

# TWGHs Liu Yan Tak Memorial Kindergarten Application Procedure for Admission 2024/25

## 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
- Through Online Registration System

### ➤ **Distribution Period:**

- Date: Admission Application Form can be obtained through the school website starting from early July 2023
- 01/09/2023 (Friday)
- Time: 9:00 a.m. to 5:00 p.m. (Mondays to Fridays) /  
9:00 a.m. to 12:00 p.m. (Saturdays)

## 3. 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: 01/08/2023 (Tuesday) starting from 9:00 a.m
- Time: 9:00 a.m. to 5:00 p.m. (Mondays to Fridays) /  
9:00 a.m. to 12:00 n.n. (Saturdays)

## 4. Application fee:

- Free of charge

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

- Education Bureau (EDB) will implement 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 onto EDB’s website (www.edb.gov.hk) in due course.

## 6. Admission Criteria:

- **Priority of Consideration will be given to:**
  - ✧ Applicant with sibling(s) currently studying in TWGHs Liu Yan Tak Kindergarten or other TWGHs’ kindergartens;
  - ✧ Applicant with sibling(s) or parents graduated from TWGHs Liu Yan Tak Kindergarten or other TWGHs’ kindergartens;
  - ✧ Applicant whose parent(s) is/are member or staff of TWGHs;
  - ✧ Applicant who resides near to the TWGHs Liu Yan Tak Kindergarten;
  - ✧ Others, such as the applicant from families in need will be given due priority consideration when applying for whole day classes

**(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**
  - ✧ It will be based on the performance of applicants on the day of interview.

## 7. Interview Arrangements

- **Interview opportunity**
  - ✧ The kindergarten will arrange interview for all applicants
- **Date of interview**
  - ✧ The interview will be conducted on 4/11/2023 (Saturday)
- **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 2606 0533

➤ **Interpretation / translation service**

- ✧ Please contact us at 2606 0533 if interpretation / translation service is required

**8. Announcement of Admission Results**

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

**9. Registration Arrangements**

➤ **Successful applicants:**

- ✧ Parents should complete the registration procedures for their child from 4 to 6 January 2024 (“Centralised Registration Dates”) by submitting the original of the “2023/24 RC” to the kindergarten and 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.
- ✧ Then, parents should 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 “2023/24 RC” to the kindergarten and pay the registration fee.

➤ **Unsuccessful Application**

- ✧ Applicants 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 and the whole day class is HK\$1,570. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “2024/25 RC” but the registration fee will not be refunded. Upon obtaining the “2024/25 RC”, the kindergarten will no longer keep the school place for the child.
- ✧ Before admission, parents are required to submit **an original physical examination report** of the applicant issued by any Registered Medical Practitioner.

- ✧ Successful applicants are also required to **submit a copy of the immunization record (both sides)**.

**10. 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](https://www.edb.gov.hk/k1-admission_tc)
  - ✧ **Simplified Chinese version**  
[https://www.edb.gov.hk/k1-admission\\_sc](https://www.edb.gov.hk/k1-admission_sc)
  - ✧ **English version**  
[https://www.edb.gov.hk/k1-admission\\_e](https://www.edb.gov.hk/k1-admission_e)
  
- **Application for the “2024/25 Registration Certificate for Kindergarten Admission**
  - ✧ 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 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>