of student(s) (particular of other family members not applying for or already applied for Registration Cartificate/Kindengarten Admission Pass 2007 equival.)	`	II. 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	
(peraculars of other samily memors not applying nor or saready appead for requirement Certification, indegration Admission Fine (MI) required.)  1.a. Name in English (mandatory)	1 .	hald in absymme or be rejected;	
(in the same order as stated on the identity document)	ALES	III. EDB can disclose the personal data collected to any person, company, organisation or HKSAR Government department bureau and the	
b. Name in Chinese	B F R	KGs that the Student is admitted transferred to; I also give consent to the organisation or HKSAR Government department bureau concerned to release my and/or the Student's personal data to the EDB for any of the purposes stated in paragraph (I) above;	
c. Identity Document # A HK Birth Certificate No:         ( )	C G 3	TV. I understand that all documents submitted in this application are not returnable. However, in accordance with Sections 18 and 22 and	
Type and No. (Please refer to pare 2.3 of Part II of the  B HKID Card No:	DH	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/the can also obtain copies of his/her personal data, such	
Guidanos Notas) C Other Identity Document:Document No:		request should be addressed to the EDB in writing; and	
d. Date of Birth    Y	⊙ o ▼ ∨	V. 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.edo.gov.lb/en/privacy-policy/html.	
f. School Yarr Applying for # C 2019/20 school year E 2018/19 school year		<ol> <li>This Undertaking and Declaration shall be governed by and construed in accordance with the laws of Hong Kong, I and the HKSAR Government shall insucceably submit to the exclusive jurisdiction of the Courts of Hong Kong.</li> </ol>	
Constance Notes)  g. Class Applying for toth suggests the school year selected in tentes, suggests the school year related in tentes.	РМ	<ol> <li>I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.</li> </ol>	
2.a. Name in English (mandatory)		Signature of Applicant	Θ.
(In the same order as exand on the identity document)	AES	Date:     Y   M   D	1
b. Name in Chinese	BFR	Checklist for Submission of Application	
c. Identity Document Type & No. # A HK Birth Certificate No: ()	C G 3	1. Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?	
(Header order to pain 2.3 of Part II of Time  B HIKID Card No:  C   Other Identity Document:  Document No:	D H	Has copy of your identity document been attached?     Has copy of the identity document of all student(s) been attached?	
d. Date of Birth       Y     M   D	0	<ol> <li>rias copy or me seasonty accument or as structure(s) own attachment.</li> <li>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.</li> </ol>	
e. Relationship with Applicant # A   Child   B   Other (please specify in Part III with relevant supporting proofs)	0 T V	supporting proofs (copy of the identity document and authorisation letter of father/mother of the student)?	
f. School Year Applying for # C 2019/20 school year E 2018/19 school year		<ol> <li>Have you provided the correspondence address in Hong Kong?</li> <li>For application by post, have you written the correct postal address of EDB (PO. Box 23179, Wan Chai Post Office, Hong Kong) and</li> </ol>	
Guidano Notas)  g. Class Applying for #   N   Nursery Class (K1)   L   Lower Class(K2)   U   Upper Class (K3)	® F M	affixed sufficient postage to the envelope for mailing the application? Please note any underpaid mail items will be disposed of by the	
(with regard to the school year selected in least ()		Hongkong Post.  7. Have you retained a photocopy of the completed application form?	
Note: This form is valid from 1st September 2018 to 31st August 2019 and also applicable to application for Kindergarten Admission Pass.		EDD 191E	

### PPT for filling in the RC Application Form:

https://edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/NCS%20Parent%20Seminars\_2019\_20\_NGO.pptx

## Filling in the application form – Points to note

# Part I Particulars of Applicant (Particulars of father/mother of the student)



 put down your English and Chinese name in the same order as stated on your identity document.

. Identity Document Type & No. #	A HKID Card No:	
(please refer to para 1.3 of Part B of the Guidance Notes)	B Other Identity Document:	Document No:

• If HKID card is not available, you shall complete the part of "Other Identity Document" and submit copies of other valid identity documents (e.g. Mainland identity card, travel document, etc.).

6.	Home Address	Flat Block Block
	Name of Building	
	Estate/Village	
	No. & Name of Street	
	District	
	Area	# 1 HK 2 KLN 3 NT
7.	Correspondence Address in HK (please leave blank if it is the same as the home address)	Flat Block Block
	Name of Building	
	Estate/Village	
	No. & Name of Street	
	District	
	Area	# 1 HK 2 KLN 3 NT

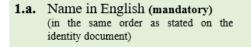
 Correspondence address must be an address within the territory of Hong Kong. If you do not live in Hong Kong, please provide an address in Hong Kong for correspondence use in addition to the home address.

