



HKCA Po Leung Kuk School

保良局建造商會學校

Admission Policy & Procedures (Version 10.8.2017 for 2017-18)

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1. Guiding Statements

1.1 Vision

Our students will become creative, critical thinkers who are internationally minded lifelong learners

1.2 Mission

We will:

- Provide a transdisciplinary, challenging learning environment in a happy, safe and caring school
- Develop our students' confidence and desire to inquire, in order to expand their knowledge, skills and understanding
- Nurture individual interests, strengths and abilities
- Foster an inclusive language atmosphere where English, Chinese and other mother-tongue languages are valued and respected

2. Introduction

HKCA Po Leung Kuk School (the School) aims to provide a high-quality education to both local and non-local (foreign passport holding) resident children. In line with the School's Strategic Plan, we aim to allocate at least 70% of its places to those who hold a foreign passport. Apart from this requirement, the School does not discriminate on the basis of race, religion, gender, disability, or socio-economic status.

Admission and year level placement of all applicants will be determined by the School Admission Office with the Principal's approval, based on the child's date of birth, admission assessment results, previous school reports and any necessary diagnostic tests or relevant records.

We understand that children learn in different ways and at different rates. However, as the School is unable to offer a full continuum of learning support programmes, parents of applicants with additional needs (i.e. learning challenges or other related special needs) must meet with the Principal to ascertain whether the School can address the student's specific needs with available School resources.

3. Admission Interview and Assessment

Applicants are eligible for admission if the interview, assessment and document verification indicate that the School is able to meet the applicant's academic, emotional, physical and social needs. Preference is given to applicants with requisite proficiency in English.

Applicants accepted to the School who have very limited proficiency in English will be required to enrol in an English as a Second Language (ESL) support programme. This ESL programme, at an additional charge, will provide extra support within the regular timetable for at least one term.

4. Admission Priority and Waiting Pool

As long as there are spaces available, the School will offer placement all year around. Applicants will be considered on an on-going basis once application forms are received, with priority given to non-local children, siblings, and the children of full-time staff at the School.

A waiting pool will be established when classes are full and no additional classes can be added.

5. Admission Procedures

The School determines class placement according to the results of the admission process. Applicants are usually placed in the year group according to their date of birth (1 January - 31 December), whereby children start Grade 1 during the calendar year in which they become 6 years old. For our first year (2017-18), we will open classes for Grades 1 to 3. Age guidelines are as follows:

Our School Grade	UK/ESF Equivalent	Minimum Age (By 31 Aug of year of entry)	Applicants born between these dates for 2017-18 Admission
Grade 1	Year 2	5 years 8 months	1 Sep 2010 – 31 Dec 2011
Grade 2	Year 3	6 years 8 months	1 Sep 2009 – 31 Dec 2010
Grade 3	Year 4	7 years 8 months	1 Sep 2008 – 31 Dec 2009

- i. Parents who are interested in enrolling their child/children for the 2017-18 academic year should complete and submit the Application Form found at the end of this document.
- ii. Parents who are interested in enrolling their child/children into Grade 1 for the 2018-19 academic year can register online between 1 September - 31 October 2017.
- iii. Parents who are interested in enrolling their child/children into Grade 2, 3 or 4 for the 2018-19 academic year can register online between 1 September - 15 December 2017.
- iv. Applicants will be invited to an Admission Interview if the application document verification shows that the School may be able to meet the applicant's needs.
- v. Acceptance of the Admission Interview invitation must be confirmed with the Admission Office, or it will be offered to another candidate.
- vi. The application will be considered complete once the School has also received the signed Parent Questionnaire, non-refundable Application Fee of HK\$800, and supporting application documents. **Note:** Payment of the Application Fee does not guarantee admission to the School.
- vii. Following the Admission Interviews, a place may be offered.
- viii. Acceptance of the offer must be confirmed by **non-refundable, non-transferrable payment** of HK\$8,980 for the first month's tuition fee, within the timeframe specified in the offer letter, generally 5 to 10 working days.
- ix. The Admission Office will then confirm the applicant's starting date with the parents.
- x. If an offer of a place is not made after the Admission Interviews due to places not being available, even though the applicant meets the School's entry requirements, the applicant will be placed in the age-appropriate waiting pool according to the priority criteria stated above. Parents will be notified when a place becomes available. However, re-assessment may be required for entry into the following academic year.

