



Caritas Nursery School – Kennedy Town

Information on Admission to K1-K3/ N1 Class in the 2023/24 School Year

School Information

Please click the following Education Bureau (EDB) website and the school website for more information:

<http://ktns.caritas.org.hk>

Application submission

1. Collection of Application Forms (No quota)

Application forms can be obtained from school in person or download from school website:

<https://ktns.caritas.org.hk/page.aspx?73%2feWedQ4wfJhnHqGia3Yg%3d%3d>

Opening hours: Monday to Friday 10:00a.m. to 5:00p.m. and Saturday 10:00 a.m. to 1:00p.m.

2. Return of Application Forms (No set quota)

i. **Return Method:** Please submit the completed application form in person / by post together with the following documents required:

- ✓ copy of birth certificate;
- ✓ two self-addressed stamped envelopes;
- ✓ a recent photo of the applicant
- ✓ Application fee HK\$40 (cash or a crossed cheque for HK\$40(made payable to Caritas Nursery School – Kennedy Town). The application fee is non-returnable whether the application is successful or not.

ii. Return Period:

- ✓ Submit in person : Monday to Friday 10:00a.m. to 5:00p.m. and Saturday 10:00 a.m. to 1:00p.m.
- ✓ Submit by Post : Please mark “Application for admission” on the envelope .
- ✓ **For K1 class:** Application Form and required documents should be submitted **on or before 30th October 2022** . **Fax or e-mail application will not be accepted.**
For N1 class: Application Form and required documents should be submitted **on or before 31st December 2022**. **Fax or e-mail application will not be accepted.**

Interview arrangement

1. The Nursery School will arrange interview for all applicants.
2. **For K1 class:** Interviews will be conducted on **12 November 2022 & 19 November 2022**. The interview schedule will be sent to all eligible applicants by post in **October 2021**.
For N1 class: Interviews will be conducted in **October to December 2021**. The interview schedule will be sent to all eligible applicants by post in **October 2021**.
3. Individual interviews will be arranged. We will observe the child’s behavior and interview with the parents.
4. Parents are required to accompany their child for the interview.
5. Interview will be conducted in Cantonese. Please contact us at 28168008 if interpretation / translation service is required.

Admission Criteria and Factors for Consideration

As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place. Our school has the final interpretation and decision on the factors concerned.

1. **For K1 class** : the child should be at least 2 years and 8 months old when she/he is admitted in 1 st September 2023.
For N1 class : the child should be at least 2 years old when she/he is admitted in 1 st September 2023.
2. The number of school places available in that school year.
3. Interview performance of the child.
4. The alignment of the parents' view with our school mission and values.
5. The applicant from families in needs for whole day / long whole day Edu-care service will be given due priority consideration.
6. The applicant with sibling(s) currently studying in our school will be given due priority consideration.
7. The applicant has sibling(s) of our school's graduated alumni.
8. The applicant with social needs.
9. Residents in the Central and Western district.

Announcement of Admission Results

We will inform parents of the K1 admission results 2 weeks after the interviews by post.

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 Registration Certificate (RC)" to our school and paying the registration fee.
2. The registration fee for 2023/24 is HK\$ 1,570 (K class) / HK\$ 1,570(N class) . For those admitted children, the registration fee will be deducted from the school fee in September 2022.
3. If parents cannot submit the "2023/24 RC" during registration, our school may not be able to complete registration for the child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period (September to November 2022).
4. Should parents decide to change school after registration, please notify to us in writing. We will return the "2023/24 RC" but the registration fee will not be refunded. Upon obtaining the "2023/24 RC", our school will no longer keep the school place for the child.
5. Applicants on waiting list will be notified if there were availability after the Centralized Registration Dates.
6. According to administrative guidelines, the application forms and details of unsuccessful applicants will be destroyed after one year. During this period, if parents have any enquiries, they can contact the school directly.

Enquiry

Should there be any enquiry, please contact us at [28168008](tel:28168008).

