

Parent Information on Admission Arrangements for Nursery (K1) Classes in KGs for the 2025/26 School Year

(Applicable to children who were born
on or before 31 December 2022)

KGs Covered



- ▶ Applicable to KGs joining the Kindergarten Education Scheme (Scheme-KGs) or non-Scheme local KGs participating in the K1 Admission Arrangements

- The list of non-Scheme local KGs joining the “2025/26 K1 Admission Arrangements” will be uploaded onto EDB’s website in mid-July 2024.

(EDB's website > Education System and Policy > KG Education > Admission Arrangements for Nursery (K1) Classes in Kindergartens > Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2025/26 School Year - 8. List of Local Kindergartens (KGs) Not Joining the Kindergarten Education Scheme but Participating in the 2025/26 K1 Admission Arrangements)

Measures

(1) Distribution of Application Forms

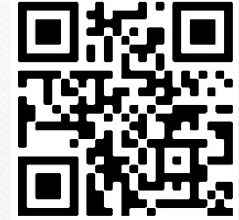
- ▶ Should not limit the number of forms to be distributed and should not set a quota on the number of application forms to be collected to avoid queuing up.
- ▶ Should not interview the child-applicants earlier than November.

Measures

(2) School-based Admission Mechanism

- ▶ KGs should introduce a school-based admission mechanism, including the admission procedure and criteria, the mode of interview, and the number of child-applicants to be interviewed, etc.
- ▶ Must be **fair, just and open**.
- ▶ Must be **in compliance with the existing anti-discrimination legislation** and other related legislation/ordinance, including:
 - Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, Race Discrimination Ordinance;
 - Personal Data (Privacy) Ordinance, 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

Measures



(2) School-based Admission Mechanism

- ▶ All kindergartens must pay attention to the Education Bureau Circular No. 11/2023 Entry of Non-local Children and Children Holding a Form of Recognizance to Schools in Hong Kong regarding the procedure for admission of non-local children.
- ▶ The child(ren) 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 order to be eligible for subsidy under the Scheme and be issued the RC. Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance and children whose parent(s) is/are holding a student visa) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.

Measures

(2) School-based Admission Mechanism

- ▶ When considering applications for **Whole-day(WD)/Long WD services**:
 - KGs should give due **priority to families that require WD/LWD services** (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

Measures

(2) School-based Admission Mechanism

- ▶ KGs are required to upload the information below to the school website on or before **12 September 2024 (Thursday)** and/or via different channels to inform parents in advance.

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 child-applicants 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 children on waiting list
- Arrangements for children changing school after registration

Measures

(2) School-based Admission Mechanism

- ▶ KGs are required to upload the information below to the school website on or before 12 September 2024 (Thursday) and/or via different channels to inform parents in advance.

4

The link to the webpage indicating the KG's school information in the "Profile of KGs and KG-cum-Child Care Centres"

5

The link to EDB's website on Admission Arrangements for Nursery (KI) Classes in Kindergartens

6

Other relevant information such as the introduction of the school and school fee information

Measures

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

- ▶ Premised on the principle that each child should only attend one KG, and for enabling children to have equal opportunities for receiving subsidised KG education as well as making good use of Government resources, regardless of the level (i.e. K1, K2, K3), all Scheme-KGs can only admit children with a valid registration document.
 - Scheme-KGs can only admit children holding a valid registration document, i.e. "Registration Certificate for Kindergarten Admission" (hereafter referred to as "RC") or "Kindergarten Admission Pass" (hereafter referred to as "AP"), and shall collect such valid registration documents from the children at the time of registration.
 - 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.

Registration Certificate for KG Admission

(Application starts from September)

Sample -Application Form of Registration Certificate for KG Admission

- Application forms can be obtained from **District Offices, Post Offices, Regional Education Offices of EDB** or downloaded from **EDB's website**

Education Bureau
The Government of the Hong Kong Special Administrative Region of the People's Republic of China

APPLICATION FOR REGISTRATION CERTIFICATE FOR KINDERGARTEN ADMISSION
(Parents are required to submit an application between September and November 2024 for their children) going to study in Nursery Class (K1) in the 2025/26 school year*)

Please circle the appropriate box. (Please read carefully the Guidance Notes before filling in the application form.)

Part I Particulars of Applicant (Parents should apply on behalf of the child or child's parent in Part II with relevant supporting proof*)

1. Title # Mr. Ms. Miss

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

3. Name in Chinese

4. Identity Document Type & No. (Please refer to para 1.3 of Part B of the Guidance Notes) # HKID Card No.: _____ Document No.: _____

5. Year of Birth _____

6. Home Address
Flat _____ Floor _____ Block _____
Name of Building _____
Estate / Village _____
No. & Name of Street _____
District _____

7. Correspondence Address in HK (Please refer to para 1.3 of Part B of the Guidance Notes)
Name of Building _____
Estate / Village _____
No. & Name of Street _____
District _____

8. Local Contact Telephone No. # _____ (mobile*) _____ (home)

Part II Particulars of child(ren) (Particulars of other child(ren) not applying for an identity card for Kindergarten Admission / Kindergarten Admission Pass (KAP) 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 & No. (Please refer to para 1.3 of Part B of the Guidance Notes) # HK Birth Certificate No.: _____ Document No.: _____
 HKID Card No.: _____
 Other Identity Document: _____ Document No.: _____

