

# Primary One Admission 2024

(for parents of Non-Chinese Speaking Students)



# What we will cover today?

1. Types of primary schools and how to get admitted through the Primary One Admission System
2. Education support for non-Chinese speaking (NCS) students

# Different Types of Primary Schools in Hong Kong

1. Government Primary Schools
2. Aided Primary Schools
3. Direct Subsidy Scheme Primary Schools
4. Private Primary Schools

# Government & Aided Primary Schools

- No school fee will be charged
- Their primary one places are allocated under the **POA System**

# Direct Subsidy Scheme Primary Schools, Private Primary Schools and International Schools

- School fees will be charged
- These schools **do NOT join the POA System**
- Parents need to apply to them direct (i.e. not under the POA System)



# **How to get admitted through the POA System?**

# Eligibility

- To join POA 2024, the applicant child must
- reach the age of 5 years 8 months when he/she is enrolled in P1 in September 2024; (i.e. **born on or before 31 December 2018**);
  - be a Hong Kong resident;
  - NOT be attending any primary school; and
  - have NEVER been allocated a P1 place

# POA School Net

- POA system is net based
- The whole territory is divided into  
36 POA School Nets



# Primary One Admission

2 stages :

- Discretionary Places **(DP)** Admission stage  
(take up about 50% of a school's P1 places)
- Central Allocation **(CA)** stage  
(take up about 50% of a school's P1 places)

# Discretionary Places (DP) Admission Stage

# Discretionary Places Admission Stage

- Parents can apply to **ONE** government or aided school in **ANY DISTRICT** (i.e. any POA school net)
- If more than one application to government or aided school is submitted, all your applications for discretionary place will be forfeited
- Refer to “Primary School Lists by School Net for Discretionary Places Allocation Stage”

灣仔、銅鑼灣、掃桿埔、跑馬地、大坑、渣甸山

WAN CHAI, CAUSEWAY BAY, SOO KUN PO, HAPPY VALLEY, TAI HANG,  
JARDINE'S LOOKOUT

學校 編號 School No.	學校名稱 Name of School (備註) (Remarks)	授課 時間 Session	學校 類別 School Type	資助 類別 Finance Type	宗教 Religion	自行分配 學位學額 Discretionary Places Quota	學校地址 (電話號碼) School Address (Telephone Number)
123456	呂祺小學 Lui Kee Primary School	全日 whole-day	男女 co-ed	資助 aided		25	香港灣仔皇后大道東 269號 (2832 7700) 269 Queen's Road East, Wanchai, HK

# Discretionary Places

## Type A

- Reserve about 30% of P1 places
- For admission of applicant children with siblings studying or parents working full-time in the school
- All applicant children of this category will be admitted by the school



# Discretionary Places

## Type B

- Reserve about 20% of P1 places
- If the number of applications for discretionary places in Type B received by a school exceeds its quota, the school should admit the applicant children according to the Points System

# The Points System

1. Parent(s) teaching or working full-time in the kindergarten or secondary section if it is of the same address as the primary school (20 points)
2. Sibling(s) studying in the secondary section if it is of the same address as the primary school (20 points)
3. Parent(s) being a school manager of the primary school (20 points)
4. Parent(s) or sibling(s) being a graduate of the primary school (10 points)
5. First-born child (the eldest child in the family irrespective of sex) (5 points)

(Applicant children may claim only one of the relationships from 1 to 5)

6. Same religious affiliation as the sponsoring body which operates the primary school [See Note] (5 points)
7. Parent(s) being a member of the same organisation which sponsors the operation of the primary school [See Note] (5 points)

(Applicant children may claim only one of the relationships from 6 to 7)

8. Applicant child of the right age (5 years 8 months to 7 years old) (10 points)

[Note: Parents are advised to consult the school direct about the definition of “same religious affiliation”/ “a member of the same organisation” before submitting the application form.]

