

ELCHK, Ma Tau Wai Nursery School
Information on Admission to K1 Classes in the 2025/26 School Year

Collection of application Forms (No quota):

1. Download from school website (Application Detail > Application Form > Print)
2. Obtain from school in person

Distribution and Return Period:

- 9:00 a.m. to 5:30 p.m. (Mondays to Fridays)
9:00 a.m. to 12:30 p.m. (Saturdays)

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

1. Return method: Submit the application form in person / by post [together with the Documents required (including identity document/ Immunisation Record/ 1 photo / 3 self-addressed stamped envelopes/ Cross cheque payable to ELCHK, Ma Tau Wai Nursery School)]
2. Application fee: HK\$40 (to be collected together with the application form).
The application fee is non-returnable whether the application is successful or not.
3. Collection and distribution of forms throughout the year, no registration time limit.

Application for the “2025/26 Registration Certificate for Kindergarten Admission”

1. Under the kindergarten (KG) education scheme (hereafter referred to as “Scheme”), each child who can receive education in Hong Kong will only be issue a registration document and all Scheme-KGs can only admit children holding a valid registration document.
2. Parents are required to submit an application for the Registration Certificate for Kindergarten Admission” (hereafter referred to as “RC”) to the EDB **from September to November 2024**. The RC will be open for applications in September 2024 and EDB will announce and upload the details of application onto the EDB’s website (https://www.edb.gov.hk/k1-admission_e) in due course. Upon receipt of the applications with all necessary information and documents provided, the EDB will generally take six to eight weeks to complete processing of the applications and issue the RC to applicants who are eligible for receiving subsidy under the Scheme by post. If a child cannot obtain an RC as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme, the EDB will then issue a Kindergarten Admission Pass (hereafter referred to as “AP”) to the child concerned for registration and admission to a Scheme-KG but the parents concerned are required to pay full school fees before deduction of subsidy under the Scheme as shown on the Fees Certificate of the KG to which the child is admitted.

Admission Criteria

1. Interview performance
2. The applicant with sibling(s) currently studying in the kindergarten will be given due priority consideration.
3. The applicant from families in need will be given due priority consideration when applying for whole day / long whole day classes

4. The applicant living near school will be given due priority 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.)

Interview Arrangements

1. The kindergarten will according to the waiting list to arrange interview for all applicants.
2. Interviews will be conducted on **2/11/2024** and notification will be sent to parents by post.
3. Group and/or individual interviews will be arranged.
4. Parents should accompany their child for the interview.
5. Arrangement for admission application of Non-Chinese Speaking (NCS) children
 - When interviewing NCS children ,interpretation and/or translation service for applicants will be provided where necessary ,or parents and children are allowed to be accompanied by a Chinese speaking relative/friend to facilitate communication.
 - Please contact us at 2712 8648 via phone call or email to mtwns@elchk.org.hk if interpretation / translation service if required.

Announcement of Admission Results

We will inform parents of the K1 admission results before **13 December 2024**.
by post.

Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their child from **2 to 4 January 2025** (“Centralised Registration Dates”) by submitting the original of the “RC” to the kindergarten and paying the registration fee.
2. Applicants on the waiting list: We will inform parents by phone. 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 RC to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the 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 2025/26 K1 place is HK\$1,500. If the child concerned studies in the KG, the registration fee paid will be refunded in **September**. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the RC but the registration fee will **not be refunded**. Upon obtaining the RC, the kindergarten will no longer keep the school place for the child.

Enquiry :Our telephone no : 2712 8648

Our e-mail address: mtwns@elchk.org.hk