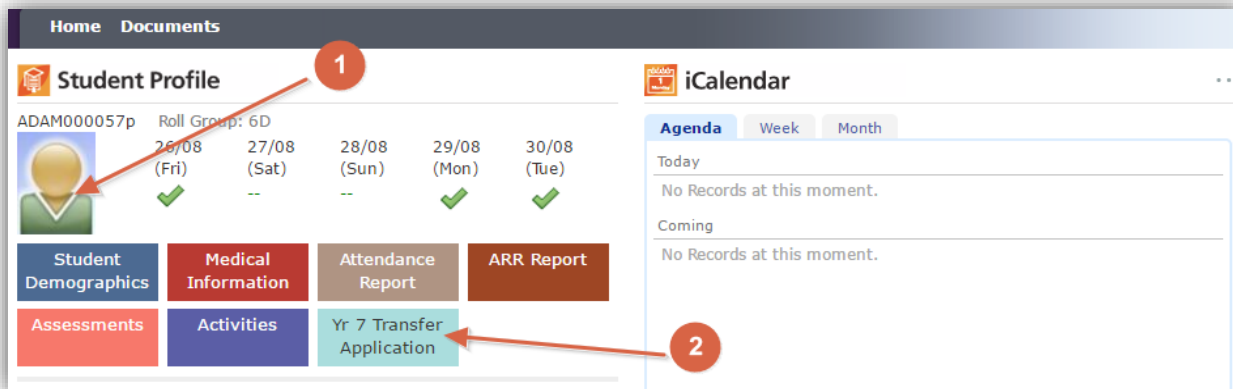


Gateway Y7 Transfer Form – Parent User Guide

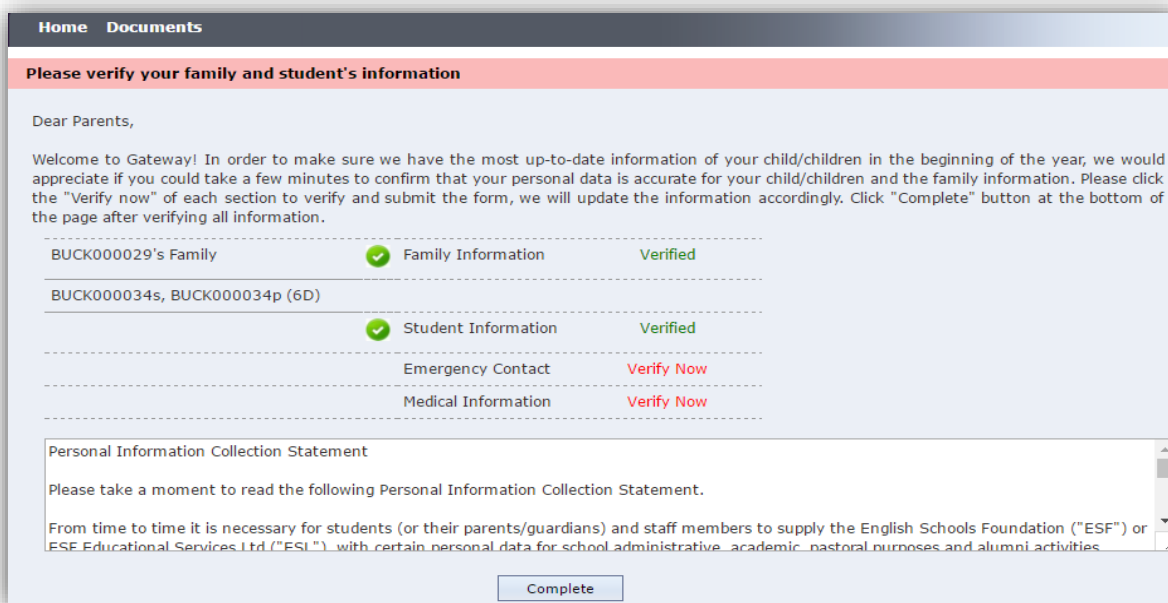
Parent may submit the Y7 Transfer Form **once only**, please input the information and verify the data carefully before submitting. Login Gateway, go to **Home**



Below are the steps (see screen shots below):

1. Select the Y6 student to show the colorful buttons.
2. Click on the “**Yr 7 Transfer Application**” to launch the form.
3. Fill out the Transfer Application Form:
4. Submit the request
5. Verify the data input.
6. Tick the checkbox to confirm the data are all correct.
7. Select option for require Y7 place.
8. Click **Confirm** to complete the form. It will return to the home screen after successfully submitted.

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



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	ADA#000057
Surname	ADA#000057s
First Name	ADA#000057
Date of Birth	30/12/2005

School

Academic Year	Y06	Roll Group	6D
Tutor Group		House	

Guardian

Guardian 1

Name

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

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

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 *	<input type="text" value="Mr. Adams"/>	Guardian/parent's name
Flat	<input type="text" value="11"/>	
Floor	<input type="text" value="21"/>	
Block	<input type="text" value=""/>	
Building	<input type="text" value="Lamb Tower"/>	
Number & Street *	<input type="text" value="21 Queen's Road East"/>	
District *	<input type="text" value="Wanchai"/>	
Region	<input type="text" value="Hong Kong"/>	
Address Proof document	<input type="button" value="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 16 September 2016.

All Year 6 students enrolled in an ESF primary school by 1 December 2016 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 15 August 2016 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 1 December 2016 cannot be guaranteed a secondary school place but will be given high priority on any waiting list.

NOTE: ESF reserves the right to change the present zones to reflect the distribution of transfer applications. Secondary school zones will be confirmed in November 2016. Any changes to existing zones will be posted on ESF and school websites on or before 25 November 2016.

Remark: Fields with asterisk * are required.

[▲ Back to Top](#)

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Submit Request Cancel

GATEWAY

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	BUCK000004F
Date of Birth	07/09/2000

School

Academic Year	Y06	Roll Group	6D
Tutor Group		House	

Guardian

Guardian 1

Name	BUCK000034M, BUCK000034M
Are you an ESF full-time Teacher?	<input type="checkbox"/>
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)	<input type="checkbox"/>

Guardian 1

Name	BUCK000034M, BUCK000034M
Are you an ESF full-time Teacher?	<input type="checkbox"/>
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)	<input type="checkbox"/>

Other children in the family who currently study in ESF schools

N.T.

Tuition Fee Billing Address

Tuition Fee Billing Address
(No change)
(No change)

5

Verify the above information

The deadline for online submission of this form is midnight on 16 September 2016.

All Year 6 students enrolled in an ESF primary school by 1 December 2016 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.
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- 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 1 December 2016 cannot be guaranteed a secondary school place but will be given high priority on any waiting list.

NOTE: ESF reserves the right to change the present zones to reflect the distribution of transfer applications. Secondary school zones will be confirmed in November 2016. Any changes to existing zones will be posted on ESF and school websites on or before 25 November 2016.

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 13 December 2016.

I confirm the above data on my child's school record are correct. 6 tick confirm

* Please tick the appropriate option below.

Confirm Y7 place required

Do not require Y7 place

7 select your option

Note: Red text/field indicates new changes. ▲ [Back to Top](#)

Remark: Fields with asterisk * are required for either one.

Confirm
Go Back And Edit
Cancel

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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.