4. Date of Birth _____

f. School Year Applying for (Please refer to para 1.1 of Part B of the Guidance Notes) # 2025/26 school year 2024/25 school year

g. Class Applying for (Please refer to para 1.1 of Part B of the Guidance Notes) # Nursery Class (K1) Lower Class (K2) 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. (Please refer to para 1.3 of Part B of the Guidance Notes) # HK Birth Certificate No.: _____ Document No.: _____
 HKID Card No.: _____
 Other Identity Document: _____ Document No.: _____

4. Date of Birth _____

e. Relationship with Applicant # Child Other (Please specify in Part III with relevant supporting proof)

f. School Year Applying for # 2025/26 school year 2024/25 school year

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

Part IV Language of Correspondence
1. Language of correspondence # Chinese English

Part V Undertaking and Declaration

1. The Government of the Hong Kong Special Administrative Region (hereafter referred to as "HK SAR Government") has implemented the Kindergarten (KG) Education Scheme (hereafter referred to as "Scheme") with effect from the 2017/18 school year. As the HK SAR Government is to consider and process the application for a Registration Certificate for Kindergarten Admission ("Certificate" referred to as a "RC") in "Kindergarten Admission Day" (hereafter referred to as an "AD") for the appropriate year/years of school as provided in Part II of this Form (hereafter individually or collectively referred to as "Child") according to the "Scheme", I/We, the undersigned with my/particulars being provided in Part I of this Form, hereby acknowledge and agree to set out in Clause 2.6.11 below.

2. 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 will comply with and meet the relevant requirements and specifications set out in the "Guidance Notes" in any form from time to time as mandated by the HK SAR Government and such other requirements and decisions from time to time as issued by the HK SAR Government regarding the application for and the conditions on use of the RC or AP.

3. I understand and agree that the RC or AP is only applicable to the eligible Child covered under the "Scheme" for registration in an eligible non-profit-making KG under the "Scheme".

4. I understand that the applicant for RC must be the parent of the child or a person authorised to look after the applicant. Upon receipt of a completed application form signed by the parent (unless the father/mother/ EDB will receive that from the parent of the child to fully agree and consent to the application). Since such duplicate child will only be issued one RC / AP in any way, if one of the parents other than the applicant himself / herself submits an application for RC / AP for the same child who has already been issued the RC / AP, the application will be considered as duplicate which will not be processed by EDB and will be returned to the applicant concerned.

5. I understand the validity period of RC, in general, is 3 years. If the parent arranges for their children to repeat their study in certain level and hence receive RC education for more than 3 years due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc.), the parent has to pay full school fee before deduction of subsidy under the Scheme. Under special circumstances, parent may apply for extension of the validity period of the RC. Application for extension of the validity period of RC will only be considered by the Education Bureau (EDB) on a case-by-case basis for students with special needs. The applicant must provide relevant proof, for example, an assessment report issued by the relevant medical, educational or other professionals (e.g. medical, educational, educational psychologist, educational psychologist, etc.), confirming special needs of the child and the need for the child to pursue K1 education for a period longer than the normal three years.

6. I understand that a child who is in a deferred entry scheme, an eligible student studying in the EDB must have attended classes in that month. In special circumstances where there has been a break from school for an entire month or above for all school days of a specific month, which is except of the student for that month would not be delivered to the EDB, the parent/guardian must apply for a deferred entry scheme to the EDB to make the Scheme or the RC valid. The "Pass Certificate" of the EDB which shall be submitted, if there are any special circumstances (e.g. absence due to illness for the entire month), upon receipt of public notice and documentary proof covering all school days of the absent month from parents, schools may apply to EDB for subsidy for that month. Each case would be considered on its individual merits. However, if the whole-month absence of students involves leaving, de-registration of school, for those cases would not be considered.

7. I hereby undertake and warrant that information, supporting documents supplied and representations (hereafter collectively referred to as "information") made by me or my behalf from time to time to or related to the Scheme, or information that I/We will process the application based on the information.

8. If my representation given by me or my behalf in the Undertaking and Declaration is incorrect or misleading or if false information is provided, or if I/We fail to comply with any provision of this Undertaking and Declaration, which applies to my parent, child and ourselves that the HK SAR Government may have under the Undertaking and Declaration as in law, the HK SAR 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.

Personal Information Collection Statement
I/We understand and agree:
Purpose of Collection
(1) The personal data provided by the applicant in this form will be used by EDB for one or more of the following purposes:
(i) Activities relating to the processing, authentication and assessment on eligibility and co-ordinating school of the application for Registration Certificate for Kindergarten Admission, individual grant and subsidy as well as education services provided by EDB;
(ii) Activities relating to monitoring of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and co-ordinating school of the application submitted in 1(a) above;
(iii) Activities relating to monitoring of the personal data within the database of EDB for purposes of verifying / updating records of EDB; and
(iv) Activities relating to completion of statistics, research and Government publication.
(2) The provision of personal data required by this form and during the processing of this form is obligatory. In the event that the applicant does not provide these personal data, EDB may not be able to handle or further process the application.