# Discretionary Places Admission Stage

- Submit paper application form to the school direct from **25 to 29 September 2023** or via the e-POA from **21 to 29 September (till 11:59 p.m.)**
- Results will be released by schools on **20 November 2023**. Parent can also check results via e-POA on **20 November 2023 (from 10:00 a.m.)**
- Register with allocated school on **22 or 23 November 2023** *(If parents cannot register their child with the school within the specified period and time, they would be deemed to have given up the school place allocated.)*

When returning the completed application form or submission of electronic application form, parent is required to bring along / upload via e-POA:

1. Parent's Identity Card, Passport or other identity documents (***only applicable to paper application form***)
2. Copy of applicant child's Birth Certificate / Passport
3. Copy of valid proof of residential address (e.g. stamped tenancy agreement, water/ electricity/ town gas / residential telephone bills)
4. Copy of the Birth Certificate and school handbook of the applicant child's sibling, if claiming the applicant child's sibling is studying in the school or the secondary section of the school of the same address applied for



**When returning the completed application form or submission of electronic application form, parent is required to bring along / upload via e-POA:**

5. Copy of the Birth Certificate of the applicant child's sibling and graduate certificate of the applicant child's sibling / parent, if claiming the applicant child's sibling or parent's graduate relationship
6. Copy of the Baptism Certificate of the applicant child, if claiming the applicant child's same religious affiliation relationship with the school
7. Copy of the parent's membership document, if the parent claims that he / she is a member of the same organisation which sponsors the operation of the primary school



# Submission of Paper Application Form

小一入學申請表

APPLICATION FORM FOR ADMISSION TO PRIMARY ONE (2023)

此表格只適用於申請官立或資助小一學位

THIS FORM IS TO BE USED FOR APPLICATION FOR ADMISSION TO PRIMARY ONE  
IN A GOVERNMENT OR AIDED PRIMARY SCHOOL ONLY

C

小一入學申請編號  
POA APPLICATION NO.

XXXXXXXXXX

1 住址所屬  
小一學校網編號  
POA SCHOOL NET NO.  
OF HOME ADDRESS

6 6

填寫此表格前請參閱隨附的「填表須知」

PLEASE READ CAREFULLY THE ATTACHED "NOTES ON HOW TO COMPLETE THE APPLICATION FORM"

甲部：申請兒童資料

PART A: APPLICANT CHILD'S PARTICULARS

2 姓名〔中文〕

3 證件編號

DOCUMENT NO.

S245678(9)

證件類別

DOCUMENT TYPE

00

NAME (IN ENGLISH)

KHATRI MITEN

4 性別 男(M) 女(F)

SEX

5 出生日期

DATE OF BIRTH

日 月 年

DD  
01

MM  
10

YYYY  
2018

6 有特殊教育需要的兒童

CHILDREN WITH SPECIAL  
EDUCATIONAL NEEDS

7 不能以中文  
作為學習媒介

CANNOT USE CHINESE  
AS LEARNING MEDIUM

8 通訊地址

CORRESPONDENCE ADDRESS

室 FLAT

C

樓 FLOOR

8

座 BLOCK

4

大廈名稱

BUILDING NAME

屋邨 / 村名稱

ESTATE/VILLAGE

WAI YI GARDEN

街道名稱及號數

NO. AND STREET NAME

123 CHUNG MEI ROAD

區

DISTRICT

TSING YI

香港  
HK

九龍  
KLN

新界  
NT

國內  
Mainland  
China

居住地址

RESIDENTIAL ADDRESS

(如與通訊地址相同，則不須填寫) (Leave blank if same as correspondence address)

乙部：家長 / 監護人資料  
PART B: PARENT/GUARDIAN'S PARTICULARS

9 姓名〔中文〕		10 證件編號 DOCUMENT NO.	D234567(3)	證件類別 DOCUMENT TYPE	01
NAME (IN ENGLISH)	KHATRI RADHIKA				
11 住宅電話 HOME TEL. NO.	2468 2468	12 與申請兒童關係 RELATIONSHIP WITH APPLICANT CHILD	Mother	13 教育局專用 FOR OFFICE USE ONLY	A <input type="checkbox"/> B <input type="checkbox"/>
日間聯絡電話/手提電話 DAYTIME CONTACT TEL. NO./ MOBILE PHONE	9345 6789				
電郵地址 EMAIL ADDRESS	khatri@google.com				
(可選擇填寫 - 作啟動小一入學電子平台帳戶之用, 詳情請參閱「小一入學申請表」填表須知) (Optional - for account activation of the POA e-Platform. Please refer to the Notes on How to Complete the "Application Form for Admission to Primary One" for details)					

