

報讀 2024-2025 年度小一須知

本校小學部為私立學校，接受有意報讀者申請，不受任何校網限制。

家長替 貴子弟申請報讀本校小學部時不會對 貴子弟其他「自行分配學位」小學之申請造成影響。

以下為有關報名程序及面試安排：

一、報名程序：

1. 家長可透過校本校網頁(<https://www.kauyan.edu.hk/primary/admissions/p1/>)登入報名系統。若你是初次使用，請先設置一個個人帳戶，以便申請時使用。
2. 填寫報名表時，先登入「小一入學申請系統」。
3. 申請入學時，請上載以下文件：(每個檔案不可大於 10MB)
 - a. 學生相片
 - b. 過去兩年(K1 下學期 及 K2 上學期)成績表或學生成長報告副本；
 - c. 其他學習經歷或生活情況記錄(最多 2 張紙，即為 4 頁，並請以雙面印製)；
 - d. 報名費為四百元正，請以下面其中一個途徑繳交：
 - i. **轉數快**
請將轉賬確認後畫面截圖，然後在圖上加上「申請編號」(如：「Pxxxxxxxx」)，再上載至系統報名表之內。
轉數快支付識別碼(FPS ID)：9326943
戶口名稱：Kau Yan School
 - ii. **銀行入賬**
入賬後列印收據，然後在收據加上「申請編號」(如：「Pxxxxxxxx」)，再上載照片至系統報名表之內。
銀行名稱：香港上海匯豐銀行
戶口名稱：Kau Yan School
戶口號碼：004-020-056461-001【如香港上海匯豐銀行戶口持有人，過數時不需輸入(004)】
4. 當家長完成網上申請後，需按「確認提交」，系統將會給予家長一個「申請編號」，請記下有關編號，以便將來作繳費及查詢之用。
5. 網上提交之內容一經確認，將不能修改。

二、重要日期：

1. 網上申請日期：

網上申請	日期	時間
開始網上申請	26/6/2023(一)	9:00a.m.
截止網上申請	17/7/2023(一)	5:00p.m.

2. 面試安排：

家長可於2023年8月21日(一)下午二時正開始，瀏覽本校網頁及查閱有關的日期及時間，

- 請登入閣下的個人帳戶查閱。
- 由於面試人數眾多，獲編排的日期、時間，恕未能更改。

3. 面試結果公佈日期：

家長可於2023年10月26日(星期四)中午十二時正在校網頁查詢取錄結果。

Guidelines on Application

Kau Yan School (Primary Division) operates as a private co-educational whole day school. Application is not restricted by district.

Your application for admission at Kau Yan School will not affect any other ‘discretionary places’ application for primary schools.

Application Procedures

1. Access to the ‘**Primary One Admission Application System**’ is through our official school webpage (<https://www.kauyan.edu.hk/primary/admissions/p1/>). If you are a first time user, set up a personal account that allows you to refer to your application in the future.
2. Log onto your personal account to fill in an ‘Admission Application Form’.
3. Please upload the following documents (each document has a size limit of 10MB):
 - a. A photo of the applicant.
 - b. Photocopies of the applicant’s transcripts and/or report cards for K1 Second Term and K2 First Term (PDF format)
 - c. Documents that exhibit the applicant’s other learning experiences and/or daily life (Maximum Four A4 pages in PDF format)
 - d. The registration fee is HKD 400, payment can be made in one of the two methods below:
 - i. FPS
Please take a screenshot of the confirmed transfer transaction and text in the "application number" (i.e. P xxxxxx) before uploading the screenshot to your relevant online application form.
FPS ID: 9326943
Account name: Kau Yan School
 - ii. Bank account
After the transfer transaction, print and take a photo of the receipt, text in the "Application Number" (i.e. P xxxxxx) before uploading the photo to your relevant online application form.
Bank Name: The Hongkong and Shanghai Banking Corporation
Account name: Kau Yan School
Account number: 004-020-056461-001 [for account holders of The Hongkong and Shanghai Banking Corporation, you may skip the leading numbers (004)]
4. Once you have completed the application process and uploaded all the required documents, be sure to click ‘**Confirm Submission**’, an ‘Application Number’ will be generated. It is important to note down this number for any future inquiry or fee submission.

5. Application information once submitted cannot be amended.

Important Dates

1. Online application start : 9:00a.m. on June 26, 2023 (Monday)
Deadline for online application : 5:00 p.m. on July 17, 2023 (Monday)
2. Notification of interview date and time : 2:00 p.m. on August 21, 2023 (Monday)
 - ✓ Please check by logging into your personal account.
 - ✓ We apologize that interview sessions once scheduled are not changable.
3. Announcement of admission results
Parents can check the admission results on the school website at 12:00p.m. on 26 October 2023(Thursday).