Re-application is required when:

- i. An offer for an Admission Interview has been declined; or
- ii. An offer of a place has been declined; or
- iii. The applicant has not met the entry requirements during the Admission Interviews.

6. Admission Application

An electronic (pdf or jpg) copy of the completed Application Form, along with the supporting documents, should be emailed to the School Admission Office at <admissions@plkis.edu.hk>. The following supporting documents (only) are required:

- Applicant’s passport (including visa status) for non-local candidates
- Applicant’s birth certificate for local candidates
- Applicant’s latest school reports for the last two academic years (in English)
- Parents’ passports (including visa status), or HKID for local candidates
- Copy of any evaluative testing reports (in English)

After checking the submitted documentation, School Admission staff will email prospective parents inviting the child to an admission interview. Parents will be required to bring the **non-refundable** HK\$800 Application Fee Payment Cheque, submit a recent passport-sized photo of their child, and complete the Parent Questionnaire at the admission interview.

7. Immigration Status

Offers will only be given to non-local children who are permitted by the Director of Immigration to reside in Hong Kong. However, parents of children without the proper status are welcome to apply, but should understand that only conditional offers can be made until their resident status has been confirmed.

Unless clearance is obtained from the Director of Immigration, no child will be admitted to any school in Hong Kong whose travel document/passport bears the endorsement “Visitor” over the immigration stamp. Parents of non-local children are advised to seek the approval of the Director of Immigration (www.immd.gov.hk) as soon as possible for entry to the Hong Kong of the child in question, for the purpose of study.

8. Payment of Tuition Fees

Annual tuition fees for 2017-18 are set at HK\$89,800. Fees are payable by direct debit in 10 monthly instalments of HK\$8,980 and are due by the first day of each month. Statements of account and receipts are not normally sent to parents. However, payment receipts can be issued upon request. Please note that parents are held responsible for the payment of school fees regardless whether the fees are paid by themselves, their employers, or by any other third party. If fee payments are overdue, students may be excluded from the School until all outstanding fees have been paid.

9. Student Withdrawal

Parents who would like to withdraw their child from the School should complete the School “Withdrawal Notice” and submit it to the School Admission Office at least one month before the last day of attendance. Any tuition fees already paid will not be refunded.

Note: Parents who have decided to withdraw their child prior to the scheduled first day of classes, are also required to complete and submit the “Withdrawal Notice”. They are reminded that the first month’s HK\$8,980 tuition fee payment is **non-refundable and non-transferable**.

10. Admission Enquiries

Enquiries should be sent (in .pdf or .jpg format) to the School Admission Office: <admissions@plkis.edu.hk> or you may call (+852) 2807 1770 during school office hours (08:00 – 17:30).

11. Application Form

For Office Use Only:

Date Received:

Sibling(s):

Student #:

Applicant's Information (Please complete using **BLOCK** letters)

Family Name:	First Name:
Preferred Name:	Chinese Name <i>(if applicable)</i> :
Gender <i>(please circle)</i> : M/F	Date of Birth (DD/MM/YY):
Place of Birth:	Nationality:
HKID/Passport Number:	Country of Issue:
Home Address:	
Home Language:	Second Language:
Religion:	Expected Stay in Hong Kong: (Years)
Number of Siblings:	Position in Family:
Application to Enter (Grade Level):	Expected Starting Date:
English Language Level <i>(please circle)</i> : Beginner	Intermediate Near-native Native
Mandarin Language Level <i>(please circle)</i> : Beginner	Intermediate Near-native Native