Consent of Beneficiaries
(1) The personal data provided by the applicant will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or to the relevant parties listed below:
(i) Other Government bureau and department, including Immigration Department and Student Finance Office, for the purpose mentioned in paragraph (1) above;
(ii) the school to which the form relates for the purpose mentioned in paragraph (1) above;
(iii) personnel, agent, service provider or organization, including companies providing data preparation services, engaged by EDB to provide services or advice for purposes mentioned in paragraph (1) above;
(iv) where the applicant has given his / her prescribed consent to such disclosure and
(v) where such disclosure is authorized or required under the law or court order applicable to Hong Kong.

Access to Personal Data
(1) The applicant has the right to request access to and correction of his / her personal data held by EDB. Request for access or correction of personal data should be made in writing to the Data Protection Officer (Kindergarten Admissions) at EDB, Box 23179, Wai Chi Post Office, Hong Kong or email to edgk@edb.gov.hk.
(2) This Undertaking and Declaration shall be governed by and construed in accordance with the laws of Hong Kong. I/We the HK SAR Government shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong.

9. I have read the provisions of this Undertaking and Declaration and understand and fully understand my obligations and liabilities under this Undertaking and Declaration.

Signature of Applicant: _____
Date: _____

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 child(ren) been attached?

4. If the child is not a child of yours, have you specified your relationship with the child in Part III of the application form with relevant supporting proofs (copy of the identity document and authorisation letter of father / mother of the child)?


School Year Applying for: C: 2025/26 school year


Class Applying for: N: Nursery Class (K1)

Relevant terms on Personal Information Collection Statement in the application form of RC for the 2025/26 school year will be updated. Parents are reminded to use the latest version of the application form for completion.

Sample -Application Form of Registration Certificate for KG Admission

- Application forms can be obtained from **District Offices, Post Offices, Regional Education Offices of EDB** or **downloaded from EDB's website**

 (For staple)

 **Education Bureau**
The Government of the
Hong Kong Special Administrative Region
of the People's Republic of China

**APPLICATION FOR REGISTRATION CERTIFICATE
FOR KINDERGARTEN ADMISSION**

(Parents are required to submit an application between September and November 2024
for their child(ren) going to study in Nursery Class (K1) in the 2025/26 school year)

Please circle the appropriate box

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

Part I Particulars of Applicant (normally the applicant must be the parent of the child or else, please specify in Part III with relevant supporting proofs) * Optional to fill in

Parents are reminded to use the latest version of the application form (i.e. application for children going to study in nursery (K1) class in the 2025/26 s.y.).

Checklist for Submission of Application in paper form

- ▶ The application form, “Undertaking and Declaration” have been correctly filled in and duly signed
- ▶ Copy of the applicant's identity document has been attached
- ▶ Copy of the child-applicant's identity document has been attached
- ▶ If the child is not a child of yours, your relationship with the child has been specified in the application form with relevant supporting proofs (copy of the identity document and authorisation letter of father/mother of the child)
- ▶ The correspondence address in Hong Kong has been provided
- ▶ Sufficient stamp has been affixed to the envelope for mailing the application (Any underpaid mail items will be disposed of by the Hong Kong Post. Please note that EDB will issue an acknowledgement within 10 days starting from the date of receipt of the application.)
- ▶ A photocopy of the completed application form has been retained

Submission method

▶ 1. By post :

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

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.

- ## ▶ 2. Drop-in box (drop-in in person; opening hours of drop-in box: Mondays to Fridays 8:30 a.m. to 6:00 p.m.):
- 14/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, HK
[For enquires, please call EDB during 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]

“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.

Electronic application form for Registration Certificate for KG Admission

◆ 3. Online submission

[\(https://eform.cefs.gov.hk/form/edb005/en/\)](https://eform.cefs.gov.hk/form/edb005/en/)



GovHK 香港政府一站通 SC-605-3-EDB005-001 | Text Size | 繁體

Application for Registration Certificate for Kindergarten Admission

1) Introduction	 Education Bureau The Government of the Hong Kong Special Administrative Region of the People's Republic of China
2) Part I - Particulars of Applicant	
3) Part II - Particulars of student(s)	
Part III - Other Special Family Information 4) (Applicable for student who is NOT a child of yours)	
5) Part IV - Language of Correspondence	
6) Supporting Documents	
7) Important Announcement	

Important Announcement

After submission of on-line application, applicant is required to submit the duly signed "Declaration and Undertaking" (the said document is enclosed in the acknowledgement slip and please download/ print it out) to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) within 10 working days to facilitate the Education Bureau in processing your applications.

Notes / Required items

1. Please **refrain from** using public computer to submit on-line application for the sake of personal data protection.
2. In general, it takes 15-20 minutes to complete on-line application.
3. Please make digital copy of identity documents (Format: jpg, jpeg, png or pdf, total size not more than 4.0mb) of applicant (i.e. parent/ guardian of student(s)) and student(s) ready before application.
4. For printing of "Acknowledge Slip" and the enclosed "Declaration and Undertaking" after completion of on-line application, please use computer device installed with a printer.
5. Please provide your email address if you want to receive acknowledgement email for future reference. (Note : "Declaration and Undertaking" will not be attached in the e-mail.)

