

## Po Leung Kuk Camões Tan Siu Lin Primary School 2019-2020 P.2 to P.5 Admissions Schedule

Date	Issues
26/4/2019	Release of application procedure
8 - 18/5/2019	Application on school website
8 - 22/5/2019	Submission of documents <b><u>by post or by hand:</u></b>  1) A printout of the completed application form with a recent photo affixed 2) A copy of the birth registration document of the applicant <sup>1</sup> 3) All primary school report card / assessment report copies for the academic years 2016-2017, 2017-2018 & 2018-2019 (if any) 4) Other documents, e.g. certificates of merit. <b><u>Do not submit more than 5 pieces of A4 paper (double-sided).</u></b> 5) ONE stamped (\$2) self-addressed envelope
28/5/2019 (Tue)	Release of shortlisted applicants for written test (on school website)
4/6/2019 (Tue)	Written test <sup>2</sup> (afternoon)
11/6/2019 (Tue)	Release of shortlisted applicants for interview (on school website)
15/6/2019 (Sat)	Interview day
22/6/2019 (Sat)	Release of interview results (by phone <sup>3</sup> )

<sup>1</sup> In case of absence of a HK Birth Certificate, photocopies of valid supporting documents certifying the child's right of abode in HK are required.

<sup>2</sup> Chinese, English and Mathematics (in English)

<sup>3</sup> Applicants who do not receive our phone calls may regard their application unsuccessful.

## Application Procedure

**All applicants must finish all the following steps in order to complete the whole application procedure:**

### 1. Online Application

Fill in the application form online on our school website [www.plkctslps.edu.hk](http://www.plkctslps.edu.hk) within the application period from 8 May (10:00 a.m.) to 18 May 2019 (10:00 p.m.). After pressing the **SUBMIT** button, you will be given an **application number**. (Note: The application form is not downloadable.)

### 2. Printing out the Application Form

Print the completed application form out. Then, affix a recent photo of the applicant to the form.

### 3. Submission of Documents

Mark the application number in the top right corner of the following required documents and submit them to our school **by post or by hand** within the submission period. Otherwise, the application will be regarded as incomplete and invalid.

- (1) A printout of the completed application form with a recent photo affixed
- (2) A copy of the birth registration document of the applicant
- (3) All primary school report card / assessment report copies for the academic years 2016-2017, 2017-2018 & 2018-2019 (if any)
- (4) Other documents, e.g. certificates of merit. Do not submit more than 5 pieces of A4 paper (double-sided). Do not submit clear folders, CDs, binders, etc.
- (5) ONE stamped (\$2) self-addressed envelope

Submission Period: 8 May 2019 - 22 May 2019 (except public holidays)

Office Hours: Monday to Friday: 9:00 a.m. to 5:00 p.m.

Saturday: 9:00 a.m. to 4:00 p.m.

Reminders:

1. You have the responsibility to ensure your mail bears sufficient postage before posting. Our school is **not** responsible for any undelivered, late delivery or loss of mail items.
2. An SMS will be sent to parents within 3 working days upon receipt of all required documents. The submitted documents will not be returned.
3. A non-refundable application fee of \$50 (in cash) will be collected on 4 June 2019 if your child is invited to take the written test.

*Financial Assistance:*

*Admitted students will be eligible for the Fee Remission Scheme. Please refer to the school website for details.*

For enquiries, please send emails to [pcs-mail@hkcdcity.net](mailto:pcs-mail@hkcdcity.net)