

Po Leung Kuk Tin Ka Ping Kindergarten  
2025/2026 K1-K3 Admission Schedule

- Children who were born on or before 31st December, 2022 and will be attending K1 classes.
- Children who were born on or before 31st December, 2021 and will be attending K2 classes.
- Children who were born on or before 31st December, 2020 and will be attending K3 classes.

**\*\* Children 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.**

Date	Issues
From September to November 2024	<p><b><u>Apply “2025/2026 Registration Certificate”</u></b></p> <ul style="list-style-type: none"> <li>➤ Apply to the Education Bureau for the “2025/2026 Registration Certificate for Kindergarten Admission” or the “Kindergarten Admission Pass”</li> <li>➤ The Government will implement the “Kindergarten Education Scheme” (hereafter referred to as “Scheme”) starting from the 2017/18 school year. 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.</li> <li>➤ Parents are required to submit an application for the “Registration Certificate for Kindergarten Admission” (hereafter referred as “RC”) to EDB from September to November 2024. The “RC” will be open for applications in September 2024 and EDB will announce and upload the details of application onto EDB’s website (<a href="https://eform.cefs.gov.hk/form/edb005/en/">https://eform.cefs.gov.hk/form/edb005/en/</a>) in due course. 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 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 to 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.</li> </ul> <p><b>#Note 1:</b> All non-local students who enter Hong Kong for the purpose of education in Hong Kong (for example, holders of student visas) must obtain prior permission from the Director of Immigration</p> <ul style="list-style-type: none"> <li>➤ The details of admission arrangements for nursery (K1) classes in kindergartens onto EDB’s website: <a href="https://www.edb.gov.hk/k1-admission_e">https://www.edb.gov.hk/k1-admission_e</a></li> </ul>

Date	Issues
Starting From 29 <sup>th</sup> July to 31 <sup>st</sup> October 2024	<p><b>1. Online Admission Registration</b></p> <ul style="list-style-type: none"> <li>➤ <a href="https://application.plkks.edu.hk/en">https://application.plkks.edu.hk/en</a> or <a href="https://www.plkks.edu.hk/plktkpkg/en/custom/custom_page/107">https://www.plkks.edu.hk/plktkpkg/en/custom/custom_page/107</a></li> </ul> <p>Complete the application form, upload the recent photo and pay the application fee online.</p> <ul style="list-style-type: none"> <li>➤ Application fee: \$40 (Online payment: Visa/Master or Transfer the amount to the school HSBC account: 109-044875-001)</li> </ul> <p><b>**Please retain the original bank advise slip and it has to be handed over to school.</b></p> <ul style="list-style-type: none"> <li>➤ Email notification of interview will be sent by school before 23.10.2024. Please directly contact the school if the email cannot be received on 31.10.2024. (<a href="tel:24974487">Tel:24974487</a>)</li> </ul> <p><b>2. Collection of Application Forms</b></p> <p>Obtain from school in person or download from school website.</p> <p><b>3. Collection of Application Forms by Post</b></p> <p>1 empty envelope (4"×9") with the correspondence address and \$2.2 postage stamp.</p>
Starting From 29 <sup>th</sup> July to 31 <sup>st</sup> October 2024	<p><b>Collection of Application Form</b></p> <ul style="list-style-type: none"> <li>➤ Submit only one application form for each applicant. (Applicant who failed to apply online)</li> <li>➤ An original and a photocopy of applicant's birth certificate, and for those not born in Hong Kong, the page of the passport showing the child's permit to remain in Hong Kong.</li> <li>➤ 1 applicant's passport sized photo (1.5" x 2") (Attach the applicant's photo to the application form).</li> <li>➤ 3 self-addressed stamped of (\$2.2) envelopes (size: 4 x 9) with the applicant's name.</li> <li>➤ Exact \$40.00 application fee by cash (non-refundable).</li> </ul>
2 <sup>nd</sup> November 2024	<p><b>Interview Day</b></p> <p><b>1. We will notify parents of interview time by email or by post.</b></p> <p><b>2. Please bring the following documents on the interview day:</b></p> <ul style="list-style-type: none"> <li>➤ Interview notification</li> <li>➤ If you use the online application system and submit the payment online, you are required to show the original and a copy of birth certificate. (If your child is not born in Hong Kong, please bring in a valid visa together with a copy).</li> <li>➤ An original bank slip (if the application fee is paid via online admission system or by ATM/by counter)</li> </ul> <p><b>3. Admission Criteria</b></p> <ul style="list-style-type: none"> <li>➤ Interview performance</li> <li>➤ The applicant with sibling(s) currently studying in the kindergarten will be considered a priority.</li> <li>➤ The applicant's parent(s) or brothers and sisters graduated from our kindergarten will also be considered a priority.</li> </ul>

Date	Issues
	<p><b>4. Interview Arrangements</b></p> <ul style="list-style-type: none"> <li>➤ The kindergarten will arrange an interview for all applicants. Interview date and time will be arranged by kindergarten. No changes or re-arrangements can be made.</li> <li>➤ Group and/or individual interviews will be arranged. One parent should accompany their child for the interview.</li> <li>➤ If the applicants are absent on the day of the interview, we will arrange the applicants on the waiting list.</li> </ul> <p><b>5. Application for Non-Chinese Speaking Children</b></p> <p>Provision and Support for non-Chinese speaking children:</p> <ul style="list-style-type: none"> <li>➤ Understand the needs of individual child and their family.</li> <li>➤ Appropriate counselling provided by dedicated non-Chinese speaking teachers</li> <li>➤ Please contact Ms. Kong at <a href="tel:24974487">2497 4487</a> or by e-mail <a href="mailto:plktkpkg@poleungkuk.org.hk">plktkpkg@poleungkuk.org.hk</a> if interpretation / translation service is required during the interview with non-Chinese speaking (NCS) applicants. We also allow NCS parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication.</li> </ul>
Before 13 <sup>th</sup> December 2024	<p><b>Announcement of Admission Results</b></p> <p>We will notify parents of admission results by email or by post (for applicants who cannot provide their email address.)</p>
Starting from 2 <sup>nd</sup> – 4 <sup>th</sup> January 2025	<p><b>1. Registration of Admitted Students</b></p> <p>Parents should complete the registration procedures for their child from 2 to 4 January 2025 (Centralised Registration Dates) by submitting the RC / AP to the KG and paying the registration fee HK\$970. (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 KG in writing. The KG will return the RC / AP as soon as possible but the registration fee will not be refunded. Upon obtaining the RC / AP, the KG will no longer keep the school place for the child.</p> <p><b>2. Arrangement for the waiting list children:</b></p> <p>For children whose application was not successful will automatically join our school waiting list. In case there is any vacancy, the school will notify parents by phone as soon as possible.</p> <p><b>3.</b> Please be reminded that if parents cannot submit the RC / AP during registration, the KG may not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to EDB within the specified period.</p>