Points to note for online submission

- ▶ Please make **digital copy of identity documents** (Format: jpg, jpeg, png or pdf; total size not more than 4.0mb) of applicant (i.e. parent/ guardian of children) and children ready before application.
- ▶ For printing of “Acknowledge Slip” and the enclosed “Undertaking and Declaration” (if necessary) after online submission of electronic application form, please **use computer device installed with a printer**.
- ▶ Before submission, please ensure the electronic form has been correctly filled.

Points to note for online submission



- ▶ For applicant who chooses to use **digital signing with “iAM Smart+”** , please make sure you have successfully upgraded to “iAM Smart+” beforehand (For details, please refer to “iAM Smart” website: <https://www.iamsmart.gov.hk/en/reg.html>).
- ▶ For applicant who chooses to **submit duly signed “Undertaking and Declaration” by post**, please submit the document (enclosed in the “Acknowledge Slip” and please download/ print it out) **within 10 working days after submission of online application** to the Kindergarten Administration 2 Section of the EDB (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) to facilitate EDB in processing your application.
- ▶ Please provide your email address if you want to receive acknowledgement by email.

Which is faster? e-applications or paper-based applications

- ▶ Note: If applicants submit e-applications with digital signing with "iAM Smart+" , and documents required for application are all available and valid, **in normal condition, processing procedure for e-applications will be completed faster than paper-based applications.**

Measures

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

Valid registration documents for 2025/26 school year

Registration Certificate
for KG Admission
(RC)

For children who are eligible for receiving subsidised KG education



- ▶ The children 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 period of RC is three years.**

Measures

(3) " Not More Than One Place for Each Child " Measure Valid registration documents for 2025/26 school year

Registration Certificate for KG Admission (RC)

For children who are eligible for receiving subsidised KG education

- If parents arrange for their children to **receive KG education for more than 3 years due to personal consideration** (e.g. individual conditions of the children, family factors, changing schools, etc.), the parents have to pay the full school fees before deduction of subsidy under the Scheme.

- **Application for extension of validity period of RC will only be considered by EDB on case-by-case basis for students with special needs. The applicant must provide relevant proof**, for example, an assessment report issued by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.), confirming special needs of the child for pursuing KG education for a period longer than the normal three years.

KGs should inform the parents of the above-mentioned points to note in writing (Template of the notice is at Appendix 2 of "Guidelines on Kindergarten Admission Arrangements for the 2025/26 School Year.") when the parents show intention in arranging their children to receive KG education for more than 3 years, so as to let parents know that they have to pay the full school fee before deduction of subsidy under the Scheme if their children are to repeat their study in certain level which extends their KG education for more than three years.



Measures

(3) " Not More Than One Place for Each Child " Measure
Valid registration documents for 2025/26 school year

Registration Certificate
for KG Admission
(RC)

For children who are eligible for receiving subsidised 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.
- 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.

Measures

(3) " Not More Than One Place for Each Child " Measure
Valid registration documents for 2025/26 school year

Registration Certificate
for KG Admission
(RC)

For children who are eligible for receiving subsidised KG education



- If there are any special circumstances (e.g. absence due to illness for the entire month), upon receipt of justifications and documentary proof (covering all school days of the absent month) from parents, schools may apply to EDB for subsidy. Each case would be considered on its individual merits. Take another example, if the **whole-month absence of students involves touring**, disbursement of subsidy for these cases would not be considered.

Sample - Registration Certificate for KG Admission (For children who are eligible for receiving subsidy of KG education)

編號：25XXXXX
Serial No:

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

此註冊證供以下兒童登記入讀幼稚園之用。
This Registration Certificate serves as the registration document for kindergarten admission for the following child.

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 / SXXXXXXXX

出生日期 Date of Birth (dd/mm/yyyy): XX/XX/2022

[本註冊證在2025/26學年起開始生效，直至2027/28學年完結為止。]

This Registration Certificate is valid from the start of the 2025/26 school year up to the end of the 2027/28 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)



中華人民共和國香港特別行政區政府
教育局
Education Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

1/11/2024

發出日期
Date of Issue

In general, the validity period of RC is three years.

Measures

(3) " Not More Than One Place for Each Child " Measure
Valid registration documents for 2025/26 school year

Kindergarten
Admission Pass
(AP)

For children 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 4th year of KG education but NOT approved for extending the validity period of RC



Sample - Kindergarten Admission Pass (For children who are NOT eligible for receiving subsidy of KG education)

編號：25XXXXXX
Serial No:

幼稚園入學許可書 Kindergarten Admission Pass

此入學許可書供以下兒童登記入讀幼稚園之用。
This Admission Pass serves as the registration document for kindergarten admission for the following child.

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 / SXXXXXXXX

出生日期 Date of Birth (dd/mm/yyyy)：XX/XX/2022

[本入學許可書在2025/26學年起開始生效，直至2027/28學年完結為止。]

This Admission Pass is valid from the start of the 2025/26 school year up to the end of the 2027/28 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)



中華人民共和國香港特別行政區政府
教育局
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

1/11/2024

發出日期
Date of Issue

Measures

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

- ▶ **RC / AP** must be submitted to KG during the Centralised Registration Dates and retained by the KGs until the respective children finish their studies.
- ▶ Parents are required to **apply to EDB for the RC from September to November 2024.** Details on application will be announced in or before September this year and uploaded onto **EDB's** website. (*Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2025/26 School Year – 4. Application for Registration Certificate for Kindergarten Admission*)
- ▶ 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 child cannot obtain an **RC** as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme :
 - The EDB will issue an **AP** to the child concerned.
 - Children 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

Only one RC/AP will be issued for each eligible child

- ▶ Note: In general, the applicant must be one of the parents of the child. EDB will assume that the other parent of the child is aware of and agrees to the application. Since each eligible child will only be issued one RC/AP, in any case, if one of the parent other than the applicant himself/herself submits an application for the same child who has been issued the RC/AP, the application will be treated as a duplicate application. EDB will not process the duplicate application and will return it to the duplicated applicant.

