

Hong Kong Society for the Protection of Children
Sham Tseng Nursery School
Application Form for Admission

For Office Use Only

Form No.: _____
Date of Form Rec'd: _____
Date of Notification
of Form Rec'd: _____

Particulars of Child

Name: (Chinese) _____ (English) _____

Sex: * M / F Date of Birth: _____ (dd/mm/yy) Spoken language at home: _____

Place of Birth: _____ #Birth Certificate No.: _____

Residential Address: _____

Correspondence Address (if different from above): _____

Home Telephone: _____ Mobile Telephone: _____

E-mail Address: _____

Is the above-named child enrolled in HKSPC crèche? * No / Yes (Crèche's Name: _____)

Apply for: 20__ / 20__ school year

Apply for: * N1 Class (2-3 years old) N2 Class (3-4 years old) N3 Class (4-5 years old) N4 Class (5-6 years old)

If identity document(s) other than Birth Certificate is used, please specify.

Recent Photo

1½" × 2"

Particulars of Parents/Guardian

	Father	Mother	Guardian (Relationship with applicant: _____)
Name (Chinese)			
Name (English)			
Occupation			
Work Location			
Daytime Contact No.			

Particulars of Siblings attending this Nursery School (if applicable)

	Name	School Year	Class*	Relationship
1			<input type="checkbox"/> N1 / <input type="checkbox"/> N2 / <input type="checkbox"/> N3 / <input type="checkbox"/> N4	
2			<input type="checkbox"/> N1 / <input type="checkbox"/> N2 / <input type="checkbox"/> N3 / <input type="checkbox"/> N4	
3			<input type="checkbox"/> N1 / <input type="checkbox"/> N2 / <input type="checkbox"/> N3 / <input type="checkbox"/> N4	

* Please tick the appropriate boxes.

Guidance Notes :

1. Personal data provided by means of this application will be used for processing application for nursery school admission. After completion of the application procedures, all information provided will be disposed of. In accordance with the Personal Data (Privacy) Ordinance, applicants (parents/guardians) have the right to access, correct and update their own personal data. Please approach the nursery school for any enquiries.
2. Each application is applied for one school year and one class. Eligibility: Children aged 2-6 who can provide a medical certificate of fitness signed by a registered medical practitioner.
3. Completed application form with copy of the child's birth certificate (please present Certificate of Entitlement to the Right of Abode in the HKSAR if necessary) and 2 self-addressed stamped envelopes must be submitted by post to **RM 501, LEVEL 5, COMMERCIAL BLOCK, BELLAGIO, 33 CASTLE PEAK ROAD, SHAM TSENG, N.T.** or in person during **Monday to Friday: 9:00am - 5:00pm or Saturday: 9:00am - 12:00noon**. Acknowledgment receipt will be issued by the nursery school to confirm the receipt of application. The submitted application form without sufficient postage or required documents will not be processed. All documents submitted in this application are not returnable.
4. Please make sure that the information and supporting documents of you and your child is accurate and complete. Applicant must report immediately to the nursery school any changes in the particulars contained herein and the supporting documents in written format. If you fail to provide such information or supporting documents, your application will be rejected.
5. Number of application selected for interview will be determined by the nursery school according to the vacancies. Only shortlisted application will be invited to interviews by mail notification. Please make sure to provide the accurate correspondence address. Please contact the nursery school if you have any enquiry.
6. Admission Criteria: Interview performance; parents identify with the vision and mission, and the teaching method of the nursery school; the child with sibling(s) currently studying in the nursery school (priority consideration subjected to the interview performance and vacancies); the child from families in need (priority consideration subjected to the interview performance and vacancies). [As the number of school places is limited, please understand that NOT all applicants fulfilling the priority consideration will be guaranteed a school place.]
7. The nursery school has been granted approval by Education Bureau to collect registration fee for the admission of student. Registration fee will be refunded to applicants who pay the registration fee and subsequently take up the place within the first month of the school year concerned after receiving the first instalment of the school fee from the applicant. Applicant must complete the registration procedures by submitting registration fee, registration documents, read and sign the admission documents as requested by the nursery school. (Registration fee paid will not be refunded if applicant decides not to admit to the nursery school.)
8. Fail to attend the scheduled interview or complete the registration procedures will be regarded as withdrawal from the application.
9. Notification for result on admission will be mailed to parents/guardians.
10. Any changes of the above will be subjected to the latest announcement by the nursery school.

Undertaking and Declaration

I have read the provisions of the "Guidance Notes" # stated above carefully and fully understood and agree with the content.

Applicants who apply for the admission to N2 classes in the 2023/24 school are also required to read carefully the "Information on Admission to N2 Classes in the 2023/24 School Year".

*Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____ Date: _____
(in block letters)

Others (optional) :

1. Reasons to enroll your child in our nursery school: (please indicate the most important three reasons with 1, 2, 3)
 Convenient location High-quality teachers Good school reputation Identify with the teaching methods
 Nice campus environment Operated by Hong Kong Society for the Protection of Children
 Recommendation from relatives or friends Others (please specify) : _____
2. How do you get to know us?
 Recommended by relatives or friends News and magazines Internet Education Bureau
 Social Welfare Department Others (please specify) : _____

* Please delete as appropriate.