

# Po Leung Kuk Tam Au-Yeung Siu Fong Memorial Kindergarten

## Information on Admission in the 2025/26 School Year

### Age of level

K1: Child born from September 1, 2021 to December 31, 2022

K2: Child born from September 1, 2020 to December 31, 2021

K3: Child born from September 1, 2019 to December 31, 2020

### Enrollment Methods

#### 1. Online Admission

Please complete the application form, handle the payment and submit it online (starting from August 1, 2024). For details, refer to the school website. (<https://application.plkkg.edu.hk/>)

#### 2. Obtain the Application Form from school in person

##### 2.1 Distribution Period

- ◆Date: Start from September 2, 2024 (Monday)
- ◆Time: 9:00 a.m. – 4:00 p.m. (Monday to Friday) / 9:00 a.m. – 11:30 a.m. (Saturday)

##### 2.2 Return of Application Forms in person (No set quota for the kindergarten)

- ◆Date: (1<sup>st</sup> Round) before October 18, 2024 (Friday)  
(2<sup>nd</sup> Round) before January 11, 2025 (Saturday)
- ◆Time: 9:00 a.m. – 4:00 p.m. (Monday to Friday) / 9:00 a.m. – 11:30 a.m. (Saturday)
- ◆Return method:

Submit the application form in person, together with the documents listed below:

- i. The Original and a photocopy of the applicant's birth certificate, and for those not born in Hong Kong, the passport page shows the applicant's permit to remain in Hong Kong.
- ii. 3 reply envelopes with the correspondence address and a \$2.2 postage stamp on each (With the return address and applicant's name)
- iii. Application fee: HK\$40 (to be collected with the application form). The application fee is non-returnable whether the application is successful or not.

### Application for the “2025/26 Registration Certificate for Kindergarten Admission”

1. Under the kindergarten education scheme (Scheme), each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit students holding a valid registration document.
2. Parents are required to submit an application for the “2025/26 Registration Certificate for Kindergarten Admission” (hereafter referred as “2025/26 RC” ) to EDB from September to November 2024. The “2025/26 RC” will be open for applications in September 2023 and the EDB will announce and upload the details of application onto the EDB’ s website:  
( <https://eform.cefs.gov.hk/form/edb005/en/> )

## Interview Arrangements

1. The kindergarten will arrange interview for all applicants.
2. Applicants who apply between August 1 and October 31, 2024 will receive the notification of interview before November 8 by email. If the email is not received by November 11, please call 2311 3871 for inquiries to kindergartens.
3. Applicants who apply between November 1, 2024 and January 3, 2025 will receive the notification of interview before January 15, 2025 by email. If the email is not received by January 17 2025, please call 2311 3871 for inquiries to kindergartens.
4. Applicants who apply after January 10, 2025 will be notified individually of the interview date and time.
5. Interviews will be conducted on November 17, 2024 (Sunday) or January 18, 2025 (Saturday) and notification will be sent by email.
6. **One Parent / Guardian** should accompany their child for the interviews.
7. Interviews will be conducted in both Cantonese and English. If necessary, parents can interpret for applicants or arrange for an interpreter to accompany applicants during the interview.
8. For **online application**, please bring along the documents listed below on the interview day:
  - Original and a photocopy of the applicant's birth certificate, and for those not born in Hong Kong, the passport page shows the applicant's permit to remain in Hong Kong.
  - 3 reply envelopes with the correspondence address and \$2.2 postage stamp on each (only available for the applicants with no email address provided)
  - **If the application fee is paid by ATM/ bank counter**, please return the original copy of the bank slip with the applicant's full name.

## Admission Criteria

1. Interview performance.
2. The applicant with sibling(s) currently studying in the kindergarten will be due a priority consideration.  
(As the number of school places is limited, please understand that not all applicants will be guaranteed a school place.)

## Announcement of Admission Results

For the First Round of interview, we will inform parents of the K1 admission results before December 13, 2024 by Email and by post.

## Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their children from January 2 to 4, 2025 ( “Centralized Registration Dates” ) by submitting the original copy of the “2025/26 RC” to the kindergarten and paying the registration fee.
2. Applicants on the waiting list: Parents should complete the registration procedures for their children according to the specified date set by the school. Parents are required to submit the original copy of the “2025/26 RC” to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the “2025/26 RC” during registration, the kindergarten may not be able to complete registration for their children. Hence, parents are required to submit their application for the Registration Certificate to EDB within the specified period.
4. The registration fee for 2025/26 K1 is HK\$970(half-day). If parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “2025/26 RC” but the registration fee will not be refunded. Upon obtaining the “2025/26 RC” , the kindergarten will no longer keep the school place for the child.

## Enquiry

Telephone No.: 2311 3871

E-mail Address:plktaysfmkg@poleungkuk.org.hk