

Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2024/25 School Year



Preamble

The Education Bureau (EDB) will continue to implement the admission arrangements for nursery (K1) classes in kindergartens (KGs) for the 2024/25 school year (hereafter referred to as “2024/25 K1 Admission Arrangements”) with a view to facilitating the smooth operation of the admission process of KGs and helping parents secure KG places for their children in a timely manner.

Parents who wish to apply for admission to a K1 class in a KG joining the Kindergarten Education Scheme (the Scheme) for their children in the 2024/25 school year should follow the procedure set out below. The procedure is applicable to all non-profit-making KGs joining the Scheme (Scheme-KGs).

Procedure

EDB will issue a registration document to each child who can receive education in Hong Kong and all Scheme-KGs should only admit children holding a valid registration document.

Parents are required to apply to EDB for a Registration Certificate for KG Admission (RC) from **September to November 2023**. If a child cannot obtain an RC as he/she can receive education in Hong Kong but is not eligible for subsidy under the Scheme, EDB will issue a KG Admission Pass (AP) to the child concerned for registration and admission to a Scheme-KG but the parents concerned are required to pay full school fees before deduction of subsidy under the Scheme as shown on the Fees Certificate of the KG admitting the child.

The RC will be used for registration for K1 during the Centralised Registration Dates (i.e. 4 to 6 January 2024). Due to processing time of RC, parents should submit their application for the RC to EDB by **30 November 2023** at the latest. Otherwise, the RC/AP may not be issued before the Centralised Registration Dates for K1 registration.

Parents should understand from KGs about their school-based admission mechanism, including the procedure, criteria, interview arrangements, application fee, etc. They should obtain application form and submit application for admission in accordance with the requirements as specified by individual KGs.

KGs will inform parents the application result before 15 December 2023.

Upon receipt of notification(s) of admission, parents should, after careful consideration, choose one KG for registration. They are required to submit the RC/AP and pay registration fee at the KG to complete the registration procedure during the Centralised Registration Dates (i.e. 4 to 6 January 2024). This measure is to prevent a child from hoarding a number of school places at one time, which may affect other children.

EDB will release K1 vacancy information from late January 2024 onwards (i.e. after the Centralised Registration Dates). If necessary, parents may obtain the information via EDB’s website, Regional Education Offices and hotline.

Who are eligible to apply?

- The child applicants must be:
 - (a) 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; and
 - (b) born on or before 31 December 2021.

Where to obtain an application form?

Application forms and guidance notes are available at District Offices, Post Offices and the Regional Education Offices of EDB. They can also be downloaded from EDB’s website (www.edb.gov.hk/applyRC/2425/en/).

Applicants may also submit application online (url: <https://eform.cefs.gov.hk/form/edb005/en/>).



How to return the completed application forms?

Applicants may send the duly completed application forms together with copies of necessary identity documents by post to EDB, P.O. Box 23179, Wan Chai Post Office, Hong Kong.

Applicants may enclose all relevant documents in a sealed envelope marked “Application for the Registration Certificate for Kindergarten Admission” and drop it into the drop-in box at the office of EDB on 14/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong (Opening hours of drop-in box: Mondays to Fridays 8:30 a.m. to 6:00 p.m.; closed on Saturdays, Sundays and Public Holidays).

Alternatively, applicants may submit application online.

When to return the application forms?

Application for the RC/AP is open starting from September 2023, and the details will be duly uploaded onto EDB’s website.

When will the result of the applications be available?

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/AP to applicants by post.