Provisional Registration Letter

(Application starts from November)

- 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
- Call EDB hotline for more details if necessary

Application procedure – Points to note

- ▶ Parents should collect and submit application forms in accordance with the requirements of individual KGs.
- ▶ Scheme-KGs cannot collect fees exceeding the approved ceilings.
Approved **ceiling of application fee is \$40.**

Registration procedure – Points to note

- ▶ To complete the registration, parents are required to submit the following items to the KG concerned during the **Centralised Registration Dates** (i.e. 2-4 January 2025)
 - RC / AP
 - Registration fee
- ▶ KGs **should not require parents to complete the registration procedure**, or 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 intend 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. Normally, registration fee paid will not be refunded.
- ▶ The registration fee must be refunded to any child 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 child, if any.

Registration procedure – Points to note

- ▶ If parents decide to **defer K1 study** of their children for one year (i.e. 2026/27 school year) with regard to their own circumstances, they should **return the RC to the EDB stating that the RC should be voided**. Parents can resubmit an application in the next year, the EDB will reissue an **RC** with a validity period of 3 years (starting from the 2026/27 school year)
- ▶ Please note that **the returned RC must have not been used** for receiving subsidised KG education.

Measures

(4) Admission Support for Non-Chinese Speaking (NCS) Children

- ▶ **Equal opportunities** for admission to KGs must be provided by KGs for all children (regardless of their race, gender and ability).
- ▶ KGs must provide **both Chinese and English versions** of the relevant information on K1 Admission Arrangements .
- ▶ To facilitate parents of NCS children in obtaining the English version of information, parents can note the **icon or simple message in English on the home page of the school website**. Parents can also browse relevant information from the links to the English version of EDB's website on K1 Admission Arrangements in KGs and the webpage indicating the KG's school information in the "Profile of KGs and KG-cum-Child Care Centres" on the school website.
- ▶ KGs should provide the information on their support to NCS children, enquiry telephone number and email address for parents of NCS children on the school website.
- ▶ If **interviews** are arranged for NCS children/parents, KGs should arrange **interpretation and/or translation service for applicants** as necessary, or allow parents and children to be **accompanied by a Chinese speaking relative/friend** during the interview to facilitate communication. KGs should state explicitly the above-mentioned interview arrangements on the school website to inform parents of NCS children that the above assistance could be offered. Parents can take the initiative to seek assistance from KGs for arrangement of relevant services when necessary.

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

- ◆ 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)
- 3755 6822 (Nepali)
- 3755 6833 (Urdu)
- 3755 6844 (Punjabi)
- 3755 6855 (Tagalog)
- 3755 6866 (Thai)
- 3755 6877 (Hindi)
- 3755 6888 (Vietnamese)



- ◆ Other interpretation and translation services:

- Schools can contact CHEER direct 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