丙部：申請學校自行分配學位者始需填寫  
PART C: TO BE COMPLETED ONLY IF APPLYING FOR A DISCRETIONARY PLACE

申請的小學名稱 NAME OF SCHOOL APPLIED FOR:	LUI KEE PRIMARY SCHOOL	14 學校授課時間* SCHOOL SESSION	上午 AM <input checked="" type="checkbox"/> 下午 PM <input checked="" type="checkbox"/> 全日 WD <input type="checkbox"/>	學校專用 FOR SCHOOL USE ONLY	15 學校編號 SCHOOL NUMBER	
(甲) 兄/姊在該小學就讀或父/母在該小學就職 (A) SIBLING(S) STUDYING OR PARENT(S) WORKING IN THE PRIMARY SCHOOL APPLIED FOR	16 是 YES <input type="checkbox"/>	父/母或兄/姊姓名* NAME OF PARENT / SIBLING	現讀班級 CLASS ATTENDING			
若沒有兄/姊在該小學就讀或父/母在該小學就職, 則填〔乙〕項。 IF SIBLING(S) NOT STUDYING OR PARENT(S) NOT WORKING IN THE PRIMARY SCHOOL APPLIED FOR, PLEASE COMPLETE TYPE (B).						
〔乙〕依計分辦法準則分配的自行分配學位。申請兒童只能在一至五項及/或六至七項中各選一項填報。 (B) DISCRETIONARY PLACES ALLOCATED ACCORDING TO POINTS SYSTEM. APPLICANT CHILDREN CAN ONLY CLAIM ONE ITEM FROM 1 TO 5 AND/OR ONE ITEM FROM 6 TO 7.						
1 父/母全職在與該小學同一校址的幼稚園或中學部工作 PARENT(S) TEACHING OR WORKING FULL-TIME IN THE KINDERGARTEN OR SECONDARY SECTION IF IT IS OF THE SAME ADDRESS AS THE PRIMARY SCHOOL	(二十分) (20 POINTS)	父/母或兄/姊姓名* NAME OF PARENT / SIBLING				
2 兄/姊在與該小學同一校址的中學部就讀 SIBLING(S) STUDYING IN THE SECONDARY SECTION IF IT IS OF THE SAME ADDRESS AS THE PRIMARY SCHOOL	(二十分) (20 POINTS)	Khatri Radhika				
3 父/母為該小學的校董 PARENT(S) BEING A SCHOOL MANAGER OF THE PRIMARY SCHOOL	(二十分) (20 POINTS)	17 4	畢業年份/現讀班級* YEAR OF GRADUATION/ CLASS ATTENDING			
4 父/母或兄/姊為該小學的畢業生 PARENT(S) OR SIBLING(S) BEING A GRADUATE OF THE PRIMARY SCHOOL	(十分) (10 POINTS)	1999				
5 首名出生子女〔即為家庭各子女中最年長者〕 FIRST-BORN CHILD (THE ELDEST CHILD IN THE FAMILY IRRESPECTIVE OF SEX)	(五分) (5 POINTS)					
6 與該校的辦學團體有相同的宗教信仰 SAME RELIGIOUS AFFILIATION AS THE SPONSORING BODY WHICH OPERATES THE PRIMARY SCHOOL	(五分) (5 POINTS)	18 <input type="checkbox"/>				
7 父/母為該小學主辦社團的成員 PARENT(S) BEING A MEMBER OF THE SAME ORGANISATION WHICH SPONSORS THE OPERATION OF THE PRIMARY SCHOOL	(五分) (5 POINTS)					
本人有超過一名子女在自行分配學位階段向同一間小學申請 I HAVE MORE THAN ONE CHILD APPLYING FOR DISCRETIONARY PLACES IN THE SAME PRIMARY SCHOOL	19 是 YES <input type="checkbox"/>					



# Application through e-POA



# e-POA

- In line with the “Smart Government” strategy, the EDB has fully implemented digitalisation of POA. Parents / Guardians can submit applications for discretionary places and central allocation, as well as check results of allocation of discretionary places and central allocation via ePOA. (URL: <https://epoa.edb.gov.hk/login?lang=en> or scan the QR code at the bottom)





# e-POA

- Parents should NOT submit duplicate applications via ePOA and in paper form for the same child and are allowed to apply for a discretionary place of only ONE government or aided primary school in any POA School Net for each applicant child . Irrespective of whether the application is submitted via ePOA or in paper form, if more than one application is submitted, the applications for discretionary place will be rendered void.

