



EDUCATION BUREAU

GUIDANCE NOTES ON APPLICATION FOR REGISTRATION CERTIFICATE FOR KINDERGARTEN ADMISSION

IMPORTANT NOTES

Application for “Registration Certificate for Kindergarten Admission” is a family-based application. Each family is advised to submit **ONLY ONE** application for all eligible children of the family for the school year. Please read every paragraph of the Guidance Notes carefully before completing the Form.

WARNING: The personal data provided by the applicant will be used by Education Bureau to process the application for “Registration Certificate for Kindergarten Admission”. Applicants are reminded that if any representation given is incorrect or misleading or if a false instrument is provided; or if they fail to comply with any provisions of the Undertaking and Declaration, relevant parties shall be entitled to immediately invalidate this application or, as the case may be, immediately invalidate the “Registration Certificate for Kindergarten Admission” issued; and the applicants may be liable to litigation and/or criminal prosecution.

A - General Information

1. Free Quality Kindergarten Education Scheme

- 1.1 The Government of the Hong Kong Special Administrative Region (hereafter referred to as “HKSAR Government”) implements the “Free Quality Kindergarten (KG) Education Scheme” (hereafter referred to as “Scheme”) with effect from the 2017/18 school year to improve the quality of KG education in various aspects through different measures. On the scope of the “Scheme”, the HKSAR Government will provide basic subsidy which would cover half-day (HD) service in local non-profit-making (NPM) KGs to benefit all eligible KG children (including nursery (K1), lower KG (K2) and upper KG (K3) classes). To unleash the potential of the local labour force under the population policy, additional resources will be provided for eligible KGs offering whole-day (WD) and long WD (LWD) services to encourage them to offer more such services at a more affordable rate.
- 1.2 To be eligible to join the “Scheme”, KGs should be NPM and offering a local curriculum that conforms with the KG curriculum guidelines published by Education Bureau (EDB), with proven track records on providing quality KG education. KGs are also required to meet a certain eligibility criteria such as requirements in teacher qualifications, teacher-pupil ratio, level of school fees, etc. Please refer to EDB’s website (www.edb.gov.hk) for information on KGs joining the “Scheme” and other details.

2. Admission Arrangements for K1 Classes in KGs in the 2018/19 School Year

- 2.1 KGs in Hong Kong have been characterised by its flexibility and diversity, among others, including local/non-local, NPM/private independent KGs, as well as providing different modes of services. Parents can choose a KG suitable for their children with regard to their needs while KGs have discretion on student admission. Under the “Scheme”, EDB will continue to implement the “admission Arrangements for K1 classes in KGs for the 2018/19 school year” (hereafter referred to as “2018/19 K1 Admission Arrangements”) with a view to facilitating the smooth operation of the admission process of KGs and helping parents confirm early a KG place for their child. Parents who wish to apply for admission to a K1 class in a Scheme-KG for their child in the 2018/19 school year should follow the procedure set out below. The procedure is applicable to all non-profit-making KGs joining the “Scheme”.
- 2.2 EDB will issue a registration document to each student who can receive education in Hong Kong and all Scheme-KGs should only admit students holding a valid registration document.
- 2.3 Parents are required to apply to EDB for a “Registration Certificate for KG Admission” (hereafter referred to as “RC”) from September to November 2017. Upon receipt of the application with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the application and issue the “RC” to applicants who are eligible for receiving subsidy under the “Scheme” by post. If a student cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme, EDB will then issue a “Kindergarten Admission Pass” (hereafter referred as “AP”) to the student 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 to which the child is admitted.
- 2.4 The “RC” will be used for registration for K1 during the “centralised registration dates” (i.e. 11 to 13 January 2018). Due to the processing time of “RC”, parents should submit their application for the “RC” to the EDB by 30 November 2017 at the latest. Otherwise, the “RC” / “AP” will generally not be issued before the “centralised registration dates” for K1 registration.
- 2.5 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 of the admission application result before 22 December 2017.
- 2.6 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. **11 to 13 January 2018**). This measure is to avoid the hoarding of more than one place by an applicant at any one time, which may affect other applicants.

