

# Yuen Long Lutheran Life Kindergarten

## Admission for 2024-2025 – K1 Admission Guide

The management committee: The Evangelical Lutheran Church of Hong Kong

Address: On Shun Street, Yuen Long,  
New Territories (behind Yuen Long Plaza)  
Tel : 2476 9363 Fax : 2479 3005  
Website : <http://www.lifekg.edu.hk> email : [info@lifekg.edu.hk](mailto:info@lifekg.edu.hk)

### (A) Application Guidelines (Online Registration Only)

Online Registration Period : 26/9/2023 (Tue) 9:00am to 6/10/2023 (Fri) 5:00 pm

- Visit our website “www.lifekg.edu.hk”. Navigate to “Admission for 2024-2025”.
- Age criteria for admission : Children born on or before 31<sup>st</sup> December, 2021.
- An application number will be sent by email after the online application is completed. Please retain the application number for reference.
- Interview arrangements will be sent by email and all applicants will be invited to attend the interview.
- All submitted information and documents will be kept confidential and will only be used for application process. All submitted documents will not be returned. Provision of any false or misleading information will lead to disqualification of the application.

### Required documents :

- Applicant's passport photo (1.5 in. x 2 in.)
- Applicant's birth certificate
- Application fee (40 HKD)  
Payment method (Online payment):  
~~(Alipay HK / Visa / Master)~~
- Incomplete applications will not be considered for registration.
- Application fees \$40 are non-refundable.

### (B) Notification for Interview

From 19<sup>th</sup> to 20<sup>th</sup> October, 2023

1. Parents will be notified the date of interview by email.
2. Interview times will be determined by the school and cannot be changed.
3. If the interview notice is not received, please contact us before 24<sup>th</sup> October.

Tel: 24769363

### (C) Attend Interview

Interview Date :  
**10<sup>th</sup> November, 2023 (Fri)**

(Interview time is arranged by the kindergarten)

1. One parent should accompany the child for the interview.
2. Each child can be accompanied by one parent to enter the school premises. The interview will be conducted individually. Parent interview will be conducted at the same time. It takes approximately 10-15 minutes.
3. Cantonese and English will be used as the media of instructions for our school. The interview will be conducted mainly in Cantonese.
4. The following documents must be brought to the interview:
  - The printout interview notice
  - Original birth certificate (the original certificate will be returned after verification)
5. Filming or recording inside the school premises is not permitted and will cause for cancellation of the interview.
6. Missed interviews cannot be rescheduled regardless of any circumstances. Interview will be rearranged for those applicants who absent interview due to illness and can provide valid doctor's sick leave notice.

Personal data on an unsuccessful applicant will normally be destroyed 12 months after the applicant's application.

### (D) Admission Criteria

1. Interview performance of applicant
2. Siblings of current students
3. Parent is a full-time staff of our school
4. Family members are graduates of our school
5. Parents are members of the school management committee
6. Relatives are students of our school
7. Parents are employees of the management committee
8. Resident of Yuen Long District

• The school reserves the right to make final decision on students admission.

### (E) Application Result Release

1. Successful applicants will be assigned to morning (AM) or afternoon (PM) section by the school.
2. Applicants who have siblings currently studying at the school in 2024-25 school year, **MUST BE ASSIGNED** to the same AM/PM section with the siblings.
3. Successful applications will be notified via email on or before 8<sup>th</sup> December, 2023.

### (F) Arrangement for Non-Chinese Speaking Applicants

For Non-Chinese Speaking (NCS) applicants, translation services can be arranged. Please contact the school on or before 27<sup>th</sup> October for the arrangement. If you have any further queries, please do not hesitate to contact us.

Tel : 2476 9363 E-mail : [info@lifekg.edu.hk](mailto:info@lifekg.edu.hk)

### (G) School Profile Sharing

The school profile video will be sent via email to all the parents who have completed the online application successfully.

