



保良局  
PO LEUNG KUK

保良局屬下幼稚園  
Po Leung Kuk Affiliated Kindergartens  
2023-2024 年度

Application Form for Admission 入學申請表

學校名稱：保良局金卿幼稚園 School Name : Po Leung Kuk Kam Hing Kindergarten		申請編號 Ref :			
Please select the grade level for which you are applying 請選擇申請年級* : <input type="checkbox"/> K1 幼兒班 <input type="checkbox"/> K2 低班 <input type="checkbox"/> K3 高班					
<b>Part A 第一部份</b>		Photo 相片			
Applicant's Information 申請之幼兒資料					
Name 姓名* :	Chinese 中文			(Surname 姓) (First Name 名)	
	English 英文				
Sex 性別* :	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女				
Birth Certificate / Others: (Please state) 出生證明書/其他證件* : (請註明) _____		Document No. 證件號碼 :			
Date of Birth 出生日期* :		Place of Birth 出生地點* :			
Nationality 國籍* :		Spoken Language at Home 在家使用語言* :			
Address 地址* :	Chinese 中文				
	English 英文				
Home Tel. 住宅電話* :	Email Address 電郵地址* :				
Former School 曾就讀之學校 :					
Session Choice 入讀志願* :		<input type="checkbox"/> AM Session 上午班 <input type="checkbox"/> PM Session 下午班			
If the session you have chosen is already full, are you willing to move to the other session allocated by us? 如閣下所選的志願班別額滿時，是否同意由本園編排其他班別學位？ <input type="checkbox"/> Yes 願意 <input type="checkbox"/> No 不願意					
<b>Part B 第二部份</b>					
Parent's / Guardian's Information 父 / 母 / 監護人資料					
Father 父 :					
Name in Chinese 中文姓名 :		Occupation 職業 :			
Name in English 英文姓名 :		Mobile Tel. 手提電話 :			
Mother 母 :					
Name in Chinese 中文姓名 :		Occupation 職業 :			
Name in English 英文姓名 :		Mobile Tel. 手提電話 :			
Guardian 監護人 :		Relationship 關係 :			
Name in Chinese 中文姓名 :		Occupation 職業 :			
Name in English 英文姓名 :		Mobile Tel. 手提電話 :			

Part C 第三部份		
Other Information 其他資料		
a. Is the applicant's brother(s) or sister(s) studying in this school? 該生之兄姊是否正在本園就讀?	<input type="checkbox"/> Yes 是 Name 姓名: _____ Class 現讀班別: _____	<input type="checkbox"/> No 否
b. Any parents/ brother(s) / sister(s) a former student of this school? 該生之父母及兄姊是否本園畢業生?	<input type="checkbox"/> Yes 是 Name 姓名: _____ Year of Graduation 畢業年份: _____	<input type="checkbox"/> No 否
Name of Parent/Guardian: 家長/監護人姓名: _____	Signature of Parent/Guardian: 家長/監護人簽署: _____	Date: 日期: _____

#備註：1. 遞交表格時，須帶同以下文件，包括：出生證明書或宣誓紙**正本及副本**、學生近照兩張，回郵信封 5 個(4 個信封貼上\$2 郵票，1 個信封貼上\$6 郵票，並寫上中文回郵地址及幼兒姓名)，報名費港幣 40 元(一經繳交，恕不退還)。

Please submit the application form together with Identity document of the applicant (both original and photocopy )

4 self-addressed envelope, stamped at \$2 dollars each , and 1 self-addressed envelope, stamped at \$6 dollars each (With the Chinese name of applicant)2 recent passport size photos of applicant and HKD\$40.00 Application fee. (Non-refundable)

2. 請在適當的□內加✓。 Please put a ✓ at the suitable □.

3. (\*)為必須填寫項目。 Questions marked with (\*) are mandatory questions.

#### 「收集個人資料聲明」

1. 申請人必須在註明(\*)之欄目，提供所需的個人資料。如未能提供，校方未必能處理有關入學申請。
2. 根據《個人資料(私隱)條例》，本申請表內有關個人資料將僅供校方作處理入學申請之用。在未得到申請人的同意之前，校方不會向第三者披露或轉移所收集得關於你的資料。
3. 如入學申請不被接納，校方將銷毀一切有關個人資料；成功申請者個人資料將會存入學生檔案中，並由校方保管。
4. 根據《個人資料(私隱)條例》，申請人有權查閱及更改填報於申請表內的資料，並可索取此等資料的副本。申請人如須查閱或更改其個人資料，請致函告知校務處書記。

#### Collection of Personal Data

1. Please note that it is mandatory for you to provide the personal data marked with (\*). In the event that you do not provide such personal data, the kindergarten may not able to process your application.
2. According to the Personal Data (Privacy) Ordinance, the above Personal data provided will be used solely for the purpose of admission and the data will only be handled by the kindergarten in this connection. The information collected about you will not be disclosed or transferred to third parties without your prior consent.
3. The application of unsuccessful candidates will be destroyed. The application of successful candidates will become part of the student file; in connection with this data will thereafter be handled by the kindergarten.
4. In accordance with the Personal Data (Privacy) Ordinance, applicants have the rights of access to and correct the personal data contained in the application form, and the right to request a copy of such data. Applicants wishing to access or make corrections to the data should submit written requests to the clerks at the reception.