# e-POA

- If parents wish to use the above electronic services, they have to register their ePOA accounts via the “iAM Smart” mobile app (URL: <https://www.iamsmart.gov.hk/en> or scan the QR code at the bottom). Parents who have bound their accounts to “iAM Smart+” can submit primary one applications and check the results of allocation of discretionary places and central allocation through e-Platform. Parents who have bound their accounts to “iAM Smart” can check the results through the e-Platform.



# e-POA

- The permissions of the user are based on the account type.

POA 2024				
Account Type	Apply for DP (21 - 29 Sept 2023)	Release of DP result (20 Nov 2023)	CA stage Choice-making (22-28 Jan 2024)	Release of CA result (5 June 2024)
iAM Smart+	✓	✓	✓	✓
iAM Smart	✗	✓	✗	✓

# e-POA

- To facilitate parents to better understand the application procedures for ePOA, please make reference to the relevant [PowerPoint, videos and Parent Guides](#) to be uploaded to the EDB's website in early September 2023 (URL: <https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/primary-1-admission/index.html> or scan the QR code at the bottom)



# Central Allocation (CA) Stage



# Central Allocation Stage

- Applicant children who have not been offered a discretionary place will participate in the Central Allocation
- A **fresh application** for the Central Allocation is **NOT necessary**.
- Each primary school earmarks about 50% of its P1 places for Central Allocation

# Choices of Schools

## Part A – Unrestricted School Choices

- Can choose **ANY school** located in **ANY school net**
- About 10% of P1 places are earmarked for unrestricted school choices (i.e. Part A in Central Allocation)
- Parents may make up to 3 choices of schools from any school nets (including the home net)

# Choices of Schools

## Part B – Restricted School Choices

- About 90% of P1 places are earmarked for restricted school choices (i.e. Part B in Central Allocation)
- Parents should **select schools available in the applicant children's residing school net** to avoid travelling unreasonably long distances to attend schools

# Choices of Schools

- When choosing a primary school for your children, parents should first identify children's characteristics, personalities, abilities and interests, and then consider various factors such as the sponsoring body, history, location and religion of a school.



# Computer Processing of Central Allocation

- To ensure fairness, allocation results are based on parental choices and random numbers of applicant children
- First process the unrestricted school choices (Part A)
- Then process the restricted school choices (Part B)



# Central Allocation Stage

- Parents will be informed in **mid Jan 2024** by EDB in writing to make school choices via e-POA or at designated Central Allocation centres on the specified dates.
- Parents should make school choices from **22 to 28 January 2024 (till 11:59 p.m.)** via e-POA or go to the specified Central Allocation centre to make their choices of schools **on 27 or 28 January 2024**.
- If parents have not received the letter **by 22 January 2024**, they should contact the School Places Allocation Section.

# Central Allocation Stage

- Allocation processed centrally by computer
- Results of Central Allocation to be sent to parents **by post and SMS** on **5 to 6 June 2024**. Parents can also check results via e-POA on **5 June 2024 (from 10:00 a.m.)**
- Registration of Primary 1 pupils allocated with places through Central Allocation on **11 to 13 June 2024**

# Central Allocation Stage

- EDB will arrange to deliver the 'Primary One Registration Form' with the result of Central Allocation by post to parents' correspondence address provided in the POA application form from 5 to 6 June 2024 through the 'Local CourierPost' service provided by Hongkong Post. **The letter will be delivered to door.**
- If attempt of door delivery by Hongkong Post fails, a 'Mail Collection Notification Card' will be left for parents to collect it from the designated post office starting from the afternoon of the following working day.

# Central Allocation Stage

- If parents have not received the 'Primary One Registration Form' or the 'Mail Collection Notification Card' issued by Hongkong Post, they could collect the 'Primary One Registration Form' at the designated 'Collection Centre' from 8 to 9 June 2024 (For the latest arrangements, please refer to EDB Primary One Admission Website).



