

S.K.H. St. Peter's Church Kindergarten (Castle Peak)
HK S.K.H. St. Peter's Church Castle Peak Tsing Wun Road Kindergarten
Guidelines For Parents
Regarding K1 Admission Application 2024-2025

(A) Collection of Application Forms (No quota)

- (1) Download from our school website (from 4th September 2023 (Monday) after 9:00 am)
- (2) Obtain from our school in person

(B) Distribution Date and Time

From 4th September 2023 (Monday) to 14th October 2023 (Saturday)

Mon – Fri : 9:00 am – 4:00 pm

Sat : 9:00 am – 11:30 am

(C) Submission Date and Time

From 7th October 2023 (Saturday) to 14th October 2023 (Saturday)

Mon – Fri : 9:00 am – 3:30 pm

Sat : 9:00 am – 11:30 am

(D) How to Apply

- (1) Apply in person to the school by submitting the completed application form (application by post and online will not be accepted)
- (2) When submitting the application form, please bring the application fee (cash only) along with the following documents:
 - a) To expedite the application process, please bring the exact amount of \$40.
 - b) 2 recent passport-size photo (attached to the application form and interview card).
 - c) Please bring along the applicant child's birth certificate (both original and copy).
Remarks: If the applicant child was not born in Hong Kong, please submit other identification document (both original and copy) to indicate his/her eligibility of admission application.
 - d) A copy of Immunisation Record (front page with applicant child's name and the inner pages). (both original and copy)
 - e) 1 self-addressed long envelope with stamp (\$2.20) and the applicant child's Chinese name.
 - f) If the applicant child has obtained a Certificate of Infant Baptism, parents are required to provide both the original and a copy of it.
- (3) The application fee, application form and all supporting documents will not be returned.
- (4) The school will not accept any incomplete application form or form with incomplete supporting documents.
- (5) Please take note of the application date and time, late submission of the application form will not be accepted.
- (6) Each applicant child can submit only ONE application form. In case of duplicate applications, both applications will be forfeited. Each parent can submit only ONE application form at a time, except for twins.
- (7) Please line up in person when submitting the application form and refrain from using any objects to occupy the place in the queue.
- (8) Interview time will be decided by the school, no changes will be allowed. Time allocated is non-transferable.

(E) Admission Criteria

- (1) Interview performance
- (2) The applicant with sibling(s) currently studying in the school will be given due priority consideration. (As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)
- (3) Applicants from "families in need" will be given priority consideration when applying for whole-day classes (As school places are limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place).

(F) Arrangements for Interview Day

- (1) The school will arrange interview for all applicants.
- (2) Upon handing in the application form, parents will be given an "Interview Card for K1 Admission 2024-2025". **Parents must bring the card on the interview day** and retain it as a reference to check online for acceptance (please refer to the application number on the interview card).
- (3) Please be punctual for your interview. If you are unable to attend the interview, your application will be forfeited.
- (4) On the interview day, there will be an interview with a teacher, followed by another interview with our principal, vice-principal or deputy. One or both parents are required to accompany their child for both interviews. Interviews are in the form of games.

(G) Release of Results

Parents will be notified of the results by post on 4th December 2023 (Monday) and the result will be uploaded on the school website after 6:30 pm on that day.

(H) Application for the "Registration Certificate for Kindergarten Admission"

- (1) Under the kindergarten education scheme (Scheme), 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.
- (2) Parents are required to submit an application for the "Registration Certificate for Kindergarten Admission" (hereafter referred to as "RC") to EDB **from September to November 2023**. The "RC" will be open for applications in September 2022 and EDB will announce and upload the details of application onto EDB's website (https://www.edb.gov.hk/k1-admission_e) 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 Scheme¹, 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.

¹ Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance, children whose parent(s) is/are holding a student visa, etc.) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.

(I) Registration Arrangements

- (1) Successful applicants: Parents should complete the registration procedures for their child from 4th to 6th January 2024 ("Centralised Registration Dates") by submitting the "RC" / "AP" to the school and paying the registration fee.
- (2) Unsuccessful applicants: Your child will be placed on our waiting list automatically. Parents will be informed by phone if there is a vacancy. If parents accept our offer, please register at our school in person by submitting the "RC" / "AP" and paying the registration fee.
- (3) Please be reminded that if parents cannot submit the "RC" / "AP" during registration, the school 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.
- (4) The registration fee for 2024/25 K1 place is HK\$970(half day),HK\$1570(whole day). If the child concerned studies in the school, the registration fee paid will be refunded in September. Should parents decide to change school after registration, please notify the school in writing. The school will return the "RC" / "AP" as soon as possible but the registration fee will not be refunded. Upon obtaining the "RC" / "AP", the school will no longer keep the school place for the child.

(J) Measures for Supporting Non-Chinese Speaking (NCS) Children

- (1) When interviewing NCS children and parents, interpretation and / or translation services will be provided. If required, please notify our school in advance.
- (2) NCS children and parents can be accompanied by a Chinese speaking relative or friend to facilitate communication during the interview.
- (3) For any enquires, please feel free to contact us.

- Enquiry telephone no.: **2468 3237/ 2461 9133**
- E-mail address: main@skhspcmain.edu.hk

- (4) NCS parents can acquire more information related to the support for the Non-Chinese Speaking Children through the EDB website.

https://www.edb.gov.hk/k1-admission_e

(Click on: Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2024/25 School Year>11. Related Support for Non-Chinese Speaking Children)

(K) School Profiles

Parents can obtain more information about our school at the EDB website "Profile of Kindergartens and Kindergarten-cum - Child Care Centres".

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<https://kgp2023.azurewebsites.net/edb/schoolinfo.php?lang=en&schid=6549&district=tuenmun&category=&voucher=&schoolname=&ctype=>

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<https://kgp2023.azurewebsites.net/edb/schoolinfo.php?lang=en&schid=6521&district=tuenmun&category=&voucher=&schoolname=&ctype=>

(L) School fee

School website:

https://www.skhspecmain.edu.hk/files/ugd/3fafd2_e3c75d001fac4361b2eb62d2aa3ac701.pdf

(M) EDB K1 Admission Arrangement Website Link

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