

**Sharon Lutheran Church Kindergarten**  
**Information on Admission to K1 Classes in the 2023/24 School Year**

**Application for the “2023/24 Registration Certificate for Kindergarten Admission”**

Parents are required to submit an application for the “2023/24 Registration Certificate for Kindergarten Admission” (hereafter referred as “2023/24 RC”) to EDB **from September 2022** The “2023/24 RC” will be open for applications in September 2022 and EDB will announce and upload the details of application onto EDB’s website (<http://www.edb.gov.hk>) in due course.

**Collection of application Forms (No set quota for the kindergarten):**

1. Obtain from school in person
2. Download from school website (<http://www.sharonlutheran.edu.hk>)

**Distribution Period:**

1. Date: From 01/09/2022
2. Time:9:00a.m. to 11:30a.m. & 1:00p.m. to 4:00 p.m. (Mondays to Fridays) /  
9:00a.m. to 12:00p.m. (Saturdays)

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

**1. Return method:**

**i. Submit the application form in person (together with the documents required):**

- ~2 passport size photo (please stick one of the photos on the application form)
- ~Original and Photocopy of birth certificate (If the kid was not born in Hong Kong, please bring the original and photo copy of his / her Hong Kong resident certificate)
- ~2 envelopes 9”x4” (with a stamp of \$2.2, child's name and return address written)
- ~Application Fee: HK\$40

**ii. Online submission of admission application form**

Parents can submit the "application form" online, and upload bank slip of tuition fee and the files as mentioned above.

(The tuition fee is HK\$40, please transfer it to a **DBS bank account 016-475-755003298**. on the day of interview, please return the envelope and the original hard copy of the bank slip, and show the original copy of birth certificate of the child to the school.

2. The Application fee is non-returnable whether the application is successful or not.
3. Remark: The application won't be accepted if your submitted information and submitte documents are incomplete.

**Return Period:**

1. Date: From 05/09/2022 (Monday)
2. Time:9:00a.m. to 11:30a.m. & 1:00p.m. to 4:00 p.m. (Mondays to Fridays) /  
9:00a.m. to 12:00p.m. (Saturdays)

**Interview Arrangements**

1. The kindergarten will arrange interview for all applicants
2. The kindergarten will inform the parents about the date and time of the interview by

mail/email after the application is completed.

3. Individual interviews in the ways of playing games will be arranged
4. Parents should accompany their child for the interview.
5. Parents should accompany their child for the interview. If interviews are arranged for NCS children, KGs should arrange interpretation and/or translation service for applicants where necessary or allow parents and children to be accompanied by a Chinese speaking relative/friend during interview to facilitate communication.
6. According to the guidelines of Education Bureau, application fee is non-refundable due to the absence of interview.

### **Announcement of Admission Results**

The results of admission will be send to the applicants by post / email before 16th December 2022.

### **Registration Arrangements**

1. **Successful applicants:** Parents should complete the registration procedures for their child from **5 to 7 January 2023** (“Centralised Registration Dates”) by submitting the original of the “2023/24 RC”, Admission Letter to the kindergarten, and paying the registration fee.
2. **Applicants on the waiting list:** The Kindergarten will inform the parents by phone call or by mail, then the 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 “2023/24 RC” to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the “2023/24 RC” during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period.
4. The registration fee for 2023/24 K1 place is HK\$970 (Half Day Class) / HK\$1570 (Whole Day Class). Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “2023/24 RC” but the registration fee will not be refunded. Upon obtaining the “2023/24 RC”, the kindergarten will no longer keep the school place for the child.

### **Admission Criteria**

1. Interview performance
2. Children will be given priority if:
  - Siblings currently enrolled
  - Graduated siblings
  - Living nearby
3. The applicant from families in need will be given due priority consideration when applying for 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.)

### **Remarks:**

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.