8.	Local Contact Telephone No.	(mobile*)	L				(home)	1
		For receiving "Acknowledgement o	f					
		Application"						п

 If you wish to receive SMS for acknowledging receipt of your application, you must provide a valid local mobile phone number

## Filling in the application form – Points to note

### Part II Particulars of Students



**b.** Name in Chinese



- Meet the eligibility criteria
- The English and Chinese name should be in the same order as stated on the identity document.

c.	Identity Document	# A HK Birth Certificate No:	
	Type and No. (Please refer to para 2.3 of Part B of the	B HKID Card No:	
	Guidance Notes)	C Other Identity Document:	Document No:

To prove the Hong Kong resident status of the student, the applicant should submit **a copy of the Hong Kong Birth Certificate** (with the word "Established" shown in the "Status of Permanent Resident" column) of the student.

If this is not available or if the Hong Kong Birth Certificate bears the words "Not Established", the applicant must submit a copy of one of the following valid identity documents of the student(s) (together with a copy of the Hong Kong Birth Certificate, if available) -

- (a) Hong Kong Special Administrative Region (HKSAR) Re-entry Permit;
- (b) HKSAR Document of Identity for Visa Purposes (pages 1 to 3);
- (c) HKSAR Passport;
- (d) Hong Kong Permanent Identity Card;
- (e) One-way Exit Permit;
- (f) Entry Permit issued by the HKSAR Government or travel documents issued by other countries/territories bearing a valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong; or
- (g) Permit to Remain in the HKSAR (ID235B).

If the identity document of student belongs to category (f) or (g) above, the applicant and the student have to present copies of their own valid travel documents (including pages showing the bearer's particulars, the latest visa label issued by the Immigration Department of the HKSAR Government and the latest "Permission to remain" stamp issued by the Immigration Department indicating the latest period of lawful stay of the applicant and the student) to EDB as well.

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d.	Date of Birth	Y	LM	D
•	born on or before school year)	31 December 201	L6 (for admitting	g K1 in the 2019/20
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 2.1 of Part B of the Guidance Notes)	# C 2019/20 school year	E 20	18/19 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)

## Part III Other Special Family Information

If you have filled in Part II particulars of any member who is <u>not</u> 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)

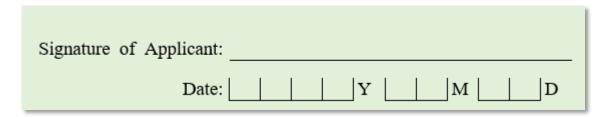
• If the student is not your child, specify your relationship with the student and provide a copy of the identity document of the student' s father/mother, as well as an authorisation letter.

## Filling in the application form – Points to note

### Part IV Language of Correspondence

1. Language of correspondence # C Chinese E English

## Part V Undertaking and Declaration



 Read through the paragraphs in the Guidance Notes and sign in the space provided. EDB will not process the application if this part is not properly signed.

## Part VI Checklist for Submission of Application

1.	Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?	
2.	Has copy of your identity document been attached?	
3.	Has copy of the identity document of all student(s) been attached?	
4.	If the student is <u>not</u> 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)?	
5.	Have you provided the correspondence address in Hong Kong?	
6.	For application by post, have you written the correct postal address of EDB (P.O. Box 23179, 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.	
7.	Have you retained a photocopy of the completed application form?	

Please tick the appropriate boxes for action completed.

# Submission method

By post:

Guidance Notes on Application for Registration Certificate for KG Admission – Page 6

"Acknowledgement of Application" will be issued to applicants within 10 working days from the date of receipt of the applications.

If a local mobile phone number is provided: acknowledgement by SMS; Otherwise, acknowledgement will be given in writing by post.

Please forward copies of the necessary supporting documents together with the duly completed application form to EDB.

Correspondence Address

>< □

Education Bureau P.O. Box 23179, Wan Chai Post Office, Hong Kong "Re. Application for Registration Certificate for Kindergarten Admission"

Please remember to attach copy of valid supporting documents, provide address and affix sufficient postage on the envelope.

Drop-in box :

14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, HK

(Working hours: Mondays to Fridays 8:30 a.m. to 1:00 p.m., 2:00 p.m. to 6:00 p.m., closed on Saturdays, Sundays and Public holidays).

(3) " Not More Than One Place for Each Child "Arrangements"

Valid registration documents for 2019/20 school year

"Registration Certificate for KG Admission"

( " RC" )

For students who are <u>eligible for</u> <u>receiving subsidised</u> 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 (Application for extension of validity will only be considered by the EDB under very special circumstances of individual children with proven special educational needs. The applicant must provide strong and solid proof, for example, an assessment report issued by registered medical practitioner or professional, confirming special educational difficulties of the child that warrant the need for the child to pursue KG education for a period longer than the normal three years.)

