

Gateway Y7 Transfer Form – Parent User Guide

Parents may submit the Y7 Transfer Form once only. Please input the information and verify the data carefully before submitting. Login to the Gateway. Click on **Home** if you need to return to this page.

If you haven't verified your child(ren) and family information for the current school year, you have to click all the **Verify Now** links to verify/update all the information, and click **Complete** button to finish the process before you can move on to the **Home** screen.

Student ID	Section	Status
BUCK000029's Family	Family Information	Verified
BUCK000034s, BUCK000034p (6D)	Student Information	Verified
	Emergency Contact	Verify Now
	Medical Information	Verify Now

Personal Information Collection Statement

Please take a moment to read the following Personal Information Collection Statement.

From time to time it is necessary for students (or their parents/guardians) and staff members to supply the English Schools Foundation ("ESF") or ESE Educational Services Ltd ("ESI") with certain personal data for school administrative, academic, pastoral purposes and alumni activities.

Complete

On the **Home** screen above:

1. Select the Y6 student to show the colored buttons.
2. Click on the **"Yr 7 Transfer Application"** to launch the form.
3. Fill out the Transfer Application Form:

Change Request - Transfer Application for Year 7

Changes made in this form will be applied to all siblings, including those who study in other schools.

ADAM000057 ADAM000057s (6D)

Preferred Name ADAM000057
Surname ADAM000057
First Name ADAM000057
Date of Birth 30/12/2008

School

Academic Year Y06 Roll Group 6D
Tutor Group House

Guardian

Guardian 1

Name ADAM000057, ADAM000057

Are you an ESF full-time Teacher? * Yes No

If you are an alumnus of an ESF secondary school, do you wish for your child to attend the same school? (Please note that priority may be given but not a guarantee of place) Yes No

Guardian 2

Name ADAM000057, ADAM000057

Are you an ESF full-time Teacher? * Yes No

If you are an alumnus of an ESF secondary school, do you wish for your child to attend the same school? (Please note that priority may be given but not a guarantee of place) Yes No

Other children in the family who currently study in ESF schools

Name ADAM000057, ADAM000057 (attend school now)

Is this statement correct? * Yes No

If the statement is not correct, please contact the school office of the attending ESF student.

Home Address

Salutation/Title * Mr. Adams Guardian/parent's name
Flat
Floor
Block
Building
Number & Street * 21 Queen's Road East
District * Wanchai
Region Hong Kong
Address Proof document Choose File No file chosen

Remark: The upload file should be less than 10MB and in one of the formats: JPG, GIF, TIFF, PNG, PDF.

Mailing Address

Mailing Address ☒ Same as Home Address

Tuition Fee Billing Address

Please contact ESF Billing Team billing@esfcentre.edu.hk if you wish to change your tuition fee billing address but it is different from your home or mailing address.

☒ No change, remain what I have now.

☐ Change as Home Address.

The deadline for online submission of this form is midnight on dd/mm/yyyy

All Year 6 students enrolled in an ESF primary school by dd/mm/yyyy are guaranteed a place in an ESF secondary school on completion of Year 6, with the following provisos:

- A student joining before the end of Year 5 is guaranteed a place at the secondary school of zone according to residential address at the time of application.
- A student joining Year 6 on or after dd/mm/yyyy is guaranteed an ESF secondary school place but not necessarily at the school of zone (conditions for period of commitment will apply.)
- A student residing in Discovery Bay is zoned to Island School unless requesting to follow a sibling currently attending another ESF secondary school.

A student joining Year 6 on or after dd/mm/yyyy cannot be guaranteed a secondary school place but will be given high priority on any waiting list.

NOTE: ESF reserves the right to redirect students based on majority of transferring cohorts in a primary school should there be overcapacity at any of the secondary schools. ESF also reserves the right to change the present zones to reflect the distribution of transfer applications. Secondary school zones will be confirmed in mm/yyyy. Any changes to existing zones will be posted on ESF and school websites on or before dd/mm/yyyy.

Remark: Fields with asterisk * are required.

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Submit Request Cancel

- Click **Submit Request** to continue
- Verify the contact information if there is any changes in previous screen

Changes made in this form will be applied to all siblings, including those who study in other schools.

BUCK000034 BUCK000034s (6D)

Preferred Name BUCK000004
Surname BUCK000004s
First Name BUCK000004s
Date of Birth 07/06/2006

School

Academic Year Y06 Roll Group 6D
Tutor Group House

Guardian

Guardian 1

Name BUCK000034s, BUCK000034s
Are you an ESF full-time Teacher? No
If you are an alumnus of an ESF secondary school, do you wish for your child to attend the same school? (Please note that priority may be given but not a guarantee of place) No

Guardian 1

Name BUCK000034s, BUCK000034s
Are you an ESF full-time Teacher? No
If you are an alumnus of an ESF secondary school, do you wish for your child to attend the same school? (Please note that priority may be given but not a guarantee of place) No

Other children in the family who currently study in ESF schools

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The Secondary School place will be confirmed by the allocated secondary school. You will receive an offer letter before the end of Term 1.

Note: The deposit deadline for payment to confirm offer of Year 7 place is dd/mm/yyyy

6 * ☐ I confirm the above data on my child's school record are correct. I have read and agree to the terms of Year 7 transfer application.

* Please tick the appropriate option below.

7 ☐ Confirm Y7 place required
☐ Do not require Y7 place

Note: Red text/field indicates new changes.
Remark: Fields with asterisk * are required.

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[Confirm](#) [Go Back And Edit](#) [Cancel](#)

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6. Tick the checkbox to confirm the data is correct and you agree to the terms.
7. Select the option *Y7 place required* or not.
8. Click **Confirm** to complete the form. It will return to the home screen after successfully submitted.

You may submit the form once only. You may click the “Yr 7 Transfer Application” button on **Home** screen to view what you have submitted. Please contact the school if there is any problem with it.

- End of Document -