Enquiry

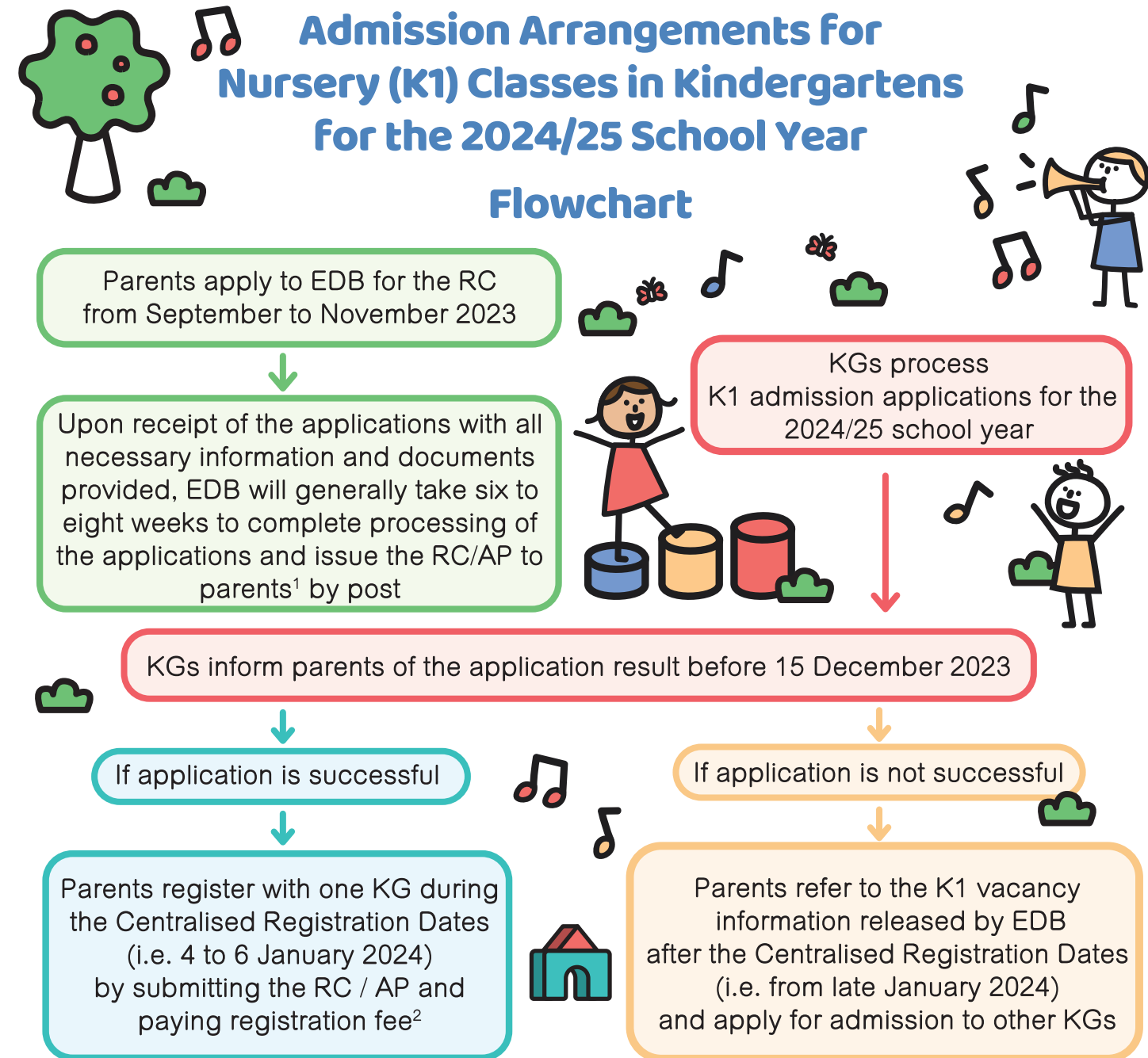
For details of the 2024/25 K1 Admission Arrangements and application for RC, please visit EDB’s website (www.edb.gov.hk/k1-admission_e) or call EDB at 3540 6808 / 3540 6811 (Working hours: Mondays to Fridays 8:30 a.m. to 1:00 p.m., 2:00 p.m. to 6:00 p.m.; closed on Saturdays, Sundays and Public Holidays) or the 24-hour automatic telephone enquiry system at 2891 0088. Parents of non-Chinese speaking children may call EDB Hotline at 2892 6676 for enquiry on admission to KGs.

Parents may also call EDB’s Regional Education Offices or the Joint Office for Kindergartens and Child Care Centres (the telephone numbers can be found on EDB’s website: www.edb.gov.hk/k1-admission_e).



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Flowchart



- If parents cannot submit the RC/AP to the KG which their child has been admitted to during the Centralised Registration Dates, the KG concerned may not be able to complete registration for their child. Hence, parents are required to submit application to EDB within the designated period.
- If a child is admitted after the Centralised Registration Dates, his/her parent is still required to submit the RC/AP for registration. If the parent intends to change school for his/her child after registration with a KG, he/she is required to get back the RC/AP from the KG with which he/she has registered. Upon getting back the RC/AP from a KG, the KG concerned will no longer reserve the place for the child. Normally, the registration fee paid to the KG with which the parent has registered will not be refunded.



Education Bureau

The Government of the Hong Kong Special Administrative Region of the People’s Republic of China