

# **Tung Wah Group of Hospitals Mr. & Mrs. Lee Yin Yee Nursery School**

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

### **1. Collection of application Forms (No quota):**

- Online Application [https://mmyyyns-admission.eclasscloud.hk/kis/admission\\_form/](https://mmyyyns-admission.eclasscloud.hk/kis/admission_form/)
- Download from school website <https://mmyyyns.tungwahcsd.org/en>
- Obtain from school in person
- Request by post (attached with return envelope with postage, recipient and address; envelope labeled 'obtain an application form')

### **2. Distribution Period:**

- Period: Whole year (except School Holidays or Public Holidays)
- Time: 8:00 a.m. to 6:00 p.m. (Mondays to Fridays) / 8:00 a.m. to 1:00 p.m. (Saturdays)

### **3. Return of Application Forms (No set quota for the kindergarten):**

- Period: Whole year (except School Holidays or Public Holidays)
- Time: 12:30 p.m. to 5:00 p.m. (Mondays to Fridays) /  
9:00 a.m. to 1:00 p.m. (Saturdays)
- Return method: 1. Online Application  
[https://mmyyyns-admission.eclasscloud.hk/kis/admission\\_form/](https://mmyyyns-admission.eclasscloud.hk/kis/admission_form/)  
2. Submit the application form with the documents required (including identity document) in person together with your child.  
\* Please bring along your child's original and a duplicate copy of birth certificate. Two stamped self-addressed envelopes with sufficient postage are also required.
- Application fee: Free of charge

### **4. Application for the “Registration Certificate for Kindergarten Admission”**

- Under the Kindergarten (KG) Education Scheme (the Scheme), each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit children holding a valid registration document.

➤ Parents are required to submit an application for the Registration Certificate for Kindergarten Admission (RC) to the Education Bureau (EDB) from September to November 2023. The RC will be open for applications in September 2023 and EDB will announce and upload the details of application onto EDB's website ([https://www.edb.gov.hk/k1-admission\\_e](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 child cannot obtain an RC as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme<sup>2</sup>, EDB will then issue a Kindergarten Admission Pass (AP) to the child 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.

## 5. Admission Criteria

- Interview performance
- The applicant with sibling(s) currently studying in the Nursery School will be given due priority consideration
- The applicant from families in need of whole day / long whole day classes will be given due priority consideration when applying for whole day / long 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.)
- Priority placement would be granted to families with social needs referred by Social Welfare Department.

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<sup>2</sup> 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.

## **6. Interview Arrangements**

- The Nursery School will arrange interview for all applicants
- Interviews will be conducted on 21 October 2023(Sat) and notification will be sent to parents separately by phone and by post
- Group and/or individual interviews will be arranged
- Parents should accompany their child for the interview
- Please contact us at 2507 3997(telephone no.) if interpretation / translation service is required during the interview with non-Chinese speaking (NCS) applicants. We also allow NCS parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication.

## **7. Announcement of Admission Results**

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

## **8. 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 RC/AP to the Nursery School and paying the registration fee.
- Applicants on the waiting list: We will inform parents (notification means: by phone/by post) and 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 RC/AP to the Nursery School and pay the registration fee.
- Please be reminded that if parents cannot submit the RC/AP during registration, the Nursery School may not be able to complete the registration process 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 is HK\$1500.00. If the child concerned studies in the KG, the registration fee paid will be refunded in September (month) or directly deducted in part of the school fee. Should parents decide to change school after registration, please notify the Nursery School in written. The Nursery School will return the RC but the registration fee will not be refunded. Upon returned the RC, the Nursery School will no longer keep the school place for the child.

## **9. Enquiry**

Our telephone no.: 2507 3997

Our e-mail address: [mmlyyns@tungwah.org.hk](mailto:mmlyyns@tungwah.org.hk)

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/attachment/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202425%20K1%20Admission%20Arrangements/EDBCM78\\_2023\\_TC.pdf](https://www.edb.gov.hk/attachment/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202425%20K1%20Admission%20Arrangements/EDBCM78_2023_TC.pdf)

✧ **Simplified Chinese version**

[https://www.edb.gov.hk/attachment/sc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202425%20K1%20Admission%20Arrangements/EDBCM78\\_2023\\_SC.pdf](https://www.edb.gov.hk/attachment/sc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202425%20K1%20Admission%20Arrangements/EDBCM78_2023_SC.pdf)

✧ **English version**

[https://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202425%20K1%20Admission%20Arrangements/EDBCM78\\_2023\\_EN.pdf](https://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202425%20K1%20Admission%20Arrangements/EDBCM78_2023_EN.pdf)

➤ **Frequently Asked Questions**

✧ **Chinese version**

[https://www.edb.gov.hk/attachment/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202425%20K1%20Admission%20Arrangements/FAQ%202024\\_25\\_TC.pdf](https://www.edb.gov.hk/attachment/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202425%20K1%20Admission%20Arrangements/FAQ%202024_25_TC.pdf)

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