

TWGHs Nickon Kindergarten Application Procedure for Admission 2023/24 (Open)

1. Admission information

Guests can get the information via:

- School Web Page (Admission information—related links)
- School Admission Guidelines / Leaflet
- School Open Day
- Admission Talk for parents

Students or school parents can get the information via:

- Parent Notice
- Admission Handbook
- Admission information posted on board
- School Open Day
- Admission Talk for parents

2. Collection of application Forms (No Quota):

- Download from school website
- Obtain from school in person
- Request by post

3. Distribution Period:

- Date: The application form will be uploaded on the school website from the end of June 2022 for parents to download online
From July 2022, parents can come to the school to obtain the application form
- Time: 9:30 a.m. to 4:00 p.m. (Mondays to Fridays) /
9:30a.m. to 12:00 p.m. (Saturdays)

4. Submit Application Form (No Quota):

- Submission Method: Submit the application form in person / by post
[together with the documents required (including identity document)]
- Submission Date: From July 2022
- Submission Time: 9:30 a.m. to 4:00 p.m. (Mondays to Fridays) /
9:30 a.m. to 12:00 p.m. (Saturdays)

5. Application fee:

- Free of charge

6. Application for the “2023/24 Registration Certificate for Kindergarten

Admission”

- Education Bureau (EDB) will implement the Free Quality Kindergarten Education policy starting from the 2017/18 school year to replace the existing “Pre-primary Education Voucher Scheme”. Under the new Scheme, EDB will use the “Registration Certificate for Kindergarten Admission” as the document for registration in the 2023/24 school year.
- 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 to November 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 (<https://www.edb.gov.hk/en/>) in due course.

7. Admission Criteria:

- **Priority of Consideration will be given to:**
 - ✧ Applicant with sibling(s) currently studying in TWGHs Nickon Kindergarten or other TWGHs’ kindergartens;
 - ✧ Applicant with sibling(s) or parents graduated from TWGHs Nickon Kindergarten or other TWGHs’ kindergartens;
 - ✧ Applicant whose parent(s) is/are member or staff of TWGHs;
 - ✧ Applicant who resides near to the TWGHs Nickon Kindergarten;
 - ✧ Others, such as 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.)

- **Interview performance**
 - ✧ It will be based on the performance of applicants on the day of interview.

8. Interview Arrangements

- **Interview opportunity**
 - ✧ The kindergarten will arrange interview for all applicants
- **Date of interview**
 - ✧ The interview will be conducted on 5/11/2022
- **Interview mode**
 - ✧ Games and Talk - Group and/or individual interviews will be arranged
 - ✧ Parents should accompany their child for the interview
- **Interview notifications**
 - ✧ It will be distributed by post two weeks before the interview. If there is no notice received by then, please contact us at 2706 0202

➤ **Interpretation / translation service**

- ✧ For non-Chinese speaking parents or students who need interpretation/translation services, please contact us at 2706 0202 or email (mail to: twkgnick@tungwah.org.hk) to us

9. Announcement of Admission Results

- We will inform to parents of the K1 admission results before December 16, 2022 by post.

10. Registration Arrangements

➤ **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” to the kindergarten and paying the registration fee.

➤ **Applicants on the waiting list:**

- ✧ If the successful applicant fails to register during the “Centralised Registration Dates”, the school may allocate the unfilled places to applicants on the waiting list by telephone.
- ✧ Then, 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.

➤ **Unsuccessful Application**

- ✧ Applicants refer to the K1 vacancy information released by the EDB on its website after the “Centralised Registration Dates” starting at the start of February 2023.

➤ **Remarks**

- ✧ 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.
- ✧ The registration fee for 2023/24 K1 place half day class is HK\$970 and the whole day class is HK\$1,570. If the children concerned are admitted to our school, if they know that they do not need to pay tuition fees at that time, our school will refund the registration fee in full in September. However, if the tuition fee is required, the school will refund the balance to the parents of the student after deducting the tuition fee for September.
- ✧ 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.

- ✧ Before admission, parents are required to submit **an original physical examination report** of the applicant issued by any Registered Medical Practitioner.
- ✧ Successful applicants are also required to **submit a copy of the immunization record (both sides)**.

11. References can be obtained from the following websites:

- **EDB Circular Memorandum no. 80/2022
Admission Arrangements for Nursery Classes in Kindergartens for the 2023/24 School Year**
 - ✧ **Chinese version**
 - ✧ https://www.edb.gov.hk/k1-admission_tc
 - ✧ **Simplified Chinese version**
 - ✧ https://www.edb.gov.hk/k1-admission_sc
 - ✧ **English version**
 - ✧ https://www.edb.gov.hk/k1-admission_e

- **Application for the “2023/24 Registration Certificate for Kindergarten Admission**
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- **Frequently Asked Questions**
 - ✧ **Chinese version**
 - ✧ https://www.edb.gov.hk/attachment/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202122%20CM/FAQ%202021_22_TC.pdf
 - ✧ **English version**
 - ✧ https://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202122%20CM/FAQ%202021_22_EN.pdf