

Tai Po Merchants Association Kindergarten

Admission Arrangements for Nursery (K1) Classes for 2024/25 School Year

1. Collection of Application Forms (No quota):

- Download from the school website
- Obtain from school in person

2. Arrangements for Distribution of Application Form:

- Distribution period : Distribution throughout the year
- Time : Mondays to Fridays (9:00am to 5:00pm)
Saturday (9:00am to 12:00noon)

3. Application Form Submission (No quota):

- Submission method : Please submit the application form to our school in person
- Required Documents:
 1. A copy of the applicant's birth certificate / HKSAR Re-entry Permit / Passport
 2. A copy of the applicant's double-sided immunization record
 3. A photo of the applicant
 4. 2 stamped self-addressed envelopes (Please ensure each envelope bears sufficient postage with the return address and the Chinese name of the applicant written on it)
- Submission period : Throughout the year
- Time : Mondays to Fridays (9:00am to 5:00pm)
Saturday (9:00am to 12:00noon)

4. Application Fee: HK\$40

5. Application for “2023/24 Registration Certificate for Kindergarten Admission”

- Parents are required to apply to EDB for a “Registration Certification for Kg admission” (hereafter referred to as “RC”) from September to November 2023. The “RC” will be open for applications in September 2022 and EDB will announce and upload the details of applications onto EDB's website (www.edb.gov.hk) 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. A child may be eligible for receiving education in Hong Kong but may not be eligible for receiving “Kindergarten Admission Pass” (hereafter referred to as “AP”) to the student concerned for registration and admission to a Scheme-kindergarten 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 kindergarten to which the child is admitted.

6. Admission Criteria:

1. The applicant's interview performance will be taken into consideration
2. Applicants with sibling(s) currently studying in or graduated from our school will be given priority consideration
3. Applicants who live near the school district will be given priority consideration
4. Applicants from a dual-career family will be given priority consideration when applying for whole day classes
5. Parents who understand our school vision and teaching methods

7. Interview Arrangements:

- Interview Opportunities
All K1 applicants will be given an interview slip with the interview date and time printed on it
- Interview Date
Date of First Round Interview : 1st November 2023(Wednesday) to 4th November 2023 (Saturday)
- Interview Format
Parents should accompany their child for the interview
Play & Conversation – Individual / Group
- Arrangements for Non-Chinese speaking Applicants
English interpretation service will be arranged for children in need or they may be accompanied by Chinese relatives or friends during the interview

8. Announcement of Admission Results and Arrangements:

- All applicants will receive the admission results by post before 20th November 2023

9. Registration Arrangements:

- **Successful applicants:**
Parents should complete the registration procedures for their child from 4th to 6th January 2024 (“Centralised Registration Dates”) by submitting the original of the “RC”/ ”AP” to our school and paying the registration fee.
- **Applicants on the waiting list:**
If the successful applicant fails to register during the “Centralised Registration Dates”, we may allocate the unfilled places to applicants on the waiting list by post. Parents are required to complete the registration procedures by submitting the original of the “RC”/ ”AP” to our school and paying the registration fee within the specified dates.
- **Unsuccessful applicants**
Parents may obtain K1 vacancy information via EDB’s website, Regional Education Offices and EDB hotline (from: Starting in mid-January 2024.)

- **Points to note**

Please be reminded that if parents cannot submit the “RC” during the registration period, we may not be able to complete the registration for their child. Hence, parents are required to submit the application for the “RC” to EDB within the specified period.

The registration fee for 2024/25 half-day classes is HK\$970 and for the whole-day classes is HK\$1570. The registration fee will be refunded to enrolled students in September.

Should parents decide to change their child’s school after registration, please notify in writing. We will return the “RC” but the registration fee will not be refunded. Upon obtaining the “RC”, we will no longer keep the school place for the child.