

# S.K.H. St. Timothy's Primary School

## Primary One Admission 2025 (Discretionary Places Admission Stage)

### (A) Submission of the "Primary One Admission Application Form" in paper format:

1. Submission period: 23/9/2024 to 27/9/2024
2. Time: 9:00 a.m. – 12: 00 noon  
2:00 p.m.- 5:00 p.m.
3. Location: **19 Hok Yuen Street, Hung Hom.**
4. When submitting the "Primary One Admission Application Form," please bring the following supporting documents:
  - 4.1 Parent/guardian's identification card, passport, or any identification documents.  
(If the parent/guardian delegates someone else to handle the procedure, the person must present a photocopy of the parent/guardian's identification card.)
  - 4.2 (i) The applicant's Hong Kong Birth Certificate (original and photocopy).  
(If the last column on the birth certificate shows that the applicant's Hong Kong Special Administrative Region permanent resident status is "undetermined," the parent must present the applicant's valid travel document or the original and photocopy of the residence permit in Hong Kong.)  
(ii) If the applicant does not have a Hong Kong birth certificate, the parent must present the applicant's birth certificate from another country and the original and photocopy of the identity document proving the residency in Hong Kong.
  - 4.3 Original and photocopy of proof of residence address of the parent or guardian (e.g., water or electricity bills), and the name on those documents must match the parent or guardian's name for verification. Please ensure that the English or Chinese address filled in the application form matches the address on the supporting documents. If the parent's name does not match the name on the documents, the person providing the documents should write a letter certifying the relationship with the applicant.
  - 4.4 Please fill in the name of the desired primary school as "**S.K.H. St. Timothy's Primary School**".
  - 4.5 If the applicant is a Christian, please provide the original and photocopy of the Baptism Certificate or Confirmation Certificate.
  - 4.6 If the applicant has membership in the same organization as the school, please bring the original and photocopy of the Sheng Kung Hui membership card or any documents proving membership in the Sheng Kung Hui.
  - 4.7 If the applicant has siblings currently studying in the school this year, please make photocopies of the third page of their student handbook and their Birth Certificate to provide as proof.
  - 4.8 If the parents or siblings are alumni of the school, please bring the original and photocopy of the graduation certificate as proof.
  - 4.9 Please include a white envelope with the applicant's address, student's name, and affix a \$2.20 postage stamp.

### (B) Submission of "Primary One Admission Application Form" via POA e-Platform (ePOA)

1. Submission period: 19/9/2024 to 27/9/2024 (till 11:59 p.m.)
2. To access the application process via ePOA, please follow the link below or scan the QR code to visit the Education Bureau website:

[https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/primary-1-admission/poa\\_eplatform/index.html](https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/primary-1-admission/poa_eplatform/index.html)



3. Website and QR code for ePOA:

<https://epoa.edb.gov.hk/login>



4. Website and QR code for installing the "iAM Smart" mobile application:

<https://www.iamsmart.gov.hk/en/>



(C) The school will announce the admission list on 18<sup>th</sup> November, 2024 (Monday). The list will be posted in the auditorium of our school hall (19 Hok Yuen Street) and the applicants will be notified of the result by post.

(D) Applicants who have been admitted to our school must complete the registration process at our school on 20<sup>th</sup> and 21<sup>st</sup> November, 2024.

(E) If the student is not admitted to our school, parents can visit the designated Central Allocation Center appointed by the Education Bureau on 18<sup>th</sup> and 19<sup>th</sup> January, 2025, or complete the school selection process for their children through the "Primary One Admission Electronic Platform" to participate in the "Central Allocation." When choosing a school, parents can still indicate our school on the application form. According to the Primary One Admission Allocation Policy, approximately 50% of our school's capacity will be allocated by the Education Bureau.