

# ELCHK, HING MAN NURSERY SCHOOL

## Information on Admission to K1 Classes in the 2024/25 School Year

### **Collection of application Forms (No quota):**

1. Download from school website
2. Obtain from school in person **Distribution Period:**  
9:00a.m. to 5:30 p.m. (Mondays to Fridays)  
9:00a.m. to 12:30 p.m. (Saturdays)

### **Return of Application Forms (No set quota for the kindergarten):**

1. Return Period: 9:00 a.m. to 5:30p.m. (Mondays to Fridays)  
9:00 a.m. to 12:30 p.m. (Saturdays)
2. Return method: Submit the application form in person / by post 【together with the documents required (including identity document / Immunisation Record / 1 Photo / 3 stamped addressed envelopes/ cross cheque payable to Lutheran Philip House Hing Man Nursery School)】
3. Application fee : HK\$40 (to be collected together with the application form ). The application fee is non-returnable whether the application is successful or not.

### **Application for the “2024/25 Registration Certificate for Kindergarten Admission”**

1. Education Bureau (EDB) will implement the Free Quality Kindergarten Education policy starting from the 2017/18 school year to replace the existing “Pre-primary Education Voucher Scheme”. Under the new Scheme, EDB will use the “Registration Certificate for Kindergarten Admission” as the document for registration in the 2024/25 school year.
2. Parents are required to submit an application for the “2024/25 Registration Certificate for Kindergarten Admission” (hereafter referred as “RC”) to EDB **from September to November 2023**. The “RC” will be open for applications in September 2023 and EDB will announce and upload the details of application onto EDB’s website (<https://www.edb.gov.hk/en/edusystem/preprimary-kindergarten/kindergarten-k1admissionarrangements/front.html>) in due course. 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. 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<sup>2</sup>, the EDB will then issue a Kindergarten 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 to which the child is admitted.

### **Admission Criteria**

1. Interview performance

2. The applicant with sibling(s) currently studying in the kindergarten will be given due priority consideration.
3. The applicant from families in need will be given due priority consideration when applying for whole day / long whole day classes (As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

### **Interview Arrangements**

1. The kindergarten will according to the waiting list to arrange interview for all applicants.
2. Interviews will be conducted on 6<sup>th</sup> Nov to 10<sup>th</sup> Nov, 2023. Parents will be notified by post.
3. Group and/or individual interviews will be arranged
4. Parents should accompany their child for the interview
5. Please contact us at [25588070](tel:25588070) or by mail [lphmccc@netvigator.com](mailto:lphmccc@netvigator.com) if interpretation / translation service is required. Parents and children are allowed to be accompanied by a Chinese speaking relative/friend to facilitate communication.

### **Announcement of Admission Results**

We will inform parents of the K1 admission results before 15<sup>th</sup> December, 2023 by post.

### **Registration Arrangements**

1. Successful applicants: Parents should complete the registration procedures for their child from 4<sup>th</sup> to 6<sup>th</sup> January 2024 ("Centralised Registration Dates") by submitting the original of the "RC" to the kindergarten and paying the registration fee.
2. Applicants on the waiting list: We will inform parents by phone. Parents should complete the registration procedures for their child according to the specified date set by the KG. Parents are required to submit the RC / AP to the KG and pay the registration fee.
3. Please be reminded that if parents cannot submit the "RC" during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period.
4. The registration fee for 2024/25 K1 place is HK\$1500. If the child concerned studies in the KG, the registration fee paid will be refunded in September. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the "RC" but the registration fee will not be refunded. Upon obtaining the "RC", the kindergarten will no longer keep the school place for the child.

### **Enquiry**

Our telephone no.: 25588070 / 35800881

Our e-mail address: [lphmccc@netvigator.com](mailto:lphmccc@netvigator.com)