- 2.7 The “RC”/“AP” is issued by EDB and should be kept by the KG that the student is registered with. If the student is admitted after the “centralised registration dates”, he/she is still required to submit an “RC”/“AP” for registration. If a parent wishes to change school after registering with a KG, he/she is required to get back the “RC”/“AP” from the KG with which he/she has registered and submit the registration document to the KG that the student is being transferred to for registration. Upon getting back the “RC”/“AP” from a KG, the KG concerned will no longer reserve the place for that student. Normally, the registration fee paid to the KG with which the student has registered will not be refunded.
- 2.8 EDB will release K1 vacancy information from the end of January 2018 onwards (i.e. after the “centralised registration dates”). If necessary, parents may obtain the information via EDB’s website, Regional Education Offices and EDB hotline.

3. Eligibility Criteria for Application for the “RC”

- 3.1 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 (please provide relevant supporting documents as listed in paragraph 2.3 of Part B); and
 - born on or before 31 December 2015 and will be attending KG classes in the 2017/18 and/or the 2018/19 school year(s). Those who were born on or after 1 January 2016 are not eligible to apply for the “RC”.
- 3.2 Students holding visitor visas, two-way exit permits or student visas only are not eligible to apply for the “RC”.
- 3.3 Children reaching the age of 6 or above should normally attend primary schools. For enquiry on admission to Primary One, parents may call the School Places Allocation Section of EDB at 2832 7700 / 2832 7740 or EDB’s 24-hour automatic telephone enquiry system at 2891 0088. If parents consider it necessary that their children concerned should keep taking KG education in the forthcoming school year, parents may submit an application for “RC” to EDB for consideration together with documentary proof showing the admission of their children to a KG in the forthcoming school year and a declaration from the parents that their children have not participated in the Primary One Admission for September of coming year.
- 3.4 Since each student should have a valid registration document for admission to KGs under the “Scheme”, EDB will issue a “AP” to students who have right to receive education in Hong Kong but ineligible for issuance of the “RC”, hence, cannot receive subsidy under the “Scheme”. Holders of “AP” could register and be admitted to a KG under the “Scheme” but their parents are required to pay full school fee before deduction of subsidy under the “Scheme” as shown on the Fees Certificate of the KG to which the child is admitted.

4. Application Procedures

4.1 Timeline for Application for the “RC” (for students admitting to K1 classes in 2018/19)

Time	Procedures
Starting from 1 September 2017	Applicants may submit the completed application form and copies of the relevant supporting documents to Kindergarten Administration 2 Section, EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) by post with sufficient stamp, or enclose the documents in an envelope, sealed with front cover labelled “Application for Registration Certificate for Kindergarten Admission” and drop it into the drop-in box of EDB on 14/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong.
Within 10 working days from the date of receipt of the applications	EDB will issue “Acknowledgement of Application” to applicants by sending SMS to the applicants’ mobile phone number provided in the application forms or issuing acknowledgement letter by post to the applicants within 10 working days from the date of receipt of the applications. If applicants do not receive any acknowledgment from EDB three weeks after submitting their application forms, please call EDB at 3540 6808 / 3540 6811 or 24-hour automatic telephone enquiry system at 2891 0088 to check whether the application has been received to avoid delay in application processing due to wrong/unsuccessful delivery.
Receipt of applications from September to November 2017	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 eligible applicants by post. Applicants who are required to provide supplementary information will be notified later pending their response on the provision of supplementary information.
Receipt of applications in or after December 2017	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 eligible applicants by post. Please note that the “RC” will generally not be issued before the “centralised registration dates” for K1 registration even if the student is eligible for “RC” application.

Note: Applicants who wish to receive SMS for acknowledging receipt of their applications must provide a valid local mobile phone number. Otherwise, EDB will issue acknowledgement letter by post to the applicants.

- 4.2 Completed application form together with the copies of the relevant supporting documents may be put in an envelope with **sufficient stamp affixed for sending back the application to EDB by post** (Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post, in which case EDB will not be able to process the application). The address of EDB is provided at the bottom part of page 6 of this Guidance Notes. Alternatively,

applicants may enclose the application form and supporting documents in a sealed envelope labelled as “**Application for Registration Certificate for Kindergarten Admission**” and drop the envelope into EDB drop-in box as detailed in paragraph 4.1 above.