(3) " Not More Than One Place for Each Child "Arrangements"

### Valid registration documents for 2019/20 school year

"Registration Certificate for KG Admission"

( " RC" )

For students who are <u>eligible for</u> <u>receiving subsidised</u> KG education



- For a Scheme-KG to be disbursed with subsidy for a month, an eligible student studying in that KG must have attended classes in that month.
- If your child is absent from school, you should notify the KG concerned as soon as possible. In general, if students have been absent from school for an entire month (i.e. absent for all school days of a specific month), subsidy in respect of the student for that month would not be disbursed to the KG concerned; parents are required to pay full school fees before deduction of subsidy under the Scheme as shown on the "Fees Certificate" of the KG to which the child is admitted.
  - If there are any special circumstances (e.g. absence due to illness for the entire month) with valid documentary proof, EDB would consider each case on its individual merits (Enquiry number: 2892 6669).

# Sample - "Registration Certificate for KG Admission" (For students who <u>are eligible</u> for receiving subsidised KG education)

編號: 19XXXXXX Serial No:

### <u>幼稚園入學註冊證</u> Registration Certificate for Kindergarten Admission

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

(3) " Not More Than One Place for Each Child "Arrangements"

Valid registration documents for 2019/20 school year

"Kindergarten Admission Pass" ( "AP" )

For students who are <u>NOT eligible for</u> 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"

# Sample - "Kindergarten Admission Pass" (For students who are NOT eligible for receiving subsidised KG education )

編號:

Serial No: 19XXXXXX

#### 幼稚園入學許可書 Kindergarten Admission Pass

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

ıt. •

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)



ē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

- (3) "Not More Than One Place for Each Child "Arrangements -Points to note
- ▶ RC" / "AP" must be submitted to KG during the "Centralised Registration Dates" (i.e. 10-12 January 2019) and retained by the KGs until the respective students finish their studies.
- Parents are required to apply to the EDB for the "RC" from September to November 2018. Details on application have already been uploaded to EDB's website.
- 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 <u>"RC"</u> to applicants who are eligible for receiving subsidy under the Scheme by post.
- ▶ If a student cannot obtain an <u>"RC"</u> 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.

# Application procedure – Points to note

- Parents should understand from KGs about their school-based admission mechanism, including the admission procedure and criteria, the interview arrangements, application fee, etc. Relevant information on K1 Admission Arrangements provided by KGs should be in both Chinese and English.
- To facilitate parents of non-Chinese speaking (NCS) children in obtaining the relevant information, parents can note the icon or simple message in English on the school webpage. If necessary, parents can also enquire with KGs whether the contact number of a designated staff is available.
- Parents should collect and submit application forms in accordance with the requirements of individual KGs.

## Registration procedure – Points to note

- Approved ceiling of application fee is \$40.
- ▶ 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.
- The registration fee must be refunded to any student who pays the registration fee and subsequently takes up the place within the 1st month of the school year concerned after receiving the 1st installment of the school fee from the student, if any.

### Registration procedure – Points to note

- If parents decide to defer K1 study of their children for one year(i.e. 2020/21 school year) with regard to their own circumstances, they should return the "RC" to EDB stating that the "RC" should be voided. Parents can resubmit an application in the next year, EDB will reissue an "RC" with a validity period of 3 years (starting from the 2020/21 school year)
- Please note that the returned "RC" must have not been used for receiving subsidised KG education.

## (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, and publish a list of KGs in various districts in end-January 2019.
- Only the vacancy situation of individual KGs will be released but not the number of vacancy of individual KGs.

Scl	hool Name	Telephone	Vacancies
1.	AAA KG	XXXX XXXX	Y
2.	BBB KG	XXXX XXXX	Ν
3.	CCC KG	XXXX XXXX	Р

Y – With vacancy N – Without vacancy P – Applications on the waiting list being processed

### (5) Referral arrangements for students

- KG student admission is a school-based matter
  - EDB encourages parents to apply for a K1 place by themselves; and
  - provides relevant information to support parents
- Under special circumstances, EDB will make referrals as appropriate if individual students (i.e. those at risk of developmental delay and NCS children) 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
  - By <u>Regional Education Offices</u> and <u>Joint Office for Kindergartens</u> and Child Care Centres

# "2019/20 K1 Admission Arrangements" Flowchart

### "2019/20 K1 Admission Arrangements" Flowchart

Applicants apply to EDB for the "RC" from September to November 2018

Upon receipt of the applications with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing the applications and issue the "RC" / "AP" to applicants by post

KGs process 2019/20 K1 admission applications

KGs inform applicants of the application result before 21 December 2018

If application is successful

If application is not successful

Applicants register with one KG during the "centralised registration dates" (i.e. 10 to 12 January 2019) by submitting the "RC" / "AP" and paying registration fee

Applicants refer to the K1 vacancy information released by EDB after the "centralised registration dates" (i.e. from the end of January 2019)



## **Enhanced Education Support for NCS students**

### Enhanced education support for NCS students

The government is committed to encouraging and supporting the early integration of NCS students (notably ethnic minority students) into the community, including facilitating their adaptation to the local education system and mastery of the Chinese language.