(4) Admission Support for Non-Chinese Speaking Children

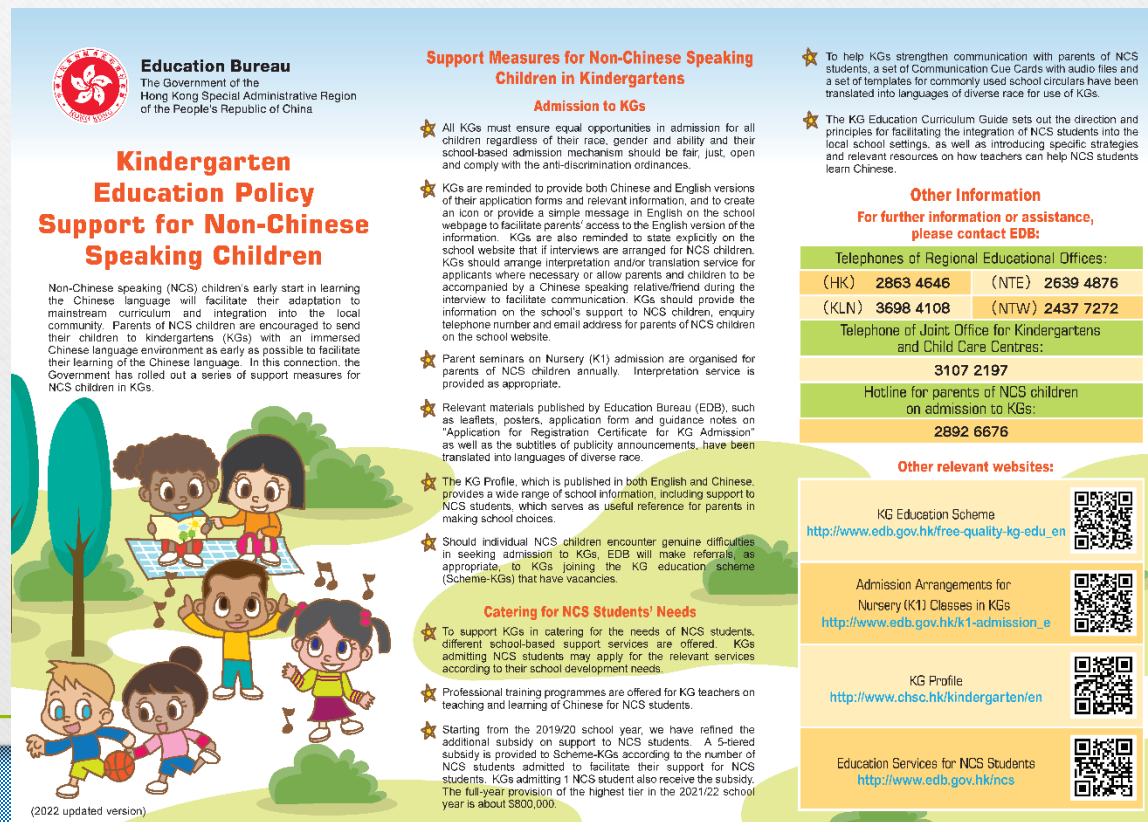
- ▶ Parents of NCS children are **encouraged to send their children to KGs with an immersed Chinese language environment** as early as possible to facilitate their learning of the Chinese language. In this connection, the Government has put in place a series of support measures for NCS children in KGs.
- ▶ The leaflet on Support for Non-Chinese Speaking Children has been produced to introduce the relevant measures. The above-mentioned leaflet in different languages of diverse races can be downloaded from EDB's website: https://www.edb.gov.hk/k1-admission_e
(Path: Education System and Policy > Kindergarten Education > Admission Arrangements for Nursery(K1) Classes in Kindergartens > Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2025/26 School Year - 11.Related Support for Non-Chinese Speaking Children)
- ▶ More information/resources on related support for NCS children is available on the above website.



Measures

(4) Admission Support for Non-Chinese Speaking Children Leaflet on Support for Non-Chinese Speaking Children

(EDB's website > Education System and Policy > KG Education > Admission Arrangements for Nursery (K1) Classes in Kindergartens > Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2025/26 School Year- 11. Related Support for Non-Chinese Speaking Children)



The leaflet features a colorful illustration of diverse children playing in a park. The text is organized into sections: Education Bureau information, Kindergarten Education Policy, Support Measures for NCS Children in Kindergartens (Admission to KGs), Catering for NCS Students' Needs, and Other Information. It includes contact details for regional offices and QR codes for further information.

Education Bureau
The Government of the
Hong Kong Special Administrative Region
of the People's Republic of China

**Kindergarten
Education Policy
Support for Non-Chinese
Speaking Children**

Non-Chinese speaking (NCS) children's early start in learning the Chinese language will facilitate their adaptation to mainstream curriculum and integration into the local community. Parents of NCS children are encouraged to send their children to kindergartens (KGs) with an immersed Chinese language environment as early as possible to facilitate their learning of the Chinese language. In this connection, the Government has rolled out a series of support measures for NCS children in KGs.

**Support Measures for Non-Chinese Speaking
Children in Kindergartens**

Admission to KGs

- ★ All KGs must ensure equal opportunities in admission for all children regardless of their race, gender and ability and their school-based admission mechanism should be fair, just, open and comply with the anti-discrimination ordinances.
- ★ KGs are reminded to provide both Chinese and English versions of their application forms and relevant information, and to create an icon or provide a simple message in English on the school webpage to facilitate parents' access to the English version of the information. KGs are also reminded to state explicitly on the school website that if interviews are arranged for NCS children, KGs should arrange interpretation and/or translation service for applicants where necessary or allow parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication. KGs should provide the information on the school's support to NCS children, enquiry telephone number and email address for parents of NCS children on the school website.
- ★ Parent seminars on Nursery (K1) admission are organised for parents of NCS children annually. Interpretation service is provided as appropriate.
- ★ Relevant materials published by Education Bureau (EDB), such as leaflets, posters, application form and guidance notes on "Application for Registration Certificate for KG Admission" as well as the subtitles of publicity announcements, have been translated into languages of diverse race.
- ★ The KG Profile, which is published in both English and Chinese, provides a wide range of school information, including support to NCS students, which serves as useful reference for parents in making school choices.
- ★ Should individual NCS children encounter genuine difficulties in seeking admission to KGs, EDB will make referrals, as appropriate, to KGs joining the KG education scheme (Scheme-KGs) that have vacancies.

Catering for NCS Students' Needs

- ★ To support KGs in catering for the needs of NCS students, different school-based support services are offered. KGs admitting NCS students may apply for the relevant services according to their school development needs.
- ★ Professional training programmes are offered for KG teachers on teaching and learning of Chinese for NCS students.
- ★ Starting from the 2019/20 school year, we have refined the additional subsidy on support to NCS students. A 5-tiered subsidy is provided to Scheme-KGs according to the number of NCS students admitted to facilitate their support for NCS students. KGs admitting 1 NCS student also receive the subsidy. The full-year provision of the highest tier in the 2021/22 school year is about \$800,000.

