



## Caritas Nursery School - Kennedy Town

Information on Admission to K1-K3/ N1 Class in the 2024/25 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;
- ✓ three 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-refundable 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 30<sup>th</sup> October 2023** . **Fax or e-mail application will not be accepted.**  
**For N1 class:** Application Form and required documents should be submitted **on or before 31<sup>st</sup> December 2023**. **Fax or e-mail application will not be accepted.**

3. The school will hold a parent meeting for new students in March or April every year to explain the admission arrangement; if there is a place in the future, the school will arrange the registration procedures for other waiting students;

4. According to the administrative guidelines of the organization, all application forms for students Who have not been admitted will be stored for one year and then be destroyed. During this period, if parents have any enquiries, they can contact the school directly.

### Interview arrangement

1. In order to reduce children's resistance to unfamiliar environments, please arrange an adult to accompany your child to the interview;
2. The interview will be conducted in Cantonese, through individual conversations with parents and children and observation of children during play; The Nursery School will arrange interview for all applicants.

## 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 K I class** : the child should be at least 2 years and 8 months old when she/he is admitted in 1 st September 2024.

**For N I class** : the child should be at least 2 years old when she/he is admitted in 1 st September 2024.

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 K I admission results 2 weeks after the interviews by post.

## 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 original of the "2023/24 Registration Certificate (RC) " to our school and paying the registration fee.
2. The registration fee for 2024/25 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 2023.
3. If parents cannot submit the "2024/25 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 2023).
4. Should parents decide to change school after registration, please notify to us in writing. We will return the "2024/25 RC" but the registration fee will not be refunded. Upon obtaining the "2024/25 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.

## References can be obtained from the following website:

\*Admission Arrangements for K I Places in Kindergartens for the 2024/25 School Year

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

### Admission Schedule of 2024/25 School Year

	Schedule	Date	Notes
1	Distribution of Application Forms (No quota)	From 1 January 2023	Parents can obtain the Application Forms from our Nursery School or downloaded online <a href="https://ktns.caritas.org.hk/page.aspx?73%2feWedQ4wfJhnHgGi a3Yg%3d%3d">https://ktns.caritas.org.hk/page.aspx?73%2feWedQ4wfJhnHgGi a3Yg%3d%3d</a>
2	Return of Application Forms (Please ensure the full fare is paid by post and state <b>"Application Form"</b> on the envelope)	1 August 2023 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. 3 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 2023 to November 2023	The "2024/25 RC" will be opened for application in September 2023. Please be reminded that if parents cannot submit the "2024/25 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	Family Fun Day	14 October 2023	Pre-registration is required, registration link: <a href="https://forms.gle/gZLjAJDr24zpcrPS6">https://forms.gle/gZLjAJDr24zpcrPS6</a>
5	Deadline of Application	K1-K3class: 30 October 2023 N class: 31 December 2023	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: Mid-October 2023 N class: Mid-October 2023	
7	Interview	K1 � K3 class : November 2023 N class: November 2023 to December 2023	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 2024 - reach the age of 2 years when he/she is admitted to N class in 1 September 2024 (Interview day: November 2023) -not reach the age of 2 years when he/she is admitted to N class in 1 September 2024 (Interview day: December 2023)
8	Notification of interview result and registration date for 2024/25 school year admission	K1 � K3 class : On or before December 2023 N class: Before February 2024	Schedules will be arranged by our school. Parents are required to accompany their child (ren) to the interview.
9	Registration of successful applicants	K1 � K3 class : 4-6 January 2024 N class: Between late January 2024 and early February	Please register in person together with the following: 1. 2024/25 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 January 2024	The school will inform individual applicant in written by post.



明愛堅尼地城幼兒學校

Caritas Nursery School - Kennedy Town

24/25 學年入學申請表

Application Form for Admission 2024/25 School Year

只供學校填寫 For School's Use Only

申請編號 Ref: \_\_\_\_\_

日期 Date: \_\_\_\_\_

學童個人資料 Information of Student

中文姓名 Name in Chinese		性別 Sex	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	相片 Photograph
英文姓名 Name in English		宗教 Religion		
出生日期 Date of Birth		出生地點 Place of Birth		
出生證明書編號 Birth Certificate No.		聯絡電話 Contact No.		
住址 Address				
電郵地址 Email				

家庭成員資料 Family members

與申請人關係 Relationship with applicant	姓名 Name	學歷 Academic Qualification	職業 Occupation	聯絡電話 Mobile No.
父/母/監護人 Father/Mother/Guardian				
父/母/監護人 Father/Mother/Guardian				

現/曾在本校就讀的子女/親屬/朋友資料(如適用)

Particulars of Siblings/Relatives/Friends attending /having attended this kindergarten (if applicable)

姓名 Name	與兒童關係 Relationship

擬申請 Applying for	班級 Class	N1 幼初班 <input type="checkbox"/> K1 幼兒班 <input type="checkbox"/> K2 低班 <input type="checkbox"/> K3 高班 <input type="checkbox"/>
------------------	----------	---

認識本校途徑 Received the Kindergarten Information through

<input type="checkbox"/> 居住附近 Living nearby the kindergarten	<input type="checkbox"/> 本校網頁、幼稚園概覽...等 School website, profile of kindergartens...etc
<input type="checkbox"/> 親友鄰里推介 Recommended by relatives/friends	<input type="checkbox"/> 其他(請註明: _____) Others(Please specify: _____)

本人在申請表上所填寫的一切資料均屬真確，申請人所提供的資料只用於處理入學申請之用，並同意若申請人未獲取錄或自動放棄學位，有關資料將於一年內全部銷毀。根據個人資料（私隱）條例規定，申請人有權要求查閱、更正及更新其個人資料。如有查詢，請與幼稚園聯絡。

I hereby certify that the information provided is true and accurate. I understand that all information provided to the school during the enrolment process will be treated confidentially. Records will be permanently destroyed within one year if I give up the enrollment or are not shortlisted. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the kindergarten for any enquiries.

日期 Date: \_\_\_\_\_

家長/監護人簽署 Signature of Parent/Guardain: \_\_\_\_\_

由學校填寫 (For School's use only)

<input type="checkbox"/> 報名費 Application fee	<input type="checkbox"/> 出生證明文件副本 Photocopy of applicant's birth certificate	<input type="checkbox"/> 回郵信封(四個) Three envelopes with stamps and address
---	---	--

製表日期 Tabulation Date: 1/9/2023