

仁愛堂劉皇發夫人小學  
Yan Oi Tong Madam Lau Wong Fat Primary School  
二零二四年度小一入學「小一入學申請表」遞交須知  
Primary One Admission 2024

**Notes on Submission of the 'Application Form for Admission to Primary One'**

申請日期 Date	電子平台 ePOA 2023 年 9 月 21 日 (四) 至 29 日 (五) 21 to 29 September 2023	紙本 Paper Form 2023 年 9 月 25 日 (一) 至 29 日 (五) 25 to 29 September 2023
時間 Time	電子平台 ePOA 截至晚上 11 時 59 分 Til 11:59 p.m.	紙本 Paper Form 上午 8 時 30 分至下午 4 時 30 分 8:30 a.m.- 4:30 p.m.
紙本遞交地點 Location	一樓會議室 Conference Room, 1/F	

交回紙本申請表時，家長／監護人（申請表上簽署人士）須攜帶下列文件：

**When returning the completed application form, the parent / guardian signing the application form is required to bring along the following documents and submit their photocopies:**

No.	所需文件（請注意剔號'✓'） Required documents (Please note the tick)	一般申請者 General applicants	已有兄/姊就讀本校或父/母/兄/姊於本校畢業 The applicant child's sibling is studying in our school or the applicant child's sibling or parent is the graduate of our school
1	已填寫之「小一入學申請表」（一式三份）； The completed 3-ply application form;	✓	✓
2	家長／監護人的身份證、護照或其他身份證明文件（如家長／監護人委託他人將填妥的申請表交回，則來人須出示家長／監護人身份證明文件的影印本及授權書）； The parent / guardian's Identity Card, Passport or other identity documents (If the parent / guardian cannot come in person, his or her representative should produce a photocopy of the parent / guardian's identity documents and the letter of authorisation);	✓	✓
3	甲、申請兒童的香港出生證明書及其影印本（若出生證明書最後一欄顯示申請兒童的香港特別行政區永久性居民身份是「未確定」的，則家長／監護人必須出示其有效旅行證件或在港居留許可證的正本及影印本）； (a) The applicant child's Hong Kong Birth Certificate and its photocopy (If the 'Status of permanent resident of the Hong Kong Special Administrative Region' in the last column of the Birth Certificate is 'Not Established', the original and photocopy of his / her travel document(s) or Permit to Remain in Hong Kong are required);  乙、若申請兒童並無香港出生證明書，家長／監護人須出示其非本地出生證明書及獲准在本港居留的身份證明文件的正本及影印本； (b) In the absence of a Hong Kong Birth Certificate, the parent / guardian should bring along the applicant child's Birth Certificate (non-local) and document(s) permitting him / her to stay in Hong Kong and their photocopies;	✓	✓

4	<p>如申報申請兒童的兄／姊在本校就讀，家長／監護人須出示有關證件（如申請兒童兄／姊的出生證明書及兄／姊的學生手冊等）的正本及其影印本；</p> <p>Birth Certificate and school handbook of the applicant child's sibling, together with a photocopy of the documents, if claiming the applicant child's sibling is studying in our school;</p>		✓
5	<p>如申報申請兒童的父／母或兄／姊為本校畢業生關係，家長／監護人須出示有關證件（如申請兒童兄／姊的出生證明書及申請兒童的兄／姊或家長的畢業證書等）的正本及影印本；</p> <p>Birth Certificate of the applicant child's sibling and graduate certificate of the applicant child's sibling / parent together with a photocopy of the documents, if claiming the applicant child's sibling or parent's graduate relationship;</p>		✓
6	<p>住址證明文件包括但不限於已蓋釐印租約、差餉單、公屋租約或水／電／煤氣／住宅電話收費單的正本及影印本。 （請注意：由於銀行信件、法庭傳票及稅單上的地址有可能是通訊地址而非居住地址，因此教育局一向不接受為住址證明文件）。一般來說，所提交的地址證明文件上的姓名須與家長／監護人的姓名相同；</p> <p>Proof of residential address including but not limited to stamped tenancy agreement, demand note for rates, public housing tenancy agreement or water / electricity / town gas / residential telephone bills and a photocopy of the document. (Please note that the address on a bank letter, court summons and tax bill may be a correspondence address and not a residential address. Therefore, such documents have not been accepted as proof of residential address by the Education Bureau all along.) In general, the name on the document submitted as proof of residential address should agree with that of the parent / guardian;</p>	✓	✓
7	<p>回郵信封一個（寫上地址和收件人姓名及貼上郵票，本地：\$2.20，內地：\$3.70）。</p> <p>A stamped addressed envelope (Local Postage Fee: \$2.20, The Mainland: \$3.70).</p>	✓	✓

**備註：**

**Remarks:**

- 如子女獲取錄，家長請於 2023 年 11 月 22 至 23 日期間前往學校辦理入學註冊手續。  
Parents of successful applicant children should register with the school on 22 or 23 November 2023.
- 如有任何查詢，歡迎致電 2451 0372 與校務處職員聯絡。  
For enquiries, please contact the school general office staff at 2451 0372.

