



2023-2024 年度入學申請表

Application Form for Admission

\*請在適當的□內加上☑ Please ☑ the appropriate boxes.

\*請用正楷填寫 Please write in capital letters

職員填寫 For official Use Only		A001.1 09/09/2021 修訂
申請日期 App.Date		
申請編號 App. No.		
註冊編號 Reg.No.		
入學日期 Date of admission		
離校日期 Date of discharge		

A. 申請班級 Applying for Class

<input type="checkbox"/> 預備班(上午班) N1(A.M.)	<input type="checkbox"/> 預備班(全日班) N1 (W.D.)	<input type="checkbox"/> 幼兒班(全日班) K1(W.D.)	<input type="checkbox"/> 低班(全日班) K2(W.D.)	<input type="checkbox"/> 高班(全日班) K3(W.D.)
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B. 申請學生資料 Personal Information

中文姓名： Name in Chinese				*性別： *Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	請貼上 證件相片一張 (近照) A Recent Photo
英文姓名： Name in English						
出生日期： Date of Birth (DD/MM/YY)				出生地點： Place of Birth		
住宅電話： Home Telephone						
住址： Home Address						
聯絡人資料： Contact Information	中文姓名 Name in Chinese	英文姓名 Name in English	手提電話： Mobile No.	電郵： Email		
父親 Father						
母親 Mother						
監護人 Guardian						

C. 申請人的家庭資料 (自願填寫) Particulars of Family (Optional)

認同本校的辦學理念及宗旨(Agree with the mission and school educational objectives)

具就讀長全日教育需要(Have educational need for applying long whole day classes)

原因(Reasons) : \_\_\_\_\_

兄弟為本校之畢業生(Siblings graduated in this Kindergarten)

中文姓名 Name in Chinese	關係 Relationship	現讀班級 Class Attending	畢業/離校年份(如適用者) Year of Graduation/Left (If Applicable)

兄弟為本校之現時就讀之學生(Siblings currently studying in the kindergarten)

中文姓名 Name in Chinese	關係 Relationship	現讀班級 Class Attending	畢業/離校年份(如適用者) Year of Graduation/Left (If Applicable)

宗教(Religion) : \_\_\_\_\_

現時同時報讀申請之兄弟姐妹(Siblings currently applying at the same time)

中文姓名 Name in Chinese	關係 Relationship	申請班級 Class Attending	申請編號(職員填寫) App.No(For official use only)

職員專用

D. 聲明 Declaration

本人同意申請表中所填報的資料均屬正確無誤，亦明白如提供不確實資料，此申請將為無效。  
The information given in this application is true to the best of my knowledge and belief, and I understand that if any of the information given is untrue, this application will have no effect.

日期  
Date : \_\_\_\_\_

家長/監護人簽署  
Signature of Parent / Guardian : \_\_\_\_\_

### 個人資料收集聲明：

此表格所提供的個人資料會用作處理幼稚園入學申請之用。申請程序完成後，所有提供資料將被銷毀。根據個人資料（私隱）條例規定，申請人有權要求查閱、更正及更新其個人資料。如有查詢，請與幼稚園聯絡。

### Personal information collection statement:

Personal data in this form is provided for processing application for kindergarten admission. After completion of the application procedure, all information provided will be disposed of. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the kindergarten for any enquiries.

### 遞交入學申請表備忘：

- 遞交方法：請家長親臨本校遞交入學申請表及辦理報名手續，並連同下列文件一併提交：
  - 申請人證件相片(近照) 1 張 (請貼在申請表上)
  - 回郵信封 2 個(長形信封- 4 吋 x9 吋)，信封上請填寫通訊地址、學生姓名及貼上足夠郵費
  - 報名費\$40 元 (於遞交申請表格時一併收取)，不論取錄與否，報名費概不退還
- 報名時間：星期一至星期五 下午 2:00 至下午 4:00  
星期六 上午 9:00 至上午 11:30  
星期日及公眾假期 休息
- 學校將按各級學額空缺情況安排約見，稍後將透過信件通知獲安排面見的申請人。
- 向學校提交入學申請表，請出示出生證明文件(正本)。
- 填報資料及遞交文件不齊，恕不受理，敬請留意。

### Notes on Submitting Application Form:

- Parents must submit the application form to school in person together with the documents required:
  - 1 × Recent Passport-Sized Photograph (adhered to application form)
  - 2 × Rectangular Envelope(4”x 9”) with a stamp \$2, applicant’s name written on and return address written)
  - 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.
- Office Hour: Monday-Friday : 2:00 pm to 4:00 pm  
Saturdays : 9:00 am to 11:30 am  
Closed on Sundays and General Holidays
- The School will arrange interviews according to vacancies of each grade. Eligible applicants will be notified for interview via mail.
- Submit the application form to school please produce Birth Certificate.
- Application will be rejected if the application is incomplete and/or any required documents is not submitted.