★ To help KGs strengthen communication with parents of NCS students, a set of Communication Cue Cards with audio files and a set of templates for commonly used school circulars have been translated into languages of diverse race for use of KGs.

★ The KG Education Curriculum Guide sets out the direction and principles for facilitating the integration of NCS students into the local school settings, as well as introducing specific strategies and relevant resources on how teachers can help NCS students learn Chinese.

Other Information
For further information or assistance,
please contact EDB:

Telephones of Regional Educational Offices:	
(HK) 2863 4646	(NTE) 2639 4876
(KLN) 3698 4108	(NTW) 2437 7272
Telephone of Joint Office for Kindergartens and Child Care Centres:	
3107 2197	
Hotline for parents of NCS children on admission to KGs:	
2892 6676	

Other relevant websites:

- KG Education Scheme
http://www.edb.gov.hk/free-quality-kg-edu_en
- Admission Arrangements for
Nursery (K1) Classes in KGs
http://www.edb.gov.hk/k1-admission_e
- KG Profile
<http://www.chsc.hk/kindergarten/en>
- Education Services for NCS Students
<http://www.edb.gov.hk/ncs>

(2022 updated version)

Measures

(4) Admission Support for Non-Chinese Speaking Children

- The earlier the NCS children began schooling or received support in learning, the more effective their learning will be.
- NCS children studying at KGs with Chinese as the medium of instruction (MOI) performed significantly better in the Chinese Language compared to NCS children 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.

Measures

(5) Release of Vacancy Information

- ▶ The EDB will collect information from KGs on K1-K3 vacancies in the 2025/26 school year about a week after the Centralised Registration Dates through an electronic platform, and publish a list of KGs in various districts **in early February 2025**.
- ▶ Only the vacancy situation of individual KGs will be released but not the number of vacancy of individual KGs.

School Name	Telephone	Vacancies
1. AAA KG	XXXX XXXX	Y
2. BBB KG	XXXX XXXX	N
3. CCC KG	XXXX XXXX	P

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

Measures

(6) Referral arrangements for children

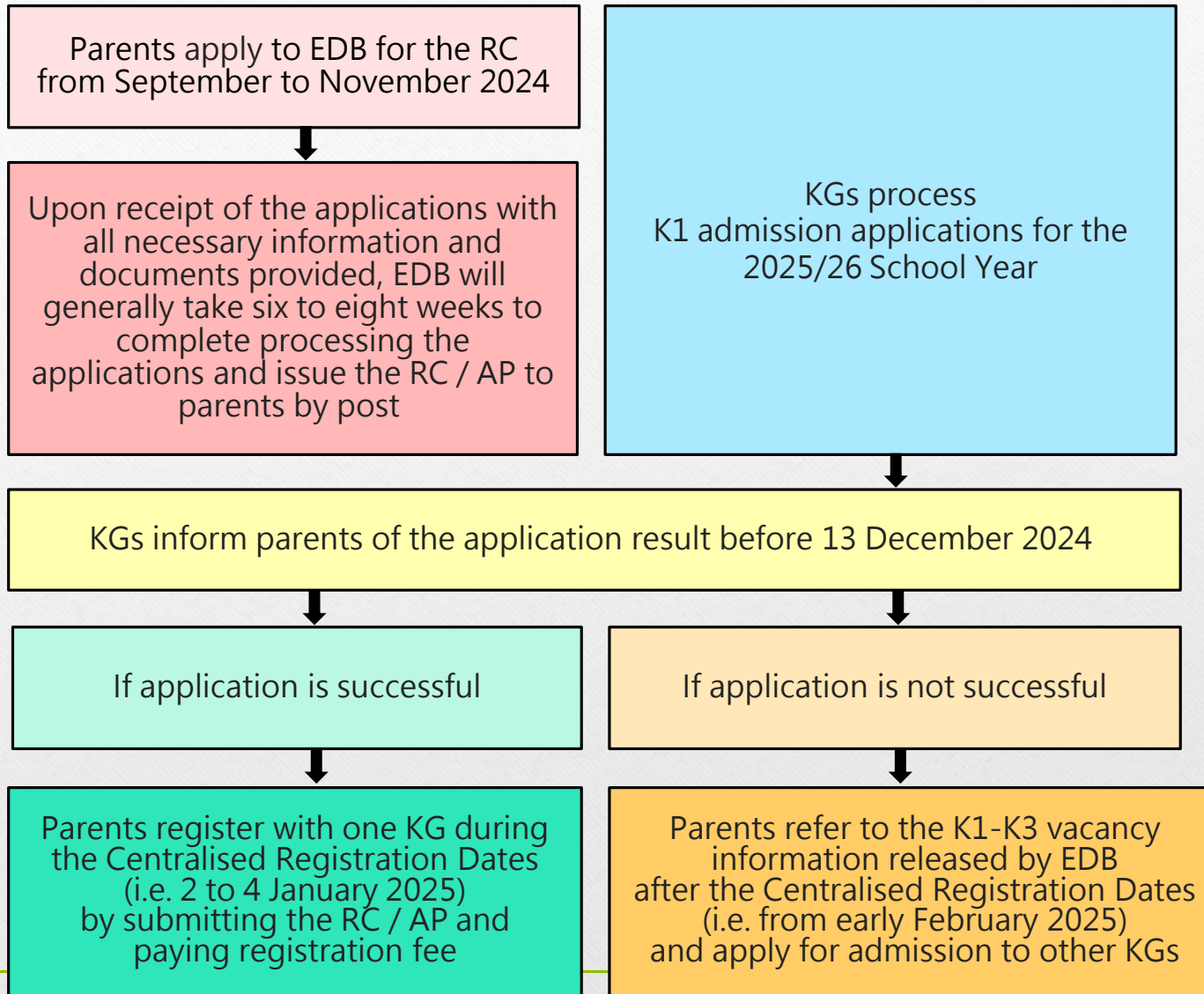
- ▶ KG student admission is a school-based matter
 - Parents apply for a K1 place by themselves in accordance with their children's needs ; and
 - The EDB provides relevant information to support parents

