



ELCHK Ling Kung Nursery School Information on Admission and Withdrawal in the 2020/21 School Year

Collection of application Forms (No quota):

1. Download from school website([http:// service.elchk.org.hk/](http://service.elchk.org.hk/))
2. Obtain from school in person
3. Request by post

Return of Application Forms (No set quota for the kindergarten):

1. Submit the application form in person [together with the documents required (including identity document)]
2. Application fee: \$30.00(to be collected together with the application form). The application fee is non-returnable whether the application is successful or not.
3. A recent photo of the applicant.
4. 3 stamped self-addressed envelopes.

Application for the “Registration Certificate for Kindergarten Admission”

1. Parents are required to submit an application for the “Registration Certificate for Kindergarten Admission”to the EDB from September to November 2019.
2. We can only admit students holding a valid registration document.
3. 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, the 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.

4. Non-local children should have obtained residence approval from the Director of Immigration before admission to our kindergartens and nursery. Those child is not eligible for receiving subsidy under the Scheme.

Admission Criteria

1. The alignment of the parent’s view with our school mission and values.
2. The applicant with sibling(s) currently studying or graduated in our school will be given due priority consideration
3. The applicant from families in need will be given due priority consideration.(As the number of school places is limited, not all applicants fulfilling the priority consideration will be guaranteed a school place.)
4. First come first serve.
5. Interview performance of the child.

Interview Arrangements

1. We will arrange interview for all eligible applicants
2. Interviews will be conducted
 - 2.1. For K1 class—from November to December 2019
 - 2.2. For PN class-- from November 2019 to February 2020
3. Group and/or individual interviews will be arranged
4. Parents should accompany their child for the interview
5. Please contact us at (2497 0600) if interpretation / translation service is required

Announcement of Admission Results

We will inform parents

1. of the K1 admission results before 20 December 2019 by post.
2. of the PN admission results before end of March 2020 by post.

Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their child from 9 to 11 January 2020 (“Centralised Registration Dates”) by submitting the “RC” / “AP” to the KG and paying the registration fee.
2. Applicants on the waiting list: Parents should complete the registration procedures for their child according to the specified date set by the KG. Parents are required to submit the “RC” / “AP” to the KG and pay the registration fee.
3. If parents cannot submit the “RC” / “AP” during registration, the KG will not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to the EDB within the specified period.
4. The registration fee for 2020/21 is \$1,500. For those admitted child, the registration fee will be deducted from the school fee in September 2020. Should parents decide to change school after registration, please notify us in writing. We will return the “RC” / “AP” as soon as possible but the registration fee will not be refunded. Upon obtaining the “RC” / “AP”, we will no longer keep the school place for the child.
5. Unallocated applications will remain in their designated place on the waiting list until September 2020.

Required document and paid items before Admission

1. School and meal fee ;
2. School bag, uniform, bedding items and name stamp ;
3. Text book and supplementary learning materials ;
4. Report of Physical Examination ;
5. A copy of the immunization/vaccine records ;
6. Child Routines Questionnaire ;
7. 6 photos in school uniform.



Withdrawal

1. Parent should provide a written notice at least 30 days in advance.
2. If it is determined that our school is unable to accommodate a child’s needs or family circumstances, we will provide the parents with advice or referral to appropriate services.
3. Main concerns on discharging a child:
 - 3.1. Child is absent more than a week without any form of notification.
 - 3.2. Outstanding fees or late payments.
 - 3.3. Safety or behavioral issues..

Enquiries:

1. Telephone nos. : 2497 0600
2. Address : Wing A, G/F, Yee Kui House, Tsing Yi Estate, Tsing Yi
3. Hyperlinks to the EDB’s web page on “2020/2021 K1 Admission Arrangements”

<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/ki-ndergarten-k1-admission-arrangements/index-2.html>