### 由校方填寫 For Official Use Only

- 貼上證件相片(近照) 1 張
- 遞交回郵信封 2 個 (4 x 9 吋信封)，信封上已填寫通訊地址、學生姓名及貼上足夠郵費
- 繳交報名費\$40 (收據編號：\_\_\_\_\_)
- 已核對出生證明文件(正本)

收表日期：\_\_\_\_\_

收表職員姓名：\_\_\_\_\_



## 2023 /2024 學年幼兒班 (K1) 入學申請注意事項

### (一) 索取申請表格方法：

- 1 親臨本校索取
- 2 於本校網頁下載

### (二) 遞交申請表格：

- 1 報名時間：

星期一至星期五	下午 2 時 至 下午 4 時
星期六	上午 9 時 至 上午 11 時 30 分
星期日及公眾假期	休息
- 2 遞交方法：親臨至本校遞交申請表格，須連同所需文件：
  - a. 申請人證件相片(近照) 1 張 (貼在申請表上)
  - b. 回郵信封 2 個(長形信封- 4 吋 x9 吋)，信封上請填寫通訊地址、學生姓名及貼上足夠郵費
- 3 報名費：\$40 (於遞交申請表格時一併收取)，無論申請成功與否，報名費概不退還

### (三) 申請「2023/24 幼稚園入學註冊證」

- 1 政府由 2017/18 學年起落實推行「免費優質幼稚園教育計劃」(下稱「計劃」)，每名可在本港接受教育的學童只會獲發一張註冊文件，而所有參加「計劃」的幼稚園，只可取錄持有有效註冊文件的學童。
- 2 家長須於 2022 年 9 月至 11 月期間為其子女向教育局申請「幼稚園入學註冊證」(下稱「註冊證」)。「註冊證」會於本年 9 月開始接受申請，屆時教育局會公布申請細則，並會在教育局網頁(<https://www.edb.gov.hk/>)上載詳情。如申請人在遞交申請時已提供全部所需資料及文件，教育局一般可在六至八個星期內完成審核，並以郵遞方式發放「註冊證」給合資格接受「計劃」資助的申請人。如學童可於本港接受教育但不合乎資格接受「計劃」資助<sup>1</sup>而未能獲發「註冊證」，教育局會為有關學童發出「幼稚園入學許可書」(下稱「入學許可書」)，學童可憑「入學許可書」註冊並入讀參加「計劃」的幼稚園，惟其家長須按註冊入讀之幼稚園的收費證明書繳付未扣減「計劃」資助前的全額學費。

非本地兒童(例如持有擔保書的兒童、其父或母是持有學生簽證的兒童等)須獲得入境事務處處長的許可，才可在香港接受教育，但不會獲得「計劃」下的資助。

### (四) 收生準則

- 1 申請人於約見時的表現
- 2 申請人足齡入學
- 3 家長認同本校之辦學宗旨及教育目標
- 4 申請人的兄弟姐妹現正在本校就讀獲優先考慮
- 5 如申請全日班/長全日班學位，有家庭需要的申請人可獲優先考慮  
(請留意由於學位所限，並非所有符合優先考慮的申請人均會獲取錄。)
- 6 家庭與本校有相同的宗教信仰  
(請留意由於學位有限，並非所有符合優先考慮的申請人均會獲取錄。)



**(五) 面見安排：**

- 1 本校會安排面見所有申請入讀幼兒班的兒童
- 2 面見於 2022 年 11 月 12 日，本校會另函通知家長
- 3 以小組形式 或 個別形式面見
- 4 家長須陪同兒童參與面見
- 5 如需要傳譯 / 翻譯服務，請致電 3156 1255 與本校聯絡

