

## Year 1 Central Applications for 2017-18

Applications for Year 1 are through a Central Application process and takes place between 1 & 30 September 2016. Applications received after 30 September 2016 are considered LATE and placed on the waitlist according to date received. Parents may submit applications for admission through our Online Admissions System by way of the Discovery College website <http://www.discovery.edu.hk/admissions/apply-online/> using the Central Admission Online Application Form:

[Click here for Central Admissions for Discovery College Year 1](#)

The supported browsers are the latest version of **Internet Explorer, Firefox and Chrome** on Windows and Mac OS with the browser's security settings at or below default levels.

After completing your application online as directed, click the submit button. The Online Admission System will verify all necessary data is entered correctly. If there is missing information, the system will redirect you back to the application form and highlight the fields in red. You will need to complete the red highlighted fields before you can successfully submit the application.

Once your application has been successfully submitted, you will be given an Application Slip with an Application Reference Number. You will be asked to print your Online Application Form and Application Slip before proceeding to online payment. You are suggested to print one extra copy of the completed application form for your own record.

Once an online application has been successfully submitted, along with payment of the application fee of HK\$1,200 for each individual application, a copy of the completed Online Application Form with your supporting documents must be posted/delivered within 5 working days to Discovery College (Attn: Admissions Office). An application with insufficient supporting documents will not be processed and you will be notified accordingly.

Supporting documents include copies of:

- Student's Birth Certificate;
- Student's Passport/PRC Exit Entry Permit (including their Hong Kong visa status, if any) or Hong Kong Permanent ID Card;
- Student's current and last year's Kindergarten reports, with English translation as appropriate;
- Parent's Hong Kong Permanent ID Cards or Passports/PRC Exit Entry Permit (including their Hong Kong visa status, if any);
- Details of parent attendance at Discovery College (if applicable);
- Student's photograph showing his/her full frontal face with clear facial features, measuring 4cm (width) x 5cm (height);
- Educational Psychology Reports or similar (where appropriate); and
- Proof of employment of the director or employee whose Nominee is nominated under a Corporate Nomination Right (for Corporate Nomination Rights applications only).

All Year 1 applications received within the Central Application Period are processed in random order and are assigned a computer generated sequential number. From this list, students are then ordered according to the priority categories for an admissions assessment / interview:

1. Children of full-time teachers at Discovery College are guaranteed an interview for a place at Discovery College.
2. Children who are Nominees under the Corporate Nomination Rights scheme.
3. Children of full-time teachers at RCHK and at ESF Schools.
4. Children of Discovery College full-time Support Staff with a minimum one-year employment at date of application, and dependent on continued employment at date of admission.

5. Siblings of students attending Discovery College at the date of actual admission, or children who are Nominees under the Individual Nomination Rights Scheme.
6. Children attending an ESF Educational Services Limited Kindergarten, contingent on the student studying continuously *at the kindergarten for a minimum of two terms prior to the applicable January Year 1 interview period and through to the end of Term 3 immediately prior to entry to primary school.*
7. Other applicants.

With the exception of students applying for Year 1, Siblings and Nominees under an Individual Nomination Right will have the same priority for admissions interviews, with the date of application determining the order. A Nominee under a Corporate Nomination Right will receive first priority on the waiting list for an admissions interview and will have priority over all other applicants, but not children of Discovery College full-time teachers. The order of priority for an admissions interview is determined by the time and date that the Company informs the College of the identity of the Nominee (CNR Form B).

Applications for Corporate and Individual Nomination Rights are separate processes and cannot be commenced until after the online admissions application, as you will need the Application Reference Number to complete the forms.

Dual applications are permitted to the ESF and Private Independent Schools (PIS) systems and **Discovery College strongly recommends that parents apply to other schools at the same time.**

### Enrolment Timetable

#### Year 1 (for children born in 2012 and for entry in August 2017)

All Year 1 applications received within the Central Application Period (from 01 September – 30 September) are PROCESSED IN RANDOM ORDER and are assigned a computer generated sequential number. From this list, students are then ordered according to the priority categories.

Date	Event
01 September 2016	Year 1 application period commences & Nomination Rights applications open at 09.00am
30 September 2016	Last day for Year 1 applications
21 October 2016	Deadline for receipt of supporting documents to Discovery College & acknowledgement email sent to parents
18 November 2016	Confirmation of interview sent out
09 Jan – 11 Jan 2017 & 16 Jan – 17 Jan 2017	First round of Year 1 assessment interviews
16 February 2017	Letters to confirm Year 1 offered places for 2017-2018
24 February 2017	Deposit Deadline for confirmation of Year 1 place (including 2 month deposit)