

**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:** 1<sup>st</sup> 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:** 1<sup>st</sup> September to 20<sup>th</sup> 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:** 3<sup>rd</sup> October to 20<sup>th</sup> 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 : 11<sup>th</sup> November 2023 (Saturday)**

\*Parents will receive the time of interview by post on 30<sup>th</sup> 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](mailto: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 4<sup>th</sup> December 2023.

**11. Registration Date : 4<sup>th</sup> to 6<sup>th</sup> 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>



Po Leung Kuk Thomas Liu Lit Ching Kindergarten