

## **Heng Fa Chuen Lutheran Day Nursery**

### **Information on Admission to K1 Classes in the 2026/27 School Year**

#### **Collection of application Forms (No quota)**

1. Download from school website <http://hengfachuen-nursery.hklss.hk>
2. Obtain from school in person

#### **Return of Application Forms**

1. Office Hour: 9:00am - 12:30pm, 1:30pm - 5:30pm (Mon - Fri), 9:00am - 12:00pm (Sat)
2. Return method: Submit the application form in person (including Birth Certificate, 1 set Copy of Birth Certificate, 1 Photo, 3 Self-Addressed Stamped Envelopes.)
3. Application fee: \$40 (to be collected together with the application form).

#### **Application for the “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 issued 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 (RC) to the Education Bureau (EDB) from September to November 2025. The RC will be open for applications in September 2025 and EDB will announce and upload the details of application onto EDB website ([https://www.edb.gov.hk/k1-admission\\_e](https://www.edb.gov.hk/k1-admission_e)) in due course. 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 cannot obtain an RC as he / she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme<sup>2</sup>, EDB will then issue a Kindergarten Admission Pass (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.
2. 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.

#### **Admission Criteria**

1. Interview performance
2. Recognition of the school's religious belief
3. The applicant from families in need will be given due priority consideration when applying for long 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 Arrangements**

1. The KG will arrange interview for all applicants
2. Interviews will be conducted from **November 2025** and notification will be sent to parents separately
3. Group and individual interviews will be arranged
4. Parents should accompany their child for the interview
5. Please contact us at 2897 6225 if interpretation / translation service is required

### **Announcement of Admission Results**

We will inform parents of the K1 admission results before 16 December 2022.

### **Registration Arrangements**

1. Successful applicants: Parents should complete the registration procedures for their child from 8 to 10 January 2026 (Centralised Registration Dates) by submitting the e-RC / AP or screenshot of the QR code on the e-RC / AP to the KG and paying the registration fee.
2. Applicants on the waiting list: We will inform parents (notification means: by phone / by e-mail) and parents should complete the registration procedures for their child according to the specified date set by the KG. Parents are required to submit the e-RC / AP or screenshot of the QR code on the e-RC / AP to the KG and pay the registration fee.
3. Please be reminded that if parents cannot submit a valid electronic registration document or screenshot of the QR code to the school during registration, the KG 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 2025/24 K1 place is \$950(AM Class) / \$1,500(Whole Day Class). If the child concerned studies in the KG, the registration fee paid will be refunded in (month). Should parents decide to change school after registration, please notify the KG in writing. The KG will complete the de-registration as soon as possible but the registration fee will not be refunded. Upon de-registration, the KG will no longer keep the school place for the child.

### **Enquiry**

Our telephone no.: 2897 6225

Our e-mail address: [n02@hklss.hk](mailto:n02@hklss.hk)