# Central Allocation Stage

- Apart from issuing the 'Primary One Registration Form' by post, if parents wish to receive the results of the CA for POA 2024 of their applicant children via SMS message on 5 June 2024, they may provide a mobile number which can receive SMS message on the Choice of Schools Form / e-POA and indicate their consent to receive the results of the CA via this mobile phone number.

本人聲明，表內所填選的學校為本人在閱讀隨附的「填寫選擇學校表格須知」後自願填寫的。本人亦明白在上述申請兒童獲派小一學位後，他/她將再無資格參加小一人學統籌辦法。

I declare that I have read the enclosed "Notes on How to Complete the Choice of Schools Form" and that I have made the above choices at my own will. I also understand that once a Primary One place is allocated to the above applicant child, he/she will not be eligible to participate in the Primary One Admission System again.

本人同意教育局除以郵遞方式發放上述申請兒童的統一派位結果予本人外，亦可透過電話短訊(SMS)通知有關結果。本人可接收 SMS 的手提電話號碼已填寫在右邊的方格內(如不同意接收 SMS 請留空此方格)

Apart from sending the results of Centre Allocation of the above applicant child by post, consent is given for the Education Bureau to inform me of the allocation results via SMS message. My mobile phone number which can receive SMS is provided in the box on the right (please leave the box blank if you do not wish to receive SMS):

家長/監護人簽署  
Signature of Parent/Guardian : \_\_\_\_\_

家長/監護人姓名〔請用正楷填寫〕  
Name of Parent/Guardian (In Block Letters): \_\_\_\_\_

聯絡電話  
Contact Tel. No.: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

中心蓋印  
Centre Chop

- A testing SMS message will be sent from the EDB to the mobile phone number provided for receiving SMS in **early May 2024**.



# Central Allocation Stage

- The EDB will assign timeslots for parents to register with the allocated school **on 11 June or 12 June 2024**. Parents who cannot proceed with the registration within the specific date can register on 13 June 2024.

# Education support for non-Chinese speaking (NCS) students

# The Government

- is committed to encouraging and supporting the integration of NCS students into the community (i.e. early adaptation to the local education system and mastery of the Chinese language)
- ensures NCS children enjoy equal opportunities for admission to public sector schools and learning of Chinese on par with their Chinese-speaking counterparts

# The Education Bureau (EDB)

- has substantially increased the additional funding for schools
- has provided schools with teaching resources, teacher training and professional support to further enhance the support for NCS students' learning of the Chinese language

- implementation of the “Chinese Language Curriculum Second Language Learning Framework” in schools
  - drawn up in consultation with teachers and language experts
  - to help NCS students learn Chinese
- creation of an inclusive learning environment in schools



- Parents of NCS applicant children are encouraged to choose schools with an immersed Chinese language environment to help the applicant children learn the Chinese language
- Most of the public sector schools including the list of schools in the applicant children's residing school nets have an immersed Chinese language environment

- For school-based support measures for NCS students provided by individual schools, please refer to the column on “Education Support for NCS Students” in the Primary School Profiles published by the Committee on Home-School Co-operation
  - <http://www.chsc.hk/primary/en>

# Having due regard to the aforementioned, in case parents

- consider that the applicant children may still have difficulties studying in a school with an immersed Chinese language environment at this stage, and
- indicate on the application form that the applicant children cannot use Chinese as the learning medium

+ 教育局 EDUCATION BUREAU		+ 教育局存根 EDB'S COPY	
小一入學申請編號 POA APPLICATION NO. XXXXXXXXXX		1 住址所屬 小一學校網編號 POA SCHOOL NET NO. OF HOME ADDRESS	
甲部：申請兒童資料 PART A: APPLICANT CHILD'S PARTICULARS		填寫此表格前請參閱隨附的「填表須知」 PLEASE READ CAREFULLY THE ATTACHED "NOTES ON HOW TO COMPLETE THE APPLICATION FORM"	
2 姓名〔中文〕 NAME (IN ENGLISH)	3 證件編號 DOCUMENT NO.	證件類別 DOCUMENT TYPE	
4 性別 男(M) 女(F) SEX	5 出生日期 DATE OF BIRTH	6 有特殊教育需要的兒童 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS	不能以中文 作為學習媒介 CANNOT USE CHINESE AS LEARNING MEDIUM

If the applicant child cannot use Chinese as a learning medium, please put a tick in the box provided.

