



# 靈 恩 學 校

## LING YAN SCHOOL

### Information on admission

#### (1) Note on application for admission

Number of new students: Two K1 class in A.M. session, a total of 53 K1 places and 27 K1 places in whole-day session.

The number of available places for new students for K2 and K3 classes varies according to the situations each year.

Minimum age: K1 (2 years 8 months), K2 (3 years 8 months), K3 (4 years 8 months)

Obtaining application form: Obtain from school in person (1/F Andes Plaza, 323 Queen's Road West, Sai Ying Pun, HK ) or download from school website ([www.lingyan.edu.hk](http://www.lingyan.edu.hk))

Date: 6<sup>th</sup> September 2021 or after (Excluding public holidays)

Time: 9:00 a.m. to 11:30 a.m. / 1:45 p.m. to 4:00 p.m. (Monday to Friday)

Saturday(9:00-12:00 noon) Please contact us to reserve a time.

#### (2) Return of Application Forms

Date: 13<sup>th</sup> September 2021 or after (Excluding public holidays)

Time: 9:00 a.m. to 11:30 a.m. / 1:45 p.m. to 4:00 p.m. (Monday to Friday)

Please contact us to reserve a time. (Saturday)

#### (3) Note on returning application form

**Please return the application form and the following relevant documents/certificates and obtain the interview date and time in person. Application by mail is not accepted.**

1. Completed application form
2. The original and photocopy of the child's birth certificate and/or other identity document (e.g. Hong Kong single entry permit, passport, Identity card, or other documentary evidence of legal residence in Hong Kong)
3. One 1.5" X 2" Passport Photo
4. Application fee HK\$40 (to be collected together with the completed application form). The application fee is non-refundable whether the application is successful or not.
5. Three self-addressed stamped envelopes. The envelopes should be 9 inches in length, with HK\$2.00 stamps adhered.
6. Proof of sibling(s) who is studying or has graduated from the kindergarten (please provide true and photocopy of the first page of school handbook or graduation certificate)
7. Parents may show their preference for their children to attend AM or whole day class. But the kindergarten will make the final decision depending on the availability of school places.



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- (4) Application for the “2022/2023 Registration Certificate for Kindergarten Admission”  
Parents are required to submit an application for the “2022/2023 Registration Certificate for Kindergarten Admission” (hereafter referred as “2022/2023 RC”) to EDB **from September to November 2021**. The “2022/2023 RC” will be opened for applications in September 2021. Application forms and guidance notes are available at District Offices, Post Offices and the Regional Education Offices of the EDB. They can also be downloaded from the EDB’s website ([www.edb.gov.hk](http://www.edb.gov.hk)).
- (5) Admission Criteria
1. Interview performance
  2. Applicants with sibling(s) currently studying in or formerly graduated from the kindergarten will be given priority.
- (6) Interview Arrangements
1. The kindergarten will arrange interviews for all applicants.
  2. Interviews will be conducted on November 2021. The interview time will be arranged during the submission of the application form.
  3. Parents should accompany their children for the interviews.
  4. Interviews may be conducted in group and/or individual format with the teachers and Principal. Please reserve around one hour and fifteen minutes for the whole process.
- (7) Announcement of Admission Results
- We will inform parents of the admission results on or before 17<sup>th</sup> December 2021 by post.
- (8) Registration Arrangements
1. Successful applicants: Parents should complete the registration procedures for their children within 6<sup>th</sup> to 8<sup>th</sup> January, 2022 “Centralised Registration Dates”, and submit the following documents and fee:
    - 1.1 the original copies of the “ RC” ;
    - 1.2 the original and photo copy of the immunization record ; and
    - 1.3 the registration fee
  2. Applicants on the waiting list: The parents will receive a waiting list notification; and will be contacted by phone should there be availability. Parents should then complete the registration procedures according to the date specified by the school, and submit the required documents and payment as stated in items 1.1, 1.2 and 1.3 above.
  3. Please be reminded that if parents cannot submit the “ RC” during the registration process, the kindergarten may not be able to complete the registration for their children. Hence, parents are reminded to submit applications for the Registration Certificate to EDB within the specified period.



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4. The registration fee for 2021/22 is HK\$970 and the registration fee for 2022/23 whole-day class is HK\$1570. If the child concerned studies in the kindergarten, the registration fee paid will be refunded in September 2022. 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 the parent’s receiving the returned “RC”, the kindergarten will no longer keep the school place for the child.