

**Po Leung Kuk Chan Seng Yee Kindergarten**  
**2023-2024 Term**  
**2024/25 Admission Arrangements Flowchart**

- \* **On-line application will be started on 1<sup>st</sup> August 2023** (<https://application.plkkg.edu.hk/>)
- \* **Application Form will be started to distribute on 1<sup>st</sup> September 2023.**

- can visit our school to get the form
- can download the form from our school website
- can get the form by post

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 "2024/2025 RC" to eligible

**2024/25 Admission Applications**

- \* **On-line application will be started on 1<sup>st</sup> August 2023** (<https://application.plkkg.edu.hk/>)
- \* **The admission application will be started on 1<sup>st</sup> September 2023.**

**When you hand in the application form, you need to submit the following documents:**

- The applicant's birth certificate (original copy & photocopy)
- The applicant's immunisation record (original copy & photocopy with both sides)
- 2 passport sized photographs
- 5 self-addressed stamped \*envelopes (Please mark the address, student name and \$2.2 stamp on the envelopes on envelopes)

\* The size of the envelopes cannot be smaller than 23cm X 10cm

**Interview Day will be on 4<sup>th</sup> Nov 2023**

We will send a message and post the acceptance letter **before 18<sup>th</sup> November 2023.**

If application is successful

**"Centralized Registration Day"**

- \* **From 4<sup>th</sup> January 2024 to 6<sup>th</sup> January 2024**

- to bring the Acceptance letter
- to submit the "RC" / "AP" for registration
- to pay the registration fee of HK\$970 for half day class or HK\$1570 for full day class

**"Note for transfer to another KG"**

-If your child changes to another KG during the validity period of the RC, the KG that your child initially registered with/attended is obliged to return the RC to you upon your child's withdrawal from the KG. You should acknowledge receipt of your child's RC from the KG by signing a receipt. Upon getting back the RC, the KG concerned will no longer reserve the place for the child. Normally, the registration fee paid to the KG with which the child has registered will not be refunded.

If application is not successful

**The arrangement of K1 Vacancy**

If we have any vacancy before January 2024, we will contact the parent by phone.

**Will return all the information about the application**

Applicants refer to the K1 vacancy information released by EDB after the "centralised registration dates" (i.e. from the end of January 2024)