References can be obtained from the following website:

*Admission Arrangements for K1 Places in Kindergartens for the 2023/24 School Year

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

Admission Schedule of 2023/24 School Year

	Schedule	Date	Notes
1	Distribution of Application Forms (No quota)	From 1 January 2022	Parents can obtain the Application Forms from our Nursery School or downloaded online https://ktns.caritas.org.hk/page.aspx?73%2feWedQ4wfJhnHgGia3Yg%3d%3d
2	Return of Application Forms (Please ensure the full fare is paid by post and state “ Application Form ” on the envelope)	1 August 2022 onwards	Please provide the following when submitting the Application Form: 1. Completed application form 2. A copy of Birth Certificate of the applicant 3. A recent photo of the applicant 4. 2 self-stamped envelopes for return-mail 5. Application fee HK\$40 (cash or a crossed cheque payable to “Caritas Nursery School – Kennedy Town”) (*Payment non-refundable*)
3	Parents are required to submit an application for the “2023/24 Registration Certificate for Kindergarten Admission” to EDB from September to November 2022	September 2022 to November 2022	The “2023/24 RC” will be opened for application in September 2022. Please be reminded that if parents cannot submit the “2023/24 RC” during registration, we may not be able to complete registration for the child. Hence, parents are required to submit application for the Registration Certificate Admission to EDB within the specified period.
4	Introduction of curriculum	15 October 2022	The introduction of the school's mission and curriculum talk will only be available to parents.
5	Deadline of Application	K1-K3class: Before 30 October 2022 N class: Before 31 December 2022	Applicants who have overdue applications will be considered as alternate applications and will be dealt with when there is a vacancy in the school.
6	Interview Confirmation	K1-K3class: Late October 2022 N class: Late September to early November 2022	To be eligible for interview, the child must: -reach the age of 2 years 8 months when he/she is admitted to K1 class in 1 September 2023 - reach the age of 2 years when he/she is admitted to N class in 1 September 2023 (Interview day: November 2022) -not reach the age of 2 years when he/she is admitted to N class in 1 September 2023 (Interview day: December 2022)
7	Interview	K1 – K3 class : 12 November 2022 19 November 2022 N class: October 2021 to December 2022	Schedules will be arranged by our school. Parents are required to accompany their child (ren) to the interview.
8	Notification of interview result and registration date for 2023/24 school year admission	K1 – K3 class : On or before 17 December 2022 N class: Before December 2022	The school will inform individual applicant in written by post.
9	Registration of successful applicants	K1 – K3 class : 5-7 January 2023 N class: Between late January 2023 and early February	Please register in person together with the following: 1. 2023/24 Registration Certificate for Kindergarten Admission (original copy) 2. Registration fee HK\$ 1,570 Registration fee HK\$ 1,570
10	Applicants on waiting list	K1 – K3 class : After 9 January 2023	The school will inform individual applicant in written by post.

(To be filled in by School)
CR NO./YEAR/CP NO.
Ref. No. : / /
Registration Date :



Caritas Pre-school Education & Child Care Service
Caritas Nursery School – Kennedy Town

(Photo)

Application Form

Name (Chinese) _____ (English) _____ Sex _____

Date of Birth ____ / ____ / ____ (Yr/Month/Day) Place of Birth _____ HK Birth Certificate No. _____

Age _____ Religion _____ Native Place _____

Address _____

Telephone No. _____ Email Address _____ Language used by parents _____

Nursery/Kindergarten attended _____ Class attended _____ Class Applied for _____

Any children/relative/friend attending/attended this school Yes No Name _____ Relationship w/ Children _____

Details of Family Member(s)

	Father	Mother	Guardian
Name (Chinese)			
Name (English)			
HKID No. (first 4 digits)			
Academic Qualification (Primary school/Secondary school/Tertiary Institute/Others)			
Occupation			
Office Tel No.			
Mobile Phone No.			
Working District			
Relationship with children	NA	NA	

Other Relatives living together Children(including unmarried children and dependent parents) :

Name	Sex	Age	Relationship w/Children	Occupation/Class Attending

(to be cont.)

Way(s) of knowing our school : Relative(s) / Friend(s) / Website / School Activity / District Activity

(Please indicate with "✓" in the appropriate boxes :) Other (Please specify) : _____

Reason(s) of selecting our school :

Whether parents will apply for Fee Remission Scheme : Yes No

Remarks :

Personal information collection statement

- The personal data of you and your children collected by our Service will be used to provide appropriate service or assistance, to monitor, evaluate and improve our service quality.
- The information will be made available to our staff on a need-to-know basis. It may be disclosed to the relevant departments or organizations as requested when supporting services are applied from them.
- You can request for access to and correction of your or your children's personal data.

I hereby declare that all the above information is true and complete.

Signature : _____

Date : _____

(FOR NURSERY SCHOOL/KINDERGARTEN USE ONLY)

Date of Admission : _____

Date of Discharged : _____

Reason of Discharged : Graduation/Removal/Other _____

Remarks : _____

Calculation of Fee Remission :

1. Total Family Income(Yearly) : _____ 2. Total Family Members : _____

3. Estimated Amount of Fee Remission Level : 100% 75% 50% No Remission