Education Background

1. Name of School:	
Country:	Language of Instruction:
Address:	
Attended From:	Until:
Highest Year Level Attended:	
Reason for Leaving:	

2. Name of School:	
Country:	Language of Instruction:
Address:	
Attended From:	Until:
Highest Year Level Attended:	
Reason for Leaving:	

Additional Information:

1. Has the applicant experienced any difficulty / learning challenges at school? If Yes, please specify:	Yes/No
2. Has the applicant undergone any evaluative testing or received any services for learning support (e.g. gifted & talented, speech/language therapy, etc.)? If Yes, please specify and attach any relevant reports:	Yes/No
3. Does the applicant have any health or physical challenges? If Yes, please specify:	Yes/No

Sibling Information: (if applicable)

Sibling 1:	
Name:	Chinese Name <i>(if applicable)</i> :
Gender <i>(please specify)</i> : M/F	
School Name:	
Class:	

Sibling 2:	
Name:	Chinese Name <i>(if applicable)</i> :
Gender <i>(please specify)</i> : M/F	
School Name:	
Class:	

Sibling 3:	
Name:	Chinese Name <i>(if applicable)</i> :
Gender <i>(please specify)</i> : M/F	
School Name:	
Class:	

ADMISSION POLICY & PROCEDURES



Parent Legal/Guardian Information:

Parent/Guardian 1:	
Family Name:	First Name:
Preferred Name:	Chinese Name (<i>if applicable</i>):
Gender (<i>please circle</i>): M/F	Relationship:
HKID/Passport Number:	Country of Issue:
Home Language:	Second Language (<i>if any</i>):
Company's Name:	Position/Title:
Work Address:	
Work #:	Fax #:
Home Address:	
Home #:	Mobile #:
Email Address:	

Parent/Guardian 2:	
Family Name:	First Name:
Preferred Name:	Chinese Name (<i>if applicable</i>):
Gender (<i>please circle</i>): M/F	Relationship:
HKID/Passport Number:	Country of Issue:
Home Language:	Second Language (<i>if any</i>):
Company's Name:	Position/Title:
Work Address:	
Work #:	Fax #:
Home Address:	
Home #:	Mobile #:
Email Address:	

<p>Why are you interested in enrolling your child in our school?</p>

12. Supporting Document Checklist

NOTE * Parents will be required to bring the non-refundable Application Fee Payment Cheque, submit a recent passport-sized photo of their child, and complete the Parent Questionnaire at the admission interview.

- Application Fee Payment Cheque *
- Applicant's Recent Passport-sized Photo*
- Parent Questionnaire*
- Copy of Applicant's Passport (including visa status) for non-local candidates
- Copy of Applicant's Birth Certificate or HKID for local candidates
- Copy of Both Parents' Passport (including visa status), or HKID for local candidates
- Copy of Latest School Reports in English (for the last two academic years)
- Copy of any evaluative testing reports in English

Personal Information Collection Statement

1. **Purpose:** The personal data collected by HKCA Po Leung Kuk School is for consideration of your application. Data of successful applicants will be kept as part of the School's records.
2. **Data User:** Only authorized personnel can access and use the data provided.
3. **Retention of Data:** Unless consent is obtained from applicants, unsuccessful applications will be destroyed upon completion of the admissions process.
4. **Data Correction:** Applicants who wish to request access to, and/or correction of, their personal data should write to the School's Human Resources officer.

Acknowledgement:

I certify that I have read the School's Admission Policy & Procedures, and that the information provided on this application form is complete and accurate. I also understand that all supporting documents must be received before the admission process can continue, and acknowledge that failure to disclose accurate information may result in denial of admission or dismissal from the School.	
Name of Parent/Guardian:	Date:
Signature of Parent/Guardian:	
Please submit this application form (in .pdf or .jpg format) to: admissions@plkis.edu.hk	