### Enhanced education support for NCS students

- A series of measures have been in place to support the learning of NCS students in KGs:
  - The Kindergarten Education Curriculum Guide launched in February 2017 has included recommendations on how schools could support NCS students. There is a section specifically on Chinese learning for NCS children.
  - For Scheme-KGs admitting eight or more NCS students, they are also provided with an additional grant comparable to the salary of a kindergarten teacher to help them enhance the support for these students. Details are set out in EDBCM No. 12/2018. (EDB > Education System and Policy > Kindergarten Education > Free Quality Kindergarten Education (Item on School-specific Grants under the section "2. Circular"))
  - EDB is strengthening teacher training and school-based support services for NCS students in KGs. All KGs, regardless of the number of NCS students admitted, may apply to join.

### Enhanced education support for NCS students

Early integration of NCS students into the local school

- The earlier the NCS students began schooling or received support in learning, the more effective their learning will be.
- NCS students studying at KGs with Chinese as the medium of instruction (MOI) performed significantly better in the Chinese Language compared to NCS students studying at KGs with English as MOI.
- Parents are encouraged to make good use of children's prime time in learning the Chinese language and consider schools with a language-rich environment which would facilitate children's learning of the Chinese language with authentic, meaningful and developmentally appropriate language learning experiences through try-outs, exploration and interpersonal interactions.

# Enhancement on Profile of KGs and KG-cum-Child Care Centres

### School Characteristics

#### School vision and mission

Schools inspire children's potential to develop creative thinking and create outstanding talents for the community as the goal, the creation of safety, enlightening, participatory, variability environment for children to have "live" and "fun" relaxed and friendly welcoming environment, respect for their individual needs, stimulate active learning, and actively promote parent education.

### Support to students

We enhance importance in the relationship between parents and schools, and through the pre-school class family games, new parents orientation, small simulation study days, emotional education (Zippy and friends), moral education, campus life to help children to establish a good emotional intelligence. With other schools and various organizations in partnership bring together more resources to fully support the needs of children and parents. School is committed to the implementation of "the potential of the training program," funded by the Board, funding for children to develop their potential for music, dance, recitation, visual arts and other fields in order to cultivate multiple intelligences of children, encourage and enhancing their self-confidence.

### Support to non-Chinese speaking (NCS) students

Received Grant for Support to NCS Students; appoint additional teaching staff / teaching assistants to support NCS students learning Chinese; arrange interpretation / translation services; engage NCS parent volunteers to enhance communication between school and parents; create an enriched language environment for mastery of the Chinese language; create an inclusive learning environment to facilitate students integration; collaborate with non-governmental organisations (NGOs) to create an inclusive learning environment; facilitate professional development for teachers to develop effective strategies to help NCS students learn Chinese; participate in school-based professional support programmes organised by EDB; home-school cooperation.

### Support to students with special educational needs

Joining the Pilot Scheme on On-site Pre-school Rehabilitation Services.

### Link with parents

Parent-teacher association: Yes

### Other activities / communication with parents

School Parent-Teacher Association has been set up to establish a close partnership to promote home-school. Parents through the school news, interviews, lesson observations, workshops, website and school sponsoring bodies of information, to strengthen home-school links. School "Parent-Teacher Association," also joined in Sai Kung District Parent Teacher Inked to broaden the horizons of education as a whole. In parent education, school education regularly invite renowned experts to our parent education seminars, school-based development, parent-child Fun Day held constant, workshops, club activities, volunteer service, so as to reflect the interactive home and school team spirit.

# Enquiry

### EDB -

Webpage: <a href="http://www.edb.gov.hk/k1-admission\_e">http://www.edb.gov.hk/k1-admission\_e</a>

Hotline for NCS Parents: 2892 6676

Monday to Friday	8:30am to 1:00pm 2:00pm to 6:00pm
Saturdays , Sundays and Public holidays	Closed

- 24-hour automatic telephone enquiry system: 2891 0088
- The Regional Education Offices or the Joint Office for Kindergartens and Child Care Centre

# Thank you!