## **when filling in Part B of the Choice of Schools Forms for Central Allocation,**

- parents can choose from the list of schools in the applicant children's residing school nets and make reference to the list of schools traditionally admitting more NCS students (in Appendix 3 of the "Notes on How to Complete the Application Form")



# Timetable for POA 2024

1 to 29 Sept 2023	<ul style="list-style-type: none"> <li>• Distribution of POA application form</li> </ul>
21 to 29 Sept 2023 (via e-POA)	<ul style="list-style-type: none"> <li>• Application for discretionary place (Only 1 aided or government school)</li> </ul>
25 to 29 Sept 2023 (via paper form)	
20 Nov 2023	<ul style="list-style-type: none"> <li>• Release of discretionary places admission results by schools</li> </ul>
22 & 23 Nov 2023	<ul style="list-style-type: none"> <li>• Registration of successful discretionary places applicant children</li> </ul>
Mid Jan 2024	<ul style="list-style-type: none"> <li>• Parents of the applicant children who did not secure a discretionary place are invited by letter to make choices of schools for Central Allocation</li> </ul>
22 to 28 Jan 2024 (via e-POA)	<ul style="list-style-type: none"> <li>• Make choices of schools</li> </ul>
27 & 28 Jan 2024 (at specified central allocation centres)	
5 & 6 June 2024	<ul style="list-style-type: none"> <li>• Results of Central Allocation to be sent to parents by post (If parents provide a mobile number which can receive SMS message on the Choice of Schools Form / e-POA and indicate their consent to receive the results of the CA via this mobile phone number, the results of the CA for POA 2024 of their applicant children will be sent via SMS message on 5 June 2024.)</li> </ul>
11 to 13 June 2024	<ul style="list-style-type: none"> <li>• Registration with schools (The EDB will assign timeslots for parents to register with the allocated school on 11 June or 12 June. Parents who cannot proceed with the registration within the specific date can register on 13 June)</li> </ul>

# Latest news / school information

- Parents should pay attention to the latest press release and announcement on the EDB webpage
- The letter of authorization for submitting the application form for POA can be downloaded on EDB webpage
- School information / list of schools
  - Kindergarten / Kindergarten-cum-Child Care Centre
  - Primary School Profiles ([www.chsc.hk/primary/en](http://www.chsc.hk/primary/en))
  - Regional Education Offices of EDB
  - Call 2891 0088 to obtain by fax
  - Browse the EDB webpage ([www.edb.gov.hk](http://www.edb.gov.hk))

# Translated POA Documents

- Key information in the leaflet and explanatory notes on POA have been translated into languages of different races
- POA application form has also been translated into languages of different races (for reference only)

# Other Support Measures (1):

- Video of this briefing session will be uploaded onto the EDB webpage to facilitate parents of NCS students to understand the POA System in due course.



## Other Support Measures (2):

- Dedicated workshops for parents of NCS students to facilitate their understanding of the procedures of choice-making of schools in January 2024
- Interpretation of languages of different races will be provided

## Other Support Measures (3):

- Three designated centres in Kowloon, Hong Kong and the New Territories are set up for parents of NCS students to submit their Choice of Schools Forms in Central Allocation Stage
- Interpretation of languages of different races will be provided

# Other Support Measures (4):

## Enquiries on POA System

### **School Places Allocation Section**

General Enquiries	2832 7700
HK Island & Islands	2832 7610
Kowloon	2832 7620
New Territories West	2832 7635
New Territories East	2832 7659

POA webpage:

[Path: EDB homepage (<http://www.edb.gov.hk>) > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Primary One Admission System]

# Telephone Interpretation Service

8 hotlines by which telephone conferencing service is provided by the Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER) for better communication between the EDB officers and the parents of NCS students

3755 6811 (Bahasa Indonesia)

3755 6822 (Nepali)

3755 6833 (Urdu)

3755 6844 (Punjabi)

3755 6855 (Tagalog)

3755 6866 (Thai)

3755 6877 (Hindi)

3755 6888 (Vietnamese)



Thank you!