



## Caritas Nursery School—Tsui Lam

### Admission Arrangements for Nursery (N1) and (K1) Classes for the 2021/22 School Year

#### School Information

The school website (<http://tlns.caritas.org.hk>) for more information.

#### Application Procedures

##### 1. Collection of Application Forms (No quota)

Application forms can be obtained from school in person or download from school website: <http://tlns.caritas.org.hk>

##### 2. Return of Application Forms (No set quota)

i. **Return Method:** Please submit the completed application form in person / by post together with the following documents required:

- ✓ a copy of the child's birth certificate
- ✓ four self-addressed stamped envelopes
- ✓ a recent photo of the applicant
- ✓ a crossed cheque for Application Fee HK\$40 (made payable to **Caritas Nursery School – Tsui Lam**). The application fee is non-returnable whether the application is successful or not.

##### ii. Return Period:

- ✓ Submit in Person : Monday to Friday 09:00a.m. to 5:00p.m. and Saturday 09:00 a.m. to 12:00 noon.
- ✓ Submit by Post : Please mark “Application for admission” on the envelope .
- ✓ For K1 class: Application Form and required documents should be submitted **on or before 31<sup>st</sup> October 2020. Fax or e-mail application will not be accepted.**
- ✓ For N1 class: Application Form and required documents should be submitted **on or before 31<sup>st</sup> October 2020. Fax or e-mail application will not be accepted.**

#### Interview Arrangement

1. The Nursery School will arrange interview for all eligible applicants.
2. For K1 class: Interviews will be conducted in November 2020. The interview schedule will be sent to all eligible applicants by post in October 2020.
3. For N1 class: Interviews will be conducted in Mid-October 2020 or January 2021. The interview schedule will be sent to all eligible applicants by post in October 2020 or December 2020.
4. Group activities and individual interviews will be arranged. We will observe the child's behavior and interview with the parents.
5. One of the parents is required to accompany their child for the interview to ease the anxiety in facing a new environment.
6. Interview will be conducted in Cantonese. Please contact us at 27020076 if interpretation / translation service is required.

## Admission Criteria and Factors for Consideration

1. For K1 class: the child should be at least 2 years and 8 months old when she/he is admitted in September 2021.  
For N1 class: the child should be at least 2 years old when she/he is admitted in September 2021.
2. The alignment of the parents' view with our school mission and values.
3. Interview performance of the child.
4. The applicant from families in needs for whole day / long whole day edu-care service will be given due priority consideration.
5. The applicant with sibling(s) currently studying in our school will be given due priority consideration.
6. The applicant has sibling (s) or parent(s) of our school's graduated alumni.
7. The applicant with social needs.
8. Residents in Tseung Kwan O district.

As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place. Our school has the final interpretation and decision on the factors concerned.

## Announcement of Admission Results

We will inform parents of the N1 and K1 admission results within 1 month after the interviews by post.

## Registration Arrangements

1. Successful applicants:

For K1 Class: Parents should complete the registration procedures for their child from **7 to 9 January 2021** ("**Centralised Registration Dates**") by submitting the original of the "2021/22 Registration Certificate (RC)" to our school and paying the registration fee.

For N1 Class: Parents should pay attention to the Admission Confirmation Letter issued by our school and pay the registration fee within the specified date.

2. The registration fee for 2021/22 (K1 Class) is HK\$ 1,474 and the registration fee for 2021/22 (N1 Class) is HK\$ 1,570. For those admitted children, the registration fee will be deducted from the school fee in September 2021.
3. If parents cannot submit the "2021/22 RC" during registration, our school may not be able to complete registration for the child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period (September to November 2020).
4. Should parents decide to change school after registration, please notify to us in writing. We will return the "2021/22 RC" to the parents of K1 Class, but the registration fee including all classes will not be refunded. Upon obtaining the "2021/22 RC", our school will no longer keep the school place for the child.
5. Applicants on waiting list will be notified if there were availability after the Centralised Registration Dates.

## Enquiry

Should there be any enquiry, please contact us at 27020076

Information of Admission can be obtained from EDB website:

\* [Admission Arrangements for Nursery \(K1\) Classes in Kindergartens for the 2021/22 School Year](https://www.edb.gov.hk/k1-admission_e)

[https://www.edb.gov.hk/k1-admission\\_e](https://www.edb.gov.hk/k1-admission_e)

## Admission Schedule of 2021/22 School Year

	Schedule	Date	Notes
1	Distribution of Application Forms	From 1 January 2020	Parents can obtain the Application Forms from our Nursery School or downloaded online <a href="http://tlns.caritas.org.hk/">http://tlns.caritas.org.hk/</a>
2	Return of Application Forms (Please ensure the full fare is paid by post and state "Application Form" on the envelope)	1 January 2020 onwards (N1 class)  From 1 September 2020 (K1 class)	Please provide the following when submitting the Application Form: <ol style="list-style-type: none"> <li>1. Completed application form</li> <li>2. A copy of Birth Certificate of the applicant</li> <li>3. A recent photo of the applicant</li> <li>4. 4 self-stamped envelopes for return-mail</li> <li>5. Application fee HK\$40(a crossed cheque made payable to "Caritas Nursery School – Tsui Lam")*Payment non-refundable*</li> </ol>
3	Parents are required to submit an application for the "2021/22 Registration Certificate for Kindergarten Admission" to EDB	September 2020 to November 2021	The "2021/22 RC" will be opened for application in September 2020.  Please be reminded that if parents cannot submit the "2021/22 RC" during registration, we may not be able to complete registration for the child. Hence, parents are required to submit application for the Registration Certificate Admission to EDB within the specified period.
4	Deadline of Application	31 October 2020 (K1 –K3 Class) ----- N1 class: ----- 1 <sup>st</sup> round: 31 October 2020 2 <sup>nd</sup> round: 31 December 2020	For application submitted after the deadline, we will notify the applicant's parents if there will be vacancy after the normal application procedures.
5	Interview Confirmation	Start from mid-October 2020(K1 –K3 Class) ----- N1 class: ----- 1 <sup>st</sup> round: start from October 2020 2 <sup>nd</sup> round: start from mid-December 2020	To be eligible for interview, the child must: -reach the age of 2 years 8 months when he/she is admitted to K1 class in September 2021; or - reach the age of 2 when he/she is admitted to N class in September 2021.
6	Interview	K1-K3class: November 2020  N class: ----- 1 <sup>st</sup> round interview: ----- Mid-October 2020 2 <sup>nd</sup> round interview: ----- January 2021	The school will inform individual applicant in written by post.
7	Notification of interview result and registration date for 2020/21 school year admission	K1 – K3 class : ----- Before 18 December 2020  N1 class 1 <sup>st</sup> round: ----- Before December 2020 2 <sup>nd</sup> round: ----- Before February 2021	The school will inform individual applicant in written by post.
8	Registration of successful applicants	K1-K3class: 7-9 January 2021  N class: will inform parents by post	Please register in person together with the following: <ol style="list-style-type: none"> <li>1. 2021/22 Registration Certificate for Kindergarten Admission (original copy)</li> <li>2. Registration fee HK\$ 1,474</li> </ol> Please register in person together with the following: <ol style="list-style-type: none"> <li>1. Admission Confirmation Letter</li> <li>2. Registration fee HK\$ 1,570</li> </ol>