

保良局廖烈正幼稚園
2024/2025 學年新生入學申請須知

家長為子女報名前，請細閱以下各項，並請保留此「入學申請須知」以便參閱。倘有任何查詢，歡迎致電 2455 0445 聯絡。

- 一· 開課日期： 2024 年 9 月 1 日
- 二· 招收班級： 2021 年或以前出生的各級新生
- 三· 上課時間： 星期一至星期五 ----- 上午班 — 上午9時至中午12時正
下午班 — 下午1時30分至下午4時30分
- 四· 派表日期/時間：2023 年 9 月 1 日至 10 月 20 日
星期一至星期五： 上午 9 時至中午 12 時 / 下午 1 時 30 分至下午 5 時
星期六： 上午 9 時至中午 12 時
- 五· 派表方法：
 1. 網上報名 <https://application.plkkg.edu.hk>
 2. 學校網頁下載入學申請表格
 3. 到學校索取入學申請表格
- 六· 收表日期/時間：2023 年 10 月 3 日至 10 月 20 日 (遞交次序不會影響取錄結果)
星期一至星期五： 上午 9 時至中午 12 時 / 下午 1 時 30 分至下午 5 時
星期六： 上午 9 時至中午 12 時
- 七· 報名方法：(不設限額)
 1. 網上報名
家長可直接於 <http://application.plkkg.edu.hk> 完成整個報名程序
 2. 親臨本園遞交申請表格
 - A. 請清楚填寫入學申請表格，並貼上幼兒的近照；
 - B. 遞交申請表格時，需攜帶以下文件：
 - a) **出生證明書(出世紙)正本、影印本** (如在內地出生者，請提交中華人民共和國發出的單程『前往港、澳通行證』或香港人民入境事務處發出的單程通行證及香港之身份證明)
 - b) **相片 2 張** (1 張貼於報名表上，1 張交回本園)
 - c) **回郵長信封 5 個** (信封面清楚註明回郵地址及學生姓名並貼上足夠郵資，以便日後聯絡之用，**信封面積不能少於 23cm x 10cm**)
 - d) 證明文件 (如適用)：
 - 父/母或兄/姊就讀本園的畢業證書正、副本
 - 父/母在本園辦學團體工作的證明
 - e) 報名費 \$40 元正 (不設找贖)
 - f) 報名資料不足，恕不辦理。
- 八· 新生面見日期：2023 年 11 月 11 日(星期六) *面見時間於 10 月 30 日以電郵通知
 - A. 面試時間由本園安排，家長如沒有充份理由，本園有權不作更改。
 - B. 本園將會接見所有成功報名的申請者。
 - C. 任何原因缺席面試，均不獲後補面試的安排。

*本校將按需要為非華語學童安排傳譯及/或翻譯服務，或由家長及學童懂中文的親友陪同會面，協助溝通。

九·收生準則：以親子及小組形式進行，除觀察及了解申請者的認知能力、表達能力、大小肌肉操控能力及與家長的默契外，本校同時參考教育局小一入學計分辦法，按比例計算申請者所得分數，以決定取錄安排。

- 兄／姊在本園就讀或父／母全職在本園工作（20分）
- 父／母或兄／姊為本園的畢業生（10分）
- 父／母全職在本園的辦學團體之機構工作（10分）
- 居住於屯門區（10分）／其他地區（5分）

十·取錄結果公布：2023年12月4日

以電郵／郵寄(適用於未能提供電郵地址之申請者)方式通知取錄結果。

十一·統一註冊日期：2024年1月4日至1月6日

十二·註冊安排：

1. 正選生：家長須於「統一註冊日期」內到本園辦理註冊手續，並須提交「2024/25註冊證」正本及繳交註冊費。(逾期仍未到本園辦理註冊手續者，則以自動放棄學位處理，有關學位將由備取生補上。)
2. 備取生：倘若有學位空額，本園將另行通知家長到本園辦理註冊手續事宜。
3. 未能在指定的註冊日期提交有效的註冊文件，本園將不會為獲取錄兒童辦理有關註冊手續，請家長務必於指定日期內向教育局申請註冊證。
4. 2024/25學年的註冊費為港幣970元正，若家長於註冊後決定為子女轉校，請以書面通知，本園將退回註冊證，但註冊費將不獲退還。

參考資料：

1. 如何申請2023/2024學年「幼稚園入學註冊證」？

家長須於2022年9月至11月期間向教育局申請2023/2024學年「幼稚園入學註冊證」(下稱「幼稚園入學註冊證」)。家長可於<https://eform.one.gov.hk/form/edb005/tc/>(幼稚園入學註冊證申請表格)進行網上申請。

* 申請表亦可於各區民政事務處及郵政局索取，惟仍需待教育局公布相關的詳情。

2. 教育局幼稚園幼兒班(K1)收生安排

家長可於教育局網頁了解詳情

<https://www.edb.gov.hk/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html>

英文網頁連結：

<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html>



保良局廖烈正幼稚園啓
2023年8月1日

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

Before enrolling, parents are requested to read the following information carefully, and please keep this "**Information on Admission**" for reference. For any enquiries, please call 2455 0445.

