

**C. A. S. M. P. Chen Lee Wing Tsing Nursery**  
**Information on Admission to PN Classes in the 2023/24 School Year**

**Admission Application Process**

**A. Collection of application Forms**

1. Application Form Distribution Period : From 3 August 2022 (Wednesday) onwards  
Mondays-Fridays 9:30 a.m.-5:30 p.m. and Saturdays 9:30a.m. -12:30 p.m.(except public holidays)
2. Download from school website (<https://www.caclwtkg.edu.hk>)
3. Obtain from school in person

**B. Submission of Application Forms**

1. Application will be accepted from 3 August 2022 (Wednesday)
2. All application forms should be submitted in person
3. Submission time: Mondays-Fridays 9:30 a.m.-5:30 p.m. and Saturdays 9:30a.m. -12:30 p.m. (except public holidays)

**C. Application Forms should be submitted with the following documents and information:**

1. A copy of the child's birth certificate or residence approval documents from the Director of Immigration.
2. Three stamped envelopes (\$2.2 for local ) with the name of the child and correspondence address.
3. Application fee: HK\$40 (not refundable)

**D. Interview Arrangements**

1. Interviews will be conducted on 5 November 2022
2. The Nursery will arrange interview for all applicants. Individual or group interviews will be arranged.  
One parent should accompany their child for the interview.
3. Please contact us at 2952 4488 if translation service is needed. ( For NCS children )

**E. Admission Criteria**

1. Interview performance of the applicant.
2. The applicant's sibling(s) currently studying or that have graduated in this kindergarten will be given priority consideration.
3. Parents have the same religious beliefs as the school's sponsoring body.

**Announcement of Admission Results**

We will inform parents of the PN admission results before 18 November 2022 by post. If you have not received the letter by 23 November 2022 (Wednesday), please call our school at 2952 4488 for enquiry.

## **Registration Arrangements**

Parents should complete the registration procedures for their child from 24 to 25 November 2022 (9:30-17:30) and submit the following documents:

1. Acceptance letter
2. Registration fee HK\$970

If the child concerned studies in our school, the registration fee paid will be refunded in September. Should parents decide to change school after registration, please notify our school in writing. The registration fee will not be refunded.

## **Wait-listed candidates**

We will inform parents from 30 November 2022 by phone. Parents should complete the registration procedures for their child from 6 to 7 December 2022(9:30-17:30). Applicants who does not receive notification means we do not have school place left for the child.

## **Rejected candidates**

Due to the limited number of places in our school and the large number of applicants, there is a situation of "rejected".