4.3 Return of application form by fax or by email will NOT be accepted.

4.4 Application Period

The application period for the “RC” is set out below -

Expected KG Admission Time	Recommended Application Time
Commencement of the 2018/19 School Year	September to November 2017
Middle of the 2018/19 School Year	Six to eight weeks before admission/ registration

Students who start to attend KG classes and submit applications for the “RC” sometime in the middle of a school year and are issued the “RC” will be able to admit to eligible KGs within the school year they submit the applications. **The validity period for the student concerned to study in the eligible KG will be shortened accordingly and the month of application will be duly specified on the “RC”.**

4.5 Change to Information Provided in the Application

If there is any change to the information (e.g. name) provided by the applicants or the applicants wish to amend or provide supplementary information in relation to their applications submitted during the application processing stage, they must notify EDB in writing promptly. Any changes must be made known to EDB no later than 30 calendar days from the date of occurrence of changes. The notification must be duly signed and submitted together with copies of the relevant supporting documents to EDB. Where necessary, EDB may also request for additional information from the applicants to process the applications. If applicants fail to provide the necessary information within 30 calendar days from the date of request for additional information, the applications will automatically become invalid. Multiple applications from the same applicant may lead to delay in application processing.

4.6 Application for Re-assessment

If applicants disagree with the results of their assessment, they may apply in writing to EDB for re-assessment within 30 calendar days from the issue dates of the notifications of result, providing detailed justifications and documentary evidence in support of their applications. The applications for re-assessment must be duly signed by the applicants. Re-assessment of eligibility normally takes six to eight weeks.

4.7 Application for other Financial Assistance

4.7.1 Under the “Scheme”, the HKSAR Government will provide subsidy to eligible local NPM KGs. Eligible children are required to use a valid “RC” for registration with these KGs. If these KGs still require parents to pay school fee after receiving Government’s subsidy, the needy families may apply to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency for financial assistance under the Kindergarten and Child Care Centre Fee Remission Scheme (“KCFRS”) and the Grant for School-related Expenses for Kindergarten Students (“Grant-KG”) **separately**. Besides, families not applying for the KCFRS may still apply for the Grant-KG. Families applying for the above student financial assistance schemes are subject to the eligibility requirements of the concerned schemes. “Household Application Form for Student Financial Assistance Schemes (2018/19)” is expected to be available for distribution around July 2018. The SFO will upload the application form, the procedures for application and details of the concerned schemes on its homepage in due course.

4.7.2 Parents in receipt of the Comprehensive Social Security Assistance with children to be admitted to KGs in the 2018/19 school year, like parents of other pre-primary children, are required to apply to EDB for the “RC”, so as to use it as the document for registration with an eligible local NPM KG under the “Scheme”.

5. Provision/Handling of Personal Data

5.1 **It is the responsibility of applicants to complete the application forms fully and truthfully and to provide all supporting documents. Applicants are reminded to go through the "Checklist for Submission of Application" on page 6 to ensure the list of supporting documents required are prepared for the application. EDB will assess the eligibility of the students based on the information provided by the applicants. Insufficient information may lead to delay in processing or even render the applications disqualified for further processing, resulting in invalidation of an application by EDB.**

5.2 The personal data provided in the application and any supplementary information (e.g. missing identity document) provided on the request of EDB will be disclosed to relevant HKSAR Government bureaux/departments for the following purposes:

- Activities relating to the processing and authentication of this application including matching of the personal data of the applicant and the student with the database of other relevant HKSAR Government bureaux/departments (e.g. the Immigration Department);
- Statistics and research purposes; and
- Enquiry handling purpose.

5.3 The personal data of the applicant and the student provided may be disclosed to other HKSAR Government bureaux/departments and the related schools for the purposes stated in paragraph 5.2 above; or where the applicant has given consent to such disclosure; or where such disclosure is authorised or required by law.

5.4 Any misrepresentation, omission of facts or provision of a false instrument will lead to disqualification and possible prosecution.

5.5 All documents submitted are not returnable. However, in accordance with Sections 18 and 22 and 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 corrections to the data provided by him/her. He/she can also obtain copies of his/her personal data subject to the payment of necessary administrative charges. Such request should be addressed to EDB in writing.

6. Admission Arrangements for K2 and K3 classes in “Scheme” KGs in the 2018/19 School Year

6.1 If the student has been issued a Voucher and will continue to study K2 or K3 of a KG joining the “Scheme” in the 2018/19 school year, parents of the student **do not** need to apply for the “RC” for registration. Parents should follow school-based arrangements for registration of K2 or K3 classes. After the implementation of the “Scheme” in the 2017/18 school year, holders of the Voucher concerned will be automatically covered under the new funding mode of the “Scheme” during the validity period of their Voucher. Parents should pay the tuition fee according to the Fees Certificate of the KG. If the KG concerned does not collect tuition fee, relevant information will also be shown on the Fees Certificate.

