

**The Salvation Army Lam Butt Chung Memorial School**  
**Information for September 2023 Primary 1 Admission**

2 September 2022

Submission Period: 26 to 30 September 2022

9:00 a.m. - 11:00 a.m. and 12:00 nn. - 5:00 p.m.

Venue: School General Office

Criteria for P1 Admission:

1. Any child who was born on or before 31 December 2017 and is eligible for attending schools in Hong Kong may apply for admission.
2. If applicants do not have HK Birth Certificate, they must provide the following documents, for example:

A. HKID Card	B. Passport	C. HKSAR Re-entry Permit	D. Certificate of Identity
E. Entry Permit	F. Document of Identity for Visa Purposes	G. Statement of Document of Identity for Visa Purposes	H. One-way Permit

Parents need to bring :

1. Completed application form ;
2. A stamped (\$4) self-addressed envelope ;
3. Parent's / guardian's HKID Card , passport or other relevant identification documents ;
4. If parent/ guardian appoints other to submit the application forms, that person is required to reveal the photocopy of the identification document of the parent/guardian ;
5. Applicant's Hong Kong Birth Certificate and its photocopy. If applicant's Hong Kong belonger status or Hong Kong permanent resident status is known as "Not established" in the birth certificate, parent/ guardian must present a valid travel document of the applicant or a residence permit in Hong Kong (originals and photocopies) ;
6. If applicant doesn't have the Hong Kong birth certificate, the applicant's parent/ guardian is required to present the applicant's foreign birth certificate and the certificate of the right of abode in Hong Kong ;
7. Graduation certificate of sibling(s) / parents being a graduate of our primary school;
8. If the applicant shares the same religion as our school, the applicant's parent/ guardian need to bring the original copy and the photocopy of the relevant documents (e.g. the certificate of Baptism);
9. If the applicant is a member of the same organization which sponsors the operation of our school, the applicant's parent/ guardian need to bring the original copy and the photocopy of the relevant documents;
10. Parent / guardian's proof of address (e.g. Stamped lease, government rates, public housing rent cards, water / electricity / gas / residential telephone bills, etc.) (originals and photocopies) Where necessary, the EDB will ask parents / guardians to provide other relevant documents for identification purposes.

**The result will be released on 21 November (Mon) : Notification will be sent to all applicants and the result will be post in the school lobby.**

If you have any questions, please feel free to contact Miss Ha at 21090328. Thank you for your attention.

Yours faithfully,  
Chan Hei Chuen  
Principal

*Please note that :*

*If more than one application is submitted, the applications for discretionary place will be rendered void.*

**For September 2023 Primary 1 Admission, please bring along the following documents:**

Required documents	Original copy	Photocopy
1. application form completed	✓	
2. A white long envelope	✓	
3. A stamp (\$4)	✓	
4. HKID of parent/ guardian	✓	
5. HK Birth Certificate (If not, skip to No. 6)	✓	✓
6. Applicant's foreign birth certificate and documents for residence in Hong Kong	✓	✓
7. 2022-2023 Handbook of siblings studying in the school (it will be checked and returned to students as soon as possible)	✓	✓
8. Graduation certificate of sibling(s) being a graduate of the primary school	✓	✓
9. Birth certificate of sibling(s) (parents' names must be clearly shown on the page)	✓	✓
10. Proof of Christians e.g. Certificate of Baptism	✓	✓
11. Parent / guardian's proof of address (e.g. Stamped lease, government rates, public housing rent cards, water / electricity / gas / residential telephone bills, etc.)	✓	✓