**(六) 取錄結果公布**

本校將於 2022 年 12 月 16 日前以郵遞方式通知家長幼兒班取錄結果。

**(七) 註冊安排**

- 1 正選生：家長須於 2023 年 1 月 5 日至 7 日（「統一註冊日期」）內的指定時間到本校辦理註冊手續，並須提交「註冊證」/「入學許可書」正本及繳交註冊費。
- 2 備取生：本校會發出通知，請家長於指定日期到本校辦理註冊手續，並須提交「註冊證」/「入學許可書」正本及繳交註冊費。
- 3 家長請留意，如未能在指定的註冊日期提交「註冊證」/「入學許可書」，本校或未能為獲取錄兒童完成手續，因此家長務必於指定日期內向教育局申請相關註冊文件。
- 4 2023/24 學年的註冊費為港幣 \$900(上午班) / \$1,500(全日班)。如有關兒童入讀本校，本校會於 10 月退回註冊費，但若家長於註冊後決定為子女轉校，請以書面通知本校。本校會退回「註冊證」/「入學許可書」，但註冊費將不獲退還。在取回「註冊證」/「入學許可書」後，本校亦不會再為該兒童保留學位。

**查詢：**

電話：3156 1255

電郵：[n11lutheran@yahoo.com.hk](mailto:n11lutheran@yahoo.com.hk)

## Information on Admission to K1 Classes in the 2023/24 School Year

### A. Collection of application Forms

- 1 Obtain from school in person
- 2 Download from school website

### B. Return of Application Forms:

- 1 Application Time  
Monday-Friday : 2:00 pm to 4:00 pm  
Saturdays : 9:00 am to 11:30 am  
Closed on Sundays and General Holidays
- 2 Return method  
Submit the application form in person and the documents as below:
  - a. 1×Recent Passport-Sized Photograph (adhered to application form)
  - b. 2×Rectangular Envelope(4"x 9") with a stamp, applicant's name written on and return address written
- 3 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.

### C. Application for the "Registration Certificate for Kindergarten Admission"

- 1 The Government will implement the "Free Quality Kindergarten Education Scheme" (hereafter referred to as "Scheme") starting from the 2017/18 school year. Each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit students holding a valid registration document.
- 2 Parents are required to submit the application for the "Registration Certificate for Kindergarten Admission" (hereafter referred as "RC") to EDB from September to November 2022. The "RC" will be open for applications in September 2022 and EDB will announce and upload the details of application onto EDB's website (<https://www.edb.gov.hk/>) in due course. Upon receipt of the applications with all necessary information and documents provided, 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 student cannot obtain an "RC" as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme<sup>1</sup>, EDB will then issue a "Kindergarten Admission Pass" (hereafter referred to as "AP") to the student concerned for registration and admission to a Scheme-KG but the parents 1 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 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.

#### **D. Admission Criteria**

- 1 Performance of applicant in interview
- 2 Applicant reaches eligible age to enroll
- 3 Parents agree with the Agency's mission and objectives of education
- 4 The applicant with sibling(s) currently studying in the kindergarten will be given due priority consideration
- 5 The applicant from families in need will be given due priority consideration when applying for whole day / 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.)
- 6 Same religious affiliation as the sponsoring body which operates the kindergarten  
(As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

#### **E. Interview Arrangements**

- 1 The kindergarten will arrange interview for all applicants
- 2 Interviews will be conducted on 12 November 2022
- 3 Group or individual interviews will be arranged
- 4 Parents should accompany their child for the interview
- 5 Please contact us at 3156 1255 if interpretation / translation service is required

#### **F. Announcement of Admission Results**

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

#### **G. Registration Arrangements**

- 1 Successful applicants: Parents should complete the registration procedures for their child from 5 to 7 January 2023 ("Centralized Registration Dates") by submitting the "RC" / "AP" to the kindergarten and paying the registration fee.
- 2 Applicants on the waiting list: 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" / "AP" to the kindergarten and pay the registration fee.

- 3 Please be reminded that if parents cannot submit the “RC” / “AP” during registration, the kindergarten 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 2023/24 K1 place is \$900(AM Class) / \$1500(Whole Day Class). Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “RC” / “AP” but the registration fee will not be refunded. Upon obtaining the “RC” / “AP”, the kindergarten will no longer keep the school place for the child.

Enquiry

Telephone no.: 3156 1255

E-mail address: [n11lutheran@yahoo.com.hk](mailto:n11lutheran@yahoo.com.hk)