6.2 If the student has **never** applied for a Voucher and will study K2 or K3 of an eligible local NPM KG under the “Scheme” in the 2018/19 school year, parents of these children are required to apply for the “RC” for registration. As EDB does not have central registration arrangements for admission to K2 or K3, student should follow school-based admission mechanism of individual KG and use a valid registration document for registration. Parents should understand from the KG concerned about its registration arrangements in advance and apply for the valid registration documents as a document for registration timely.

7. Enquiry

7.1 Applicants may visit EDB’s website at www.edb.gov.hk for details of applications for “RC” and the “Scheme”. For enquiries on individual applications, applicants may also call EDB at 3540 6808 / 3540 6811 or 24-hour automatic telephone enquiry system at 2891 0088.



B - Notes on How to Complete the Application Form

Please fill in the form clearly in **black** or **blue ink** and complete Parts I to VI according to the instructions stated in the application form and the Guidance Notes.

Part I Particulars of Applicant

- 1.1 Applicant may choose to indicate “Title” to facilitate future communication.
- 1.2 Applicant should put down his/her English and Chinese name according to the same order as stated on his/her identity document. If the student(s) is/are not your child/children, you should specify your relationship with the student(s) and provide copy of the identity document of the student’s father/mother, as well as an authorisation letter. If the applicant is unable to provide the documents concerned and the student(s) is/are under his/her guardianship, please provide relevant supporting proofs. If the student(s) is/are permitted to remain in Hong Kong temporarily, applicant must also be the sponsor of the student(s) (i.e. dependent(s)).
- 1.3 Applicant should put down his/her Hong Kong Identity (HKID) Card number and submit a copy of his/her valid HKID card. If HKID card is not available, the applicant shall complete the part of “Other Identity Document” and submit copies of other valid identity documents (e.g. Mainland identity card, travel document, etc.).
- 1.4 Correspondence address must be an address within the territory of Hong Kong. If the applicant does not live in Hong Kong, please provide an address in Hong Kong for correspondence use in addition to the home address, or else this may result in delay in mailing of the result to the applicant.

1. Title *	# <input checked="" type="radio"/> 1 Mr. <input type="radio"/> 2 Ms. <input type="radio"/> 3 Miss
2. Name in English <small>(Please refer to para. 1.2 of Part B of the Guidance Notes)</small>	C H A N T A I M A N
3. Name in Chinese	陳 大 文
4. Identity Document Type and No. <small>(Please refer to para. 1.3 of Part B of the Guidance Notes)</small>	# <input checked="" type="radio"/> (A) HKID Card No.: A 1 2 3 4 5 6 (7) <input type="radio"/> (B) Other Identity Document : _____ Document No.: _____
5. Year of Birth	1 9 8 2 Year
6. Home Address	Flat 8 1 0 Floor 8 Block _____ T S U I Y A N H O U S E Estate / Village T S U I M A N E S T A T E No. & Name of Street K W A I C H U N G District Area # <input type="radio"/> 1 HK <input type="radio"/> 2 KLN <input checked="" type="radio"/> 3 NT
7. Correspondence Address in HK <small>(Please leave blank if it is the same as the home address)</small>	Flat _____ Floor _____ Block _____ Name of Building Estate / Village No. & Name of Street District Area # <input type="radio"/> 1 HK <input type="radio"/> 2 KLN <input type="radio"/> 3 NT
8. Local Mobile Phone No. * <small>(Please refer to para. 4.1 of Part A of the Guidance Notes)</small>	1 2 3 4 5 6 7 8 Home Telephone No. 4 5 6 7 8 1 2 3

Part II Particulars of Students

2.1 Only those students who can meet the eligibility criteria set out in paragraph 3.1 of Part A should be included in this part. The minimum age of the children to be enrolled to corresponding KG levels is appended below:

