



KIN SANG BAPTIST CHURCH BRADBURY PRE-SCHOOL

Enrolment Procedure, School Year 2023–2024

All student places are long whole-day service.

(1) Eligibility:	N Class: Born on or before 31 August 2021 K1 Class: Born on or before 31 December 2020 K2 Class: Born on or before 31 December 2019 K3 Class: Born on or before 31 December 2018
(2) Take the Application Form (unlimited taking):	1. Download it at the School's website (www.ksbc.edu.hk), or 2. Take it in person at the School (G/F, Tai Sang House, Kin Sang Estate, Tuen Mun, New Territories) Office hours: Monday–Friday 9:00 a.m. – 6:00 p.m. Saturday 9:00 a.m. – 1:00 p.m. Closed on Sundays and General Holidays
(3) Submit the Application Form:	1. Submission Methods : <ul style="list-style-type: none">● Submit it in person (Office hours);● Mail to the school and indicate "Admission Application" on the envelope. 2. Application Date : K1: From 2 July 2022 to 29 October 2022 N: From 2 July 2022 to 17 December 2022 *If you submit after the above date, interview arrangement will be notified later by phone 3. Date of interview : 5 November 2022 (Saturday) ◇ In order to arrange interpretation service, interview arrangement of Non-Chinese Speaking (NCS) children will be notified later by phone/mail. 4. Submit complete documentation (we cannot accept the application if documents are incomplete): <ul style="list-style-type: none">● A copy of birth certificate of the applicant child,● One recent photo of the child (being affixed to the Form), and● One self-addressed envelope, with a stamp of \$2.2 affixed.● Application fee: HK\$40-(Cash/Cheque) : For application by post, the application fee should be paid by a crossed cheque payable to "KIN SANG BAPTIST CHURCH BRADBURY PRE-SCHOOL". (To be collected together with the application form). The application fee is non-returnable whether or not the application is successful.) 5. We do not set a quota on application form collection.
(4) Interview Format & Admission:	K1 Students <ol style="list-style-type: none">1. Apply for "2023–24 Registration Certificate for Kindergarten Admission" issued by the Education Bureau (EDB) in advance: Apply it from September to November 2022. EDB will generally take 6–8 weeks to complete processing of the application and issue the "Registration Certificate" / "Admission Pass" to eligible applicant. Please visit the EDB website (www.edb.gov.hk) for details.2. Interview: 5 or 12 November 2022. The date and time will be arranged by the school. Notification will be sent by post 1 month before the interview. If no notice received by then, please contact us at 2455 9803.3. Release of Acceptance Result: Before 30 November 2022 (will be notified by mail)4. Registration: 5-7 January 2023

N Students

1. Interview: 5 or 12 November 2022. The date and time will be arranged by the school. Notification will be sent by post 1 month before the interview. If no notice received by then, please contact us at 2455 9803.
2. Release of Acceptance Result: Before 30 November 2022 (will be notified by mail)

Remarks:

1. All applicant children who reach the age requirement will be interviewed.
[Child applicants under the required age of enrollment (who are under 2 years old on 1 September 2023) will not be interviewed at this stage. Application fee will not be collected, either. When there are vacancies in September 2023, children meeting the required age will be admitted first. When there are still vacancies after this, children under the required age will be interviewed.]
2. Format:
 - Group and/or personal;
 - The parent is required to attend with the applicant child.
3. Interview arrangement for NCS children: School will allow parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication. Please call us at 2455 9803 if you need interpretation service.

(5) Acceptance Criteria:

1. All student places are long whole-day service. An applicant child who has family needs will have higher priority (such as those with working parents, families which need to take care of persons with disability at home);
 2. Higher priority: Applicants with sibling(s) currently studying at Kin Sang Baptist Church Bradbury Pre-school; applicants with sibling(s) or parents who are graduates of Kin Sang Baptist Church Bradbury Pre-school.
 3. Interview performance.
- *Please note that student places are limited; not all applicants who meet the criteria with higher priority will be accepted.

(6) Registration:

K1 Students:

1. First-Round Enrolment: Parents must register at the School during 5–7 January 2023 (the centralized registration dates). They must submit the original of the “Registration Certificate” / “Admission Pass” and pay the registration fee, HK\$1,570.
2. Waiting List: If there are vacancies after the first-round enrolment, applicants on the waiting list will be notified to register at the School on specified date (by phone). They must submit the original of the “Registration Certificate” / “Admission Pass” and pay the registration fee, HK\$1,570.
3. If the parent fails to submit the original of the “Registration Certificate” / “Admission Pass”, the School may not be able to complete the registration procedure. Therefore, parents should apply to the EDB for the “Registration Certificate” / “Admission Pass” on specific dates.
4. The registration fee will be refunded by cheque when the new semester begins in September 2023. If the parent wishes to give up the place after registration, he must submit a written notification to the School. The School will return the “Registration Certificate” / “Admission Pass”, but will not refund the registration fee. The School will no longer reserve the place for the child concerned.

N Students:

1. First-Round Enrolment: Parents must follow the "Notification of Enrolment" and register at the School on the specified date. They must pay the registration fee, HK\$1,570.
2. Waiting List: If there are vacancies after the first-round enrolment, applicants on the waiting list will be notified to register at the School on specified date (by phone). They must pay the registration fee (HK\$1,570).
3. The registration fee will be refunded by cheque when the new semester begins in September 2023. If the parent wishes to give up the place after registration, he must submit a written notification to the School, but the School will not refund the registration fee. The School will no longer reserve the place for the child concerned.

(7) Points to Note:

In case of typhoon Signal No.8 or above or Black Rainstorm Warning Signal is hoisted, or the EDB announces the suspension of classes, the above schedule will be postponed, and the arrangement will be announced at a later date.