▶ Under **special circumstances, EDB will make referrals** as appropriate if individual children (i.e. those at risk of developmental delay and NCS children) encounter difficulties in applying for admission :

- K1 Places for 2025/26 s.y. : Starting from April 2025
- K2 & K3 Places for 2025/26 s.y. : Starting from July 2025
- By the Regional Education Offices and the Joint Office for Kindergartens and Child Care Centres

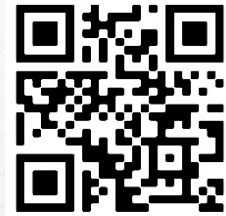
2025/26 K1 Admission Arrangements Flowchart

2025/26 K1 Admission Arrangements Flowchart



Profile of Kindergartens and Kindergarten-cum-Child Care Centres

<http://www.chsc.hk/kindergarten/en>



The screenshot shows the website's main interface. At the top left is the Education Bureau logo. The title is 'Profile of Kindergartens and Kindergarten-cum-Child Care Centres 2023/24 School Year'. There are navigation links for 'Home', 'Font', and 'A A A'. Below the title is a search bar with filters for District, School Category, Joining KG Education Scheme, and Curriculum Type. A search button and a 'Reset' button are also present. On the left side, there are several menu items: 'General Information', 'Reading Notes', 'Details of Child Care Services', 'Inspection Reports', and 'Quality Education Fund Project Information'. Each menu item has a corresponding icon. Below the menu items are three QR codes for downloading the app on iPhone, Android (Huawei), and Android (Huawei) versions. The main content area is titled '18 Districts School List' and features a map of Hong Kong with 18 districts highlighted in different colors. The districts are grouped into four categories: New Territories West, New Territories East, Kowloon, and Hong Kong. Below the map is an illustration of children playing in a park.

Profile of Kindergartens and Kindergarten-cum-Child Care Centres
2023 / 24 School Year

Home [Font] A A A

District: All School Category: All Joining KG Education Scheme: All Curriculum Type: All

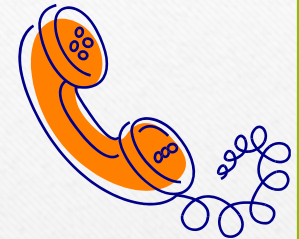
School Name: Other Keywords: Search Reset

18 Districts School List

New Territories West	New Territories East	Kowloon	Hong Kong
Kwai Chung & Tsing Yi	North	Kowloon City	Central & Western
Tsuen Wan	Sha Tin	Kwun Tong	Hong Kong East
Tuen Mun	Tai Po	Sai Kung	Islands
Yuen Long		Sham Shui Po	Southern
		Wong Tai Sin	Wan Chai
		Yau Tsim & Mong Kok	

iPhone Version App Download
Android Version App Download
Android Version (Huawei) App Download

Enquiry



▶ EDB –

- Website : https://www.edb.gov.hk/k1-admission_e

Hotline: 3540 6808 / 3540 6811

Hotline for parents of NCS children : 2892 6676

Mondays to Fridays	8:30 am to 1:00 pm 2:00 pm to 6:00 pm
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Saturdays, Sundays & Public Holidays	Closed
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- 24-hour automatic telephone enquiry system : 2891 0088
- The Regional Education Offices or the Joint Office for Kindergartens and Child Care Centre



Thank You !

Q & A

Please circle:

1. Simultaneous interpretation services used:
Hindi / Nepali / Urdu / N/A
2. Ethnicity: Chinese / Filipino / Indonesian /
Japanese / Korean / Thai / Indian / Pakistani /
Bangladeshi / Sri-Lankan / Vietnamese /
Nepalese / Others _____

**Parent Seminar
Admission Arrangements for Nursery (KI) Classes
in Kindergartens for the 2025/26 School Year
13 July 2024 (3:30 - 5:30 p.m.) Code: 2323**

Evaluation Form

Your feedback is valuable for us to enhance the quality of our services. **Please circle as appropriate.**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	
1. The date of the seminar is appropriate.	1	2	3	4	5	
2. The duration of the seminar is appropriate.	1	2	3	4	5	
3. The venue and facilities are appropriate.	1	2	3	4	5	
4. The content of the seminar is useful.	1	2	3	4	5	
5. The translated materials/ leaflets are useful.	1	2	3	4	5	N/A
6. The simultaneous interpretation services are effective.	1	2	3	4	5	N/A
7. Overall, I am satisfied with this seminar.	1	2	3	4	5	

Please return this form to the staff of the Education Bureau at the end of the seminar.
Thank you!