

Admission Arrangements for K1 Classes in Kindergartens for the 2023/24 School Year



Education Bureau

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

Preamble

- The Education Bureau (EDB) will continue to implement the admission arrangements for nursery (K1) classes in kindergartens (KGs) for the 2023/24 school year (hereafter referred to as "2023/24 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 KG education scheme (hereafter referred to as "Scheme") for their children in the 2023/24 school year should follow the procedure set out below. The procedure is applicable to all non-profit-making KGs joining the Scheme.

Procedure

- The 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 the EDB for a Registration Certificate for KG Admission (hereafter referred to as "RC") from **September to November 2022**. 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, the EDB will issue a KG Admission Pass (hereafter referred to as "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. 5 to 7 January 2023). Due to processing time of RC, parents should submit their application for the RC to the EDB **by 30 November 2022** 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 16 December 2022.
- 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. 5 to 7 January 2023). This measure is to avoid the hoarding of more than one place by a child at any one time, which may affect other children.
- The EDB will release K1 vacancy information from early February 2023 onwards (i.e. after the Centralised Registration Dates). If necessary, parents may obtain the information via the 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 2020.

Where to obtain an application form?

- Application forms and guidance notes are available at District Offices, Post Offices and the Regional Education Offices of the EDB. They can also be downloaded from the EDB's website (www.edb.gov.hk/applyRC/2324/en/).
- Applicants may also submit application on-line (url: <https://eform.one.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 the 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 the EDB on 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Opening 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).
- Alternatively, applicants may submit application on-line.

When to return the application forms?

- Application for the RC is open starting from September 2022, and the details will be duly uploaded onto the EDB's website.

When will the result of the applications be available?

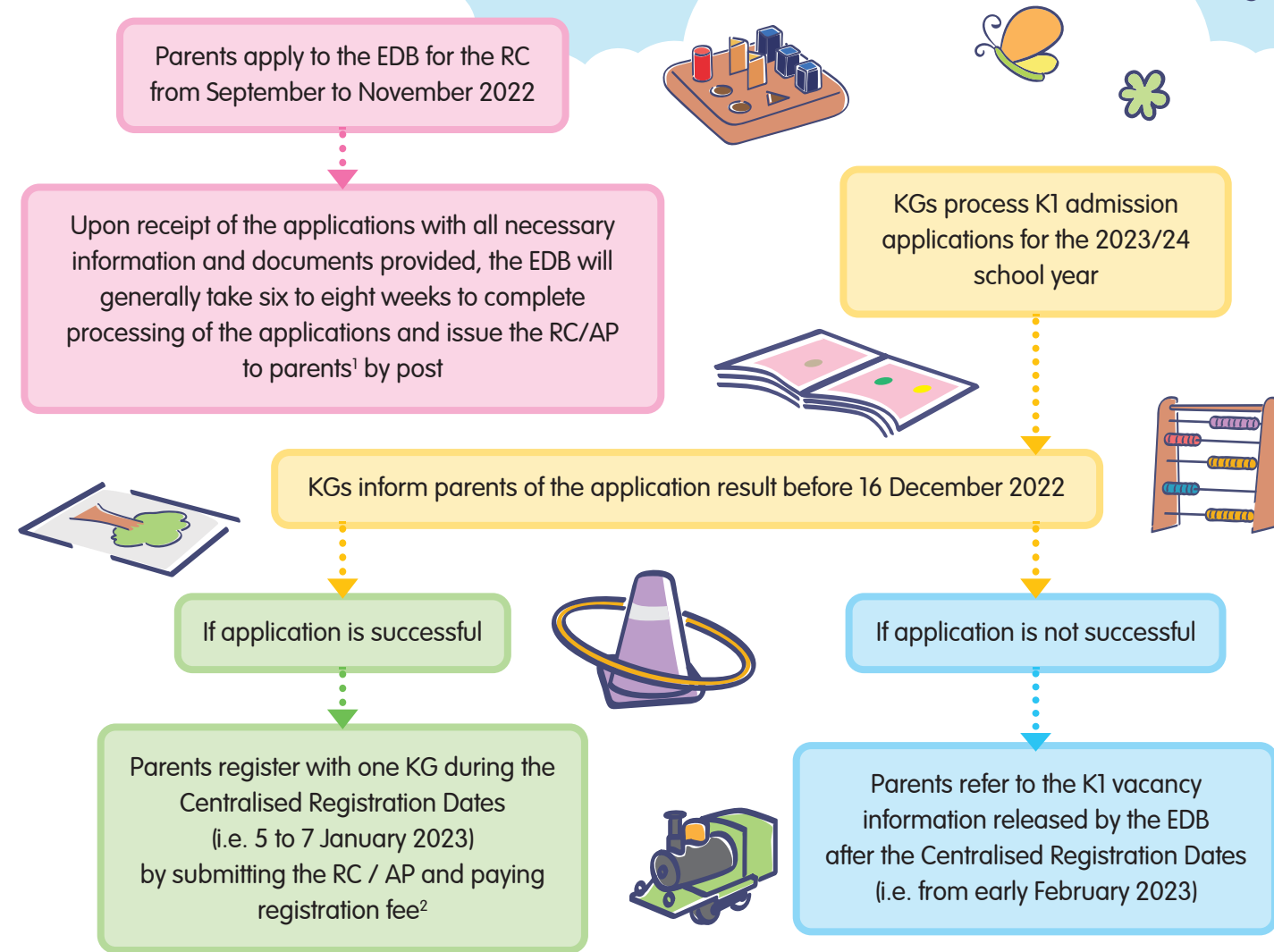
- Upon receipt of the applications with all necessary information and documents provided, the EDB will generally take six to eight weeks to complete processing of the applications and issue the RC to applicants who are eligible for receiving subsidy under the Scheme by post.

Enquiry

- For details of the 2023/24 K1 Admission Arrangements and application for RC, please visit the EDB's website (www.edb.gov.hk/k1-admission_e) or call the EDB at 3540 6808 / 3540 6811 or the 24-hour automatic telephone enquiry system at 2891 0088. Parents of non-Chinese speaking children may call the EDB Hotline at 2892 6676 for enquiry on admission to KGs.
- Parents may also call the EDB's Regional Education Offices or the Joint Office for Kindergartens and Child Care Centres (the telephone numbers can be found in the EDB's website: www.edb.gov.hk/k1-admission_e).



Admission Arrangements for K1 Classes in Kindergartens for the 2023/24 School Year Flowchart



¹ If parents cannot submit the RC/AP to the KG 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 the EDB within the designated period.

² 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 registering 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.