

S.K.H. St. Peter's Church Castle Peak Siu Lun Court Kindergarten
Guidelines For Parents Regarding K1 Admission Application 2026-2027

(A) Collection of Application Forms (No quota)

- (1) **If the application is completed online**, there is no need to download or obtain the form in person.
- (2) Download from our school website (from 1st September 2025 (Monday) after 9:00 am).
- (3) Obtain from our school in person.

(B) Distribution Date and Time

From 1st September 2025 (Monday) to 19th September 2025 (Friday)

Mon – Fri : 9:00 am – 12:00 noon / 1:30 pm – 4:00 pm

Sat : 9:00 am – 12:00 noon

(Except Sundays and public holidays)

(C) Online Application Date and Time

From 1st September 2025 (Monday) 9:00 am to 19th September 2025 (Friday) 4:00 pm

(D) Submission Date and Time (In person)

From 1st September 2025 (Monday) to 19th September 2025 (Friday)

Mon – Fri : 9:00 am – 12:00 noon / 1:30 pm – 4:00 pm

Sat : 9:00 am – 12:00 noon

(Except Sundays and public holidays)

(E) How to Apply

- (1) Online application:

Parents' can apply through the following link: <https://spcsllkg.cloudoase.com>

(if the online application has been completed, applicants do not need to come in person to submit)

- (2) Submitting in person: (application by post will not be accepted)

When submitting the application form, please bring the application fee (cash only) along with the following documents:

- a) **To expedite the application process, please bring the exact amount of \$40.**
- b) **1 recent passport-size photo (within 3 months and attached to the application form).**
- c) **Please bring along a copy of the applicant child's birth certificate (present the original for verification on interview day).**

Remarks: If the applicant child was not born in Hong Kong, please submit a copy of the other identification document to indicate his/her eligibility of admission application (present the original for verification on interview day).

- d) If the applicant child has obtained a Certificate of Infant Baptism, parents are required to provide a copy of it (present the original for verification on interview day).
- (3) The application fee, application form and all supporting documents will not be returned.
- (4) When submitting the application, please ensure all details have been duly completed and provide all supporting documents.

(F) Admission Criteria

- (1) Interview performance.
- (2) The applicant with sibling(s) currently studying in the school will be given priority consideration.
- (3) The applicant with family needs will be given priority when applying for the whole day class.
(Due to limited places, those who fulfilled the above condition might not be guaranteed a school place.)

(G) Arrangements for Interview Day

- (1) The school will arrange interview for all applicants.
- (2) The school will inform applicants of the interview date and time via email or post.
- (3) Interview date: 1st November 2025 (Saturday). Interviews will be arranged on 8th November 2025 (Saturday) if there are too many applicants.
- (4) The interview date and time is assigned by the school and cannot be changed.
- (5) Please be punctual for your interview. If you are unable to attend the interview, your application will be forfeited.
- (6) On the interview day, there will be an interview with a teacher, followed by another interview with our principal, vice-principal or deputy. One or both parents are required to accompany their child for both interviews.

(H) Release of Results

Parents will be notified of the results by email or post on or before 5th December 2025 (Friday) regarding K1 application.

(I) Application for the “Registration Certificate for Kindergarten Admission”

- (1) Under the kindergarten education scheme (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 valid registration documents, i.e. “Registration Certificate for Kindergarten Admission” (hereafter referred to as “RC”) or “Kindergarten Admission Pass” (hereafter referred to as “AP”).** In line with the Government’s policy objective of digitalisation of public services, EDB plans to introduce the electronic “Registration Certificate for Kindergarten Admission” (“e-RC”) in the second quarter of 2025. Each e-RC would contain an encrypted QR code. When parents are registering with the KGs, KG staff would only need to scan the QR code on the e-RC and the registration process will be completed automatically. Hence, KGs would no longer need to collect and keep the RC of their students. Upon completion of the registration process, relevant personal information of the student will be uploaded onto EDB’s system automatically.
- (2) Parents are required to submit RC applications to EDB from **September to November 2025**. Upon receipt of the applications with all necessary information and documents provided, it generally takes six to eight weeks for EDB to complete processing of the applications. Depending on the method of submission of application form (including completing and submitting e-application via EDB’s website, applying through “iAM SMART” mobile app, mailing the application form by post and submitting the application form in person), EDB would issue the RC by different methods to applicants who are eligible for subsidy under the Scheme. If a child can receive education in Hong Kong but cannot obtain an RC because he/she is not eligible for subsidy under the Scheme¹, EDB will issue an AP to the child concerned for registration to a Scheme-KG, but the parents concerned are required to pay full school fees (i.e. before deduction of subsidy under the Scheme) as shown on the Fees Certificate of the KG admitting the child.

¹ 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.

(J) Registration Arrangements

- (1) Successful applicants: Parents should complete the registration procedures for their child from 8th to 10th January 2026 (“Centralised Registration Dates”) by submitting the electronic “RC” / “AP” to the school and paying the registration fee.
- (2) Unsuccessful applicants: Your child will be placed on our waiting list automatically. Parents will be informed by phone if there is a vacancy. If parents accept our offer, please register at our school in person by submitting the electronic “RC” / “AP” and paying the registration fee.
- (3) Please be reminded that if parents cannot submit the electronic “RC” / “AP” during registration, the school 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 2026/27 half day class is HK\$970 and whole day class is \$1570. If the child concerned studies in the school, the registration fee paid will be refunded in September. Should parents decide to change school after registration, please notify the school in writing. The school will proceed with the cancellation process as soon as possible and the registration fee will not be refunded. Upon completion of the process, the child's place at our school will also be forfeited.

(K) Measures for Supporting Non-Chinese Speaking (NCS) Children

- (1) When interviewing NCS children and parents, interpretation and / or translation services will be provided. If required, please notify our school in advance.
- (2) NCS children and parents can be accompanied by a Chinese speaking relative or friend to facilitate communication during the interview.
- (3) For any enquires, please feel free to contact us.
 - Enquiry telephone no.: 2618 1166
 - E-mail address: slc@skhspcslc.edu.hk
- (4) NCS parents can acquire more information related to the support for the Non-Chinese Speaking Children through the EDB website.
(https://www.edb.gov.hk/k1-admission_e)
(Click on: Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2026/27 School Year> Admission Support for Non-Chinese Speaking (NCS) Children)