

**The ELCHK Faith Lutheran School**  
**Primary One Central Allocation, Admission and Registration**  
**Procedures for School Year 2021-2022**

In response to developments in the Covid-19 epidemic, the Education Bureau has arranged four different schedules for student registration in order to minimize crowding and allow for proper social distancing when parents come to school. The arrangements are as follows:

Registration Venue: Lower Ground Auditorium in Campus 2 (No. 221 Nam Cheong Street, Shek Kip Mei)

(I) Registration Date: 8<sup>th</sup> and 9<sup>th</sup> June, 2021 (Tuesday and Wednesday)

(II) Registration Times: 9:00 a.m. to 12:00 p.m. and 2:00 p.m. to 4:00 p.m.

Parents who cannot register within the above specified times can still come to school on **10<sup>th</sup> June, 2021 (Thursday) at 9:00 a.m. to 12:00 p.m. or 2:00 p.m. to 4:00 p.m.** to register.

(III) Important Matters for Registration:

1. Parents are not required to bring their child to school for registration.
2. Parents should wear a mask to school, follow relevant epidemic prevention measures and observe social distancing.
3. Parents who are unable to come to school in person may authorize a proxy in writing to complete the registration.
4. Parents who cannot register within the above specified dates and times should inform the school staff ahead of time to make alternative arrangements. Otherwise, they would be deemed to have forfeited the school place allocated.

(IV) Please bring the following documents and completed school registration form when you register:

1. "Primary One Registration Certificate" (original)
2. The student's Hong Kong birth certificate (or valid certificate of residence in Hong Kong) (original and photocopy)
3. One-way permit and birth certificate for children born in the Mainland (original and photocopy)
4. 1 recent photo of the student
5. Identity documents of the parent (father, mother or guardian) (original and photocopy)
6. 1 self-addressed stamped envelope (with \$3.00 stamp or sufficient postage; please write the complete address of the recipient and the name of the recipient, which is the student)
7. Bring your own black/blue ballpoint pen.
8. Proxies should bring a written authorization letter from the parent so they can complete the registration.

*\* The school registration form can be downloaded from the school website and should be submitted on the date of registration or may be filled out on the venue.*

(V) If you have any questions, please feel free to call school supervisor Kwok Mei Yi at 2779 2744.

**Note: Those who have been admitted to the School as new Primary One students under discretionary admission in November 2020 are no longer required to come and register.**