

Application Guide

For applicants applying to 2026- 2027 academic year

Application Procedure:

- 1. Methods of application 1: Completed application forms should be submitted to school <u>in</u> <u>person</u> or <u>by post</u>
 - All the blanks in the <u>application form</u> MUST BE COMPLETED and attached with child's recent photo and a copy of birth certificate
 - Please submit the form together with <u>three self-addressed and child-name-stated</u> <u>envelopes and each affixed with \$2.2 postage stamp</u>. (Please ensure sufficient postage or your application will be disregarded.)
 - > Only hard copy applications are considered, soft copy like CD or email would not be considered
- 2. Methods of application 2 : Online Admission
 - Before completing an online application form, please prepare the scanned copy of Student Photo(format: jpeg, jpg, png; size: 10MB) and Birth Certificate (format: jpeg, jpg, png, pdf; size:10MB).
 - Complete the "Online Application Form"
 - > After completing the application procedure, parents will receive a "confirmation letter".
 - > Our school will inform parents of the required documents and interview arrangement by email later.
- 3. You will receive an application number after two weeks of your submission. Please note down your application number for future reference.
- 4. Application Deadline: $K1-1^{st}$ November, 2025 (Sat)

N1-1st November, 2025 (Sat)

- > If the application was sent by mail, the postmark date will be considered the application date.
- > Subsequent Round Application Date: Starting from 10th November, 2025 (Mon) until 31st August, 2026(Mon)
- > Application for the second round of registration: If there are any vacancies during the academic year, the school will notify you of interview arrangements by phone.

Interview Details:

1. Interview Date: $K1-8^{th}$ November, 2025 (Sat)

 $N1-8^{th}$ November, 2025 (Sat)

For the interview arrangement details, parents will receive information two weeks before interview dates by mail.

2. Interview Format:

- > Group and/or individual interviews will be arranged.
- Parents should accompany their child for the interview.
- > Interview will be conducted mainly in Cantonese.

Support for interviews with non-Chinese speaking children

- Provide bilingual or English versions of interview notices for non-Chinese speaking parents.
- With parental consent, interviews will be conducted in English for non-Chinese speaking children and parents who do not understand Chinese.
- Accept travel visits from non-Chinese speaking children and parents by relatives or friends who understand Chinese/English to assist with communication.
- Allow flexibility in the interview process to accommodate the needs of non-Chinese speaking children and parents.
- Please contact us at 2742 1714 if interpretation / translation service if required during the interview with non-Chinese speaking (NCS) applicants.
- 3. For fair admission opportunity, all qualified applicants will be arranged for interview
 - \succ Interview will be arranged for children who are at least 2 years old on or before 1st September 2026 only.
 - > Children who are absent for the interview without any notification in advance will have their school places surrendered.
 - If there is still no notification for an interview by the end of May 2026, the application will be considered as the waiting list.

Admission Criteria:

- > Child's performance in the interview.
- Sibling(s) studying in the school will be in priority.
- Parent(s) or sibling(s) being a graduate of the school will be in priority.
- The needs of family for full day early childhood education service will be considered.
- **Children currently studying in the school will be given priority for advancement in the next school year.
- **As the number of school places is limited, please understand that **not all applicants** fulfilling the priority consideration will be guaranteed a school place.

Announcement of Admission Results:

The school will notify parents of their child's admission results for the 2026-2027 academic year by email and telephone on or before 12 December 2025 (Friday).

Registration Arrangements:

Kindergarten Class (K1)

1. Parents must complete the registration procedures at the school within the specified time during the "Centralised Registration Dates" at 8th-10th January, 2026 for all

- kindergartens in Hong Kong, and submit the original "Registration Certificate" and pay the registration fee.
- 2. Please note that if valid registration documents are not submitted on the specified registration date, the school may not be able to complete the registration for the admitted child. Therefore, parents must first apply to the Education Bureau for the "Registration Certification for Kindergarten Admission" to handle the registration procedures.
- 3. The registration fee for full-day classes is \$1,500, and for half-day classes is \$750.
- 4. If the child is admitted, the paid registration fee will be refunded to the parents after the child enrolls and pays the first installment of tuition fees.
- 5. If parents decide to transfer their child to another school after paying the registration fee, please notify the school in writing. The school will return the child's "Kindergarten Admission Registration Certificate", but the paid registration fee will not be refunded.
- 6. After retrieving the registration certificate, the school will no longer reserve the place for the child. Please take note.

Nursery Class (N1)

- 1. For Nursery Class (N1), parents should complete the registration procedures and pay the registration fee at the school on the specified date after receiving the admission notice from the school.
- 2. The registration fee for both full-day and half-day classes is \$1,500.
- 3. If the child is admitted, the paid registration fee will be refunded to the parents after the child enrolls and pays the first installment of tuition fees.
- 4. If parents decide to transfer their child to another school after paying the registration fee, please notify the school in writing, but the paid registration fee will not be refunded.
- 5. After retrieving the registration certificate, the school will no longer reserve the place for the child. Please take note.

Enquiries:

Telephone: 2742 1714

Email: info.lkc@ppe.rhenish.org

Website: https://lkc.ppe.rhenish.org/

Leaflet on Admission Arrangements for K1 Classes in Kindergartens for the 2026/27 School Year

Versions: English, Traditional Chinese, Simplified Chinese, Bahasa Indonesia, Hindi,

Nepali, Punjabi(Indian), Tagalog, Thai, Urdu, Vietnamese

