

TWGHs Katherine Ma Kindergarten
Application Procedure
for Nursery (K1) Classes for 2024/25 School Year

1. Admission information

- Guest can get the information via:
 - ✧ School Web Page (Admission information—related links)
 - ✧ School Admission Guidelines / Leaflet
 - ✧ School Open Day
 - ✧ Admission Talk for parents

- Students or school parents can get the information via:
 - ✧ Parent Notice
 - ✧ Admission Handbook
 - ✧ Admission information posted on board
 - ✧ School Open Day
 - ✧ Admission Talk for parents

2. Collection of application Forms (No Quota)

- Download from school website
- Obtain from school in person
- Request by post

3. Distribution Period

- Date: From Late June 2023
The application form will be uploaded to our website for parents to download or parents can obtain from school in person
- Time: 9:30 a.m. to 4:30 p.m. (Mondays to Fridays) or
9:30 a.m. to 1:00 p.m. (Saturdays)

4. Return of Application Forms (No Quota)

- Return method: Submit the application form in person / by post [together with the documents required (including identity document)]
- Return Period: From 26 June 2023
- Time: 9:30 a.m. to 4:30 p.m. (Mondays to Fridays) or
9:30 a.m. to 1:00 p.m. (Saturdays)

5. Application fee

- Free of charge

6. Application for the “2024/25 Registration Certificate for Kindergarten Admission”

- Education Bureau (EDB) has implemented the Free Quality Kindergarten Education policy starting from the 2017/18 school year to replace the existing “Pre-primary Education Voucher Scheme”. Under the new Scheme, EDB will use the “Registration Certificate for Kindergarten Admission” as the document for registration in the 2024/25 school year.
- Parents are required to submit an application for the “2024/25 Registration Certificate for Kindergarten Admission” (hereafter referred as “2024/25 RC”) to EDB from September to November 2023. The “2024/25 RC” will be open for applications in September 2023 and EDB will announce and upload the details of application on EDB’s website (www.edb.gov.hk) in due course.

7. Admission Criteria

- **Priority of Consideration will be given to:**
 - ✧ Applicant with sibling(s) currently studying in TWGHs Katherine Ma Kindergarten or other TWGHs’ kindergartens;
 - ✧ Applicant with sibling(s) or parents graduated from TWGHs Katherine Ma Kindergarten or other TWGHs’ kindergartens;
 - ✧ Applicant whose parent(s) is/are member or staff of TWGHs;
 - ✧ Applicant who resides near to the TWGHs Katherine Ma Kindergarten;
 - ✧ Others

(As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

- Interview performance

8. Interview Arrangements

- **Interview opportunity**
 - ✧ The kindergarten will arrange interview for all applicants.
- **Date of interview**
 - ✧ The interview will be conducted on early November.
- **Interview mode**
 - ✧ Group and/or individual interviews will be arranged.
 - ✧ Parents should accompany their child for the interview.
- **Interview notifications**
 - ✧ It will be distributed by post two weeks before the interview. If there is no notice received by then, please contact us at 2885 7313.
- **Interpretation / translation service**
 - ✧ Please contact us at 2885 7313 if interpretation / translation service is required.

9. Announcement of Admission Results

- We will inform parents of the K1 admission results before 15 December 2023 by post.

10. Registration Arrangements

- **Successful applicants**
 - ✧ Parents should complete the registration procedures for their child from 4 to 6 January 2024 (“Centralised Registration Dates”)
 - ✧ Submitting the original of the “2024/25 RC” to the kindergarten
 - ✧ Paying the registration fee.
- **Applicants on the waiting list:**
 - ✧ If the successful applicant fails to register during the “Centralised Registration Dates”, the school may allocate the unfilled places to applicants on the waiting list.
 - ✧ When a place at our kindergarten becomes available children are on the waiting list will be offered.
 - ✧ Then, our kindergarten will notify parents and invite them to complete the registration procedures for their child according to the specified date set by the school. Parents are required to submit the original of the “2024/25 RC” to the kindergarten and pay the registration fee.

➤ **Unsuccessful Application**

- ✧ Applicants can refer to the K1 vacancy information released by the EDB on its website after the “Centralised Registration Dates” starting at the end of January 2024.

➤ **Remarks**

- ✧ Please be reminded that if parents cannot submit the “2024/25 RC” during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period.
- ✧ The registration fee for 2024/25 K1 place half day class is HK\$970. If the child is admitted to our kindergarten, our kindergarten will notify whether tuition fees need to be paid. Our kindergarten will refund the registration fee in full in September. If tuition fees are required, our kindergarten will refund the registration fee to parents after deducting the tuition fee for September.
- ✧ Should parents decide to change school after registration, please notify our kindergarten in writing. Our kindergarten will return the “2024/25 RC” but the registration fee will not be refunded. Upon obtaining the “2024/25 RC”, our kindergarten will no longer keep the school place for the child.
- ✧ For successful applicants, before admission, parents are required to submit **an original physical examination report** of the applicant issued by any Registered Medical Practitioner.
- ✧ They are also required to submit a copy of the immunization record.

11. References can be obtained from the following websites

- **EDB Circular Memorandum no. 78/2023**
Admission Arrangements for Nursery Classes in Kindergartens for the 2024/25 School Year
 - ✧ Chinese version
https://www.edb.gov.hk/k1-admission_tc
 - ✧ Simplified Chinese version
https://www.edb.gov.hk/k1-admission_sc
 - ✧ English version
https://www.edb.gov.hk/k1-admission_e

- **Application for the “2024/25 Registration Certificate for Kindergarten Admission”**
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 - ✧ The “2024/25 RC” will be open for applications in September 2023 and EDB will announce and upload the details of application onto EDB’s website in due course.

- **Frequently Asked Questions**
 - ✧ Chinese version
<https://www.edb.gov.hk/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html#enquiry>
 - ✧ English version
<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html#Enquiry>