

# **Lok Fu Rhenish Nursery**

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

### **Application Procedure:**

#### **Methods of application 1 : Online Admission**

1. Before completing an online application form, please prepare the scanned copy of Student Photo (format: jpeg, jpg, png; size: 10MB) and Birth Certificate (format: jpeg, jpg, png, pdf ; size: 10MB).
2. Complete the “[Online Application Form](#)”
3. After completing the application procedure, parents will receive a confirmation letter.
4. Our school will inform parents of the required documents and interview arrangement by email later.

#### **Methods of application 2 : Submit the application form in person / by post**

1. Application form with a recent photo (Download from school website/ Obtain from school in person)
2. A copy of Birth Certificate and 2 self-addressed stamped envelopes (Size: 4 x 9 inch / with child-name-stated)
3. Submit the application form and documents in person / by post, our school will inform parents of the required documents and interview arrangement by post later.
4. Return/Obtain of Application Forms: 9:00a.m. to 5:00 p.m. (Mondays to Fridays) / 9:00a.m. to 12:00p.m. (Saturdays)

### **Application fee:**

Free of charge

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

1. Under the kindergarten (KG) education scheme (hereafter referred to as “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 the EDB from September to November 2023. The “RC” will be open for applications in September 2023 and the EDB will announce and upload the details of application onto the EDB’s website ([http://www.edb.gov.hk/k1-admission\\_e](http://www.edb.gov.hk/k1-admission_e)) in due course. Upon receipt of the applications with all necessary information and documents provided, the 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 Scheme<sup>1</sup>, 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.

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<sup>1</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..

## **Admission Criteria**

1. Interview performance
2. The applicant with sibling(s) currently studying in the Nursery will be given due priority consideration
3. The applicant from families in need will be given due priority consideration when applying for 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.)

## **Interview Arrangements**

1. The Nursery will arrange interview for all applicants
2. Interviews will be conducted on 11 November 2023. The school will notify parents in a separate letter.
3. Group interviews will be arranged
4. Parents should accompany their child for the interview
5. Interview for Non-Chinese speaking (NCS) students, please contact us at 2338 0538 or by email ([info.lfc@ppe.rhenish.org](mailto:info.lfc@ppe.rhenish.org)) if require translation service.

## **Announcement of Admission Results**

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

## **Registration Arrangements**

1. Successful applicants: Parents should complete the registration procedures for their child from 4 to 6 January 2024 (“Centralised Registration Dates”) by submitting the “RC” / “AP” to the Nursery and paying the registration fee.
2. Applicants on the waiting list: The school will send notices by post or email. Parents should complete the registration procedures for their child according to the specified date set by the school. Parents are required to submit the “RC” / “AP” to the Nursery and pay the registration fee.
3. Please be reminded that if parents cannot submit the “RC” / “AP” during registration, the Nursery 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\$1500. If the child concerned studies in the Nursery, the registration fee paid will be refunded in September. Should parents decide to change school after registration, please notify the Nursery in writing. The Nursery will return the “RC” / “AP” as soon as possible but the registration fee will not be refunded. Upon obtaining the “RC” / “AP”, the Nursery will no longer keep the school place for the child.

## **Enquiry**

Our telephone no.: 2338 0538

Our e-mail address: [info.lfc@ppe.rhenish.org](mailto:info.lfc@ppe.rhenish.org)

## **Leaflet on "Admission Arrangements for K1 Classes in Kindergartens for the 2023/24 School Year"**

Versions: [English](#) , [Traditional Chinese](#) , [Simplified Chinese](#) , [Bahasa Indonesia](#) , [Hindi](#) , [Nepali](#) , [Punjabi\(Indian\)](#) , [Tagalog](#) , [Thai](#) , [Urdu](#) , [Vietnamese](#)