1. **Start Date:** 1st August 2023
2. **Applicant's Year of Birth:** Children born in 2021 or before are eligible to apply.
3. **Class Time :** Monday to Friday

Session	Times
Morning Session	9:00 a.m. to 12:00 noon
Afternoon Session	1:30 p.m. to 4:30 p.m.

4. **Application Form Distribution:** 1st September to 20th October 2023
Monday to Friday: 9:00a.m. to 12:00noon / 1:30p.m to 5:00p.m
Saturday: 9:00a.m. to 12:00noon
5. **Obtain the Application Form:**
 1. Apply direct through <https://application.plkkg.edu.hk>
 2. Download the Application Form from the school website
 3. Get the Application Form at the school
6. **Application Form Submission:** 3rd October to 20th October 2023
Monday to Friday: 9:00a.m. to 12:00noon / 1:30p.m to 5:00p.m
Saturday: 9:00a.m. to 12:00noon
(The order of submission will not affect the admission result.)
7. **Methods of application (No set quota for the kindergarten)**

7.1 Online application

Parents can complete the entire registration process directly at <https://application.plkkg.edu.hk>.

7.2 Submit the Application Form in person

- A. Fill in the information of applicant. Affix a recent photo of the applicant in the space provided.
- B. Parent / Guardian should submit in person the completed Application Form together with all relevant documents, including :
 - a) The original and a copy of the child's birth certificate (If the child was born in Mainland China, please submit the one-way "Entry Permit to Hong Kong and Macau" issued by the People's Republic of China or the one-way permit issued by the Immigration Department of Hong Kong and the Hong Kong Identity Certificate);
 - b) Two photos (One photo attached to the application form and the other photo to be used by school);
 - c) Five self-addressed envelopes (with address, applicant's name and sufficient postage on each envelope, the size of envelope should not be less than 23cm x 10cm);
 - d) Supporting Documents (if applicable)
 - The original and copy of the Kindergarten Graduate Certificate of the applicant's parent(s)/sibling(s)
 - Proof of parent(s) working in the school sponsoring organization
 - e) **Application fee: HKD\$40** (No change is available.)
 - f) Applications will be processed only upon receipt of full set of documents as mentioned above.

8. Interview Date : 11th November 2023 (Saturday)

*Parents will receive the time of interview by post on 30th October 2023.

- A. Please be reminded that the interview time cannot be changed.
- B. All applicants will be invited to the interview.
- C. For those who arrive late or absent from the interview, no follow-up interview will be arranged.

*Our school can arrange interpretation and/or translation service for non-Chinese speaking applicants, or applicants may be accompanied by a Chinese speaking relative/friend during interview to facilitate communication. Please contact us by calling 24550445 or email to: plktllckg@poleungkuk.org.hk if interpretation / translation service is requested.

9. Admission Criteria

Admission criteria are based on the applicants' performance in the interview, including their cognitive ability, presentation skills, muscle manipulation and tacit understanding with parents, etc. Our school also refers to the scoring system of the Education Bureau for Primary 1 admission, and calculates the points of applicants in proportion to determine the admission arrangement.

- Applicants with sibling(s) studying in the school if it is of the same address as the school / Parent(s) teaching or working full-time in the school if it is of the same address as the school (20 marks)
- Applicants with parent(s) or sibling(s) being a graduate of the school (10 marks)
- Parent(s) being a member of the same organization which sponsors the operation of the school (10 marks)
- Living close to the school in Tuen Mun (10 marks) / Other areas (5 marks)

10. Announcement of Admission Results

Parents will be notified the admission result by email or post (applicable to applicants who cannot provide an email address). Please contact our school if parents do not receive the notice on 4th December 2023.

11. Registration Date : 4th to 6th January 2024

12. Registration Arrangements

- 12.1 Successful applicants: Parents should complete the registration procedures for their child within the "Centralised Registration Dates" by submitting the original 2024/25 "Registration Certificate for Kindergarten Admission" ("RC") and paying the registration fee of HK\$970 to school. (Those who do not come to our school and complete the registration within the time limit will be regarded as giving up the school place and the place will be made up by the applicants on the waiting list.)
- 12.2 Applicants on the waiting list: If there are places left, our school will inform those on the waiting list individually by phone to go to the school for registration.
- 12.3 Please be reminded that if parents cannot submit the 2024/25 "RC" during registration, our school may not be able to complete the registration for their child. Parents should allow enough time to apply for the "RC" from the Education Bureau.
- 12.4 Should parents decide to change school after registration, the registration fee will not be refunded. After the "RC" is retrieved, the school will no longer reserve the place for the child.

References:

1. How to apply for the 2024/25 "Registration Certificate for Kindergarten Admission" ?

Parents are required to apply for the 2024/25 "Registration Certificate for Kindergarten Admission" from EDB from September to November 2023. The "RC" can be applied online at <https://eform.one.gov.hk/form/edb005/en/>

* Application forms can also be obtained from all District Offices and Post Offices, but the relevant details are still to be announced by the Education Bureau.

2. EDB's website on K1 Admission Arrangements in KGs :

Parents can visit the Education Bureau website for details

<https://www.edb.gov.hk/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html>

English web link

<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html>