Age of the Children as at 31 August 2018	Class attending in forthcoming year (2018/19 school year)
Minimum age of 2 years and 8 months (born on or before 31.12.2015)	Nursery (i.e. K1)
Minimum age of 3 years and 8 months (born on or before 31.12.2014)	Lower KG (i.e. K2)
Minimum age of 4 years and 8 months (born on or before 31.12.2013)	Upper KG (i.e. K3)
Minimum age of 5 years and 8 months (born on or before 31.12.2012)	Primary One (i.e. P1)

2.2 The English and Chinese name **should be in the same order** as stated on the identity document.

2.3 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) -

- Hong Kong Special Administrative Region (HKSAR) Re-entry Permit;
- HKSAR Document of Identity for Visa Purposes (pages 1 to 3);
- HKSAR Passport;
- Hong Kong Permanent Identity Card;
- One-way Exit Permit;
- 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
- 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.

1. a. Name in English (must be provided) (Please refer to para. 2.2 of Part B of the Guidance Notes)	C H A N T A I M I N G																			
	陳 大 明																			
Identity Document Type and No. (Please refer to para. 2.3 of Part B of the Guidance Notes)	#	<input checked="" type="radio"/> A	HK Birth Certificate No.:	S	4	5	6	7	8	9	(0)	<input type="radio"/> B	HKID Card No.:							
		<input type="radio"/> C	Other Identity Document:	Document No.:																
d. Date of Birth	2 0 1 5 Y 0 7 M 1 1 D																			
e. Relationship with applicant	#	<input checked="" type="radio"/> A	= Child	<input type="radio"/> B	= Other (Please specify in Part III with relevant supporting proofs)															
f. Class attending in forthcoming year (2018/19 school year)	#	<input type="radio"/> P	= Primary One (P1)	<input type="radio"/> U	= Upper Class (K3)	<input type="radio"/> L	= Lower Class (K2)	<input checked="" type="radio"/> N	= Nursery Class (K1)											

Part III Other Special Family Information

3.1 If the student(s) is/are not your child/children, you should specify your relationship with the student(s) and provide a copy of the identity document of the student’s father/mother, as well as an authorisation letter. If the applicant is unable to provide the documents concerned and the student(s) is/are under his/her guardianship, please provide relevant supporting proofs.

Part IV Correspondence Language

4.1 Applicant should circle the language of correspondence. If no indication is given, EDB will make reference to the language that the applicant used in completing the application form for correspondence.

Part V Undertaking and Declaration

5.1 Please read through the paragraphs in the Guidance Notes and sign in the space provided in Part V Undertaking and Declaration of the application form. EDB will not process the application if this part is not properly signed.

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C - Notes on “RC” to be Issued

- 1.1 The “RC” is a registration document for students to admit to an eligible KG under the “Scheme”. The validity period of the “RC” is determined on the basis of the classes the eligible students are attending in the 2018/19 school year and the date of the application to be received by EDB, and will normally range from 1 to 3 years. Details are illustrated in the table below:

Level to be Enrolled in 2018/19	Validity Period of the “RC”
Nursery (i.e. K1)	From the commencement of the 2018/19 School Year to the end of the 2020/21 School Year
Lower KG (i.e. K2)	From the date of the application to be received by EDB to the 2019/20 School Year
Upper KG (i.e. K3)	From the date of the application to be received by EDB to the 2018/19 School Year
Primary One (i.e. P1)	From the date of the application to be received by EDB to the 2017/18 School Year

Please note that each eligible child with the “RC” is eligible for studying continuously in eligible KGs for a maximum of three school years. The validity period will normally not be extended.

- 1.2 EDB will inform applicant of the result by post. Since the “RC” will be mailed to the home/Hong Kong correspondence address of the applicant, the applicant must therefore ensure that the home/Hong Kong correspondence address is accurately provided in the application form. In case the applicant changes the home/Hong Kong correspondence address in the course of application, such change must be made known to EDB in the first instance. Otherwise, the “RC” may not be mailed to the applicant and the applicant would have to bear any possible consequence, including their inability to be admitted to KGs.
- 1.3 Loss or damage of the “RC” must be reported to EDB at 3540 6808 / 3540 6811 or 24-hour automatic telephone enquiry system at 2891 0088 so that EDB can void the “RC”. Invalidated “RC”, even when recovered, would not be accepted as the document for registration with KGs. Applicants may apply for re-issue of the “RC” from EDB at cost.

* * * * *

Checklist for Submission of Application (please tick the appropriate box for action completed)

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 **not** 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. Have you affixed sufficient stamp 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 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”