

聖公會林裘謀中學

S.K.H. LAM KAU MOW SECONDARY SCHOOL

2021/2023 年度中一自行分配學位申請程序須知

Notice for Application for Secondary One Discretionary Places 2021/2023

1. 申請人可於 2023 年 1 月 17 日前經本校網址 (<https://www.skhlkmss.edu.hk>) 下載報名表格，或於 2023 年 1 月 3 日至 2023 年 1 月 17 日期間親臨本校索取報名表格[#]，並於 2023 年 1 月 3 日至 2023 年 1 月 17 日期間，連同所須文件，透過以下其中一個途徑繳交：

Applicants may download an application form from the school's website (<https://www.skhlkmss.edu.hk>) on or before 17th January 2023, or obtain the form at the school's reception counter during office hours[#] between 3rd January 2023 and 17th January 2023. Application must be submitted to the school between 3rd January 2023 and 17th January 2023, together with the required documents by using **ONE** of the following means:

	到校申請 所需繳交之文件 Submitted to school Documents to be submitted	郵遞申請 所需繳交之文件 Submitted via post Documents to be submitted	中一派位電子平台 所需上存之文件 SSPA e-Platform Documents to be uploaded
(1) 教育局印發的『中一自行分配學位申請表』(三聯) Three parts (School's Copy, EDB's Copy and Parent's Copy) of the Application Form for Secondary One Discretionary Places	✓	✓	
(2) 填妥之『中一自行分配學位申請表』並貼上小六學生照 A completed application form for Secondary One Discretionary Places, with the student's Primary Six photo affixed	✓	✓	
(3) 小四及小五所有成績表影印本 Copies of ALL P4 and P5 school reports	✓	✓	✓ 見備註*
(4) 小六成績表影印本(如有) Copies of P6 school reports (if available)	✓	✓	
(5) 申請人香港身分證影印本 Copy of the applicant's Hong Kong Identity Card	✓	✓	
(6) 回郵信封三個(信封正面寫上家長姓名、地址及貼上足夠郵資，背面寫上學生姓名) THREE stamped addressed envelopes with the applicant's name written on the back	✓	✓	
(7) 本校申請表格第五部『校外學術資歷』及第六部『校內獎項、服務及課外活動』之證書/證明文件 Supporting documents for Section V "External Academic Qualifications and Awards" and Section VI "Internal Awards, Services and Extracurricular Activities"	✓ 見備註•	✓ (影印本)	✓ 見備註*
(8) 小四及小五所有成績表正本 An original copy of ALL P4 and P5 school reports	✓		
(9) 小六成績表正本(如有) An original copy of P6 school reports (if available)	✓		
備註： Remark:	<ul style="list-style-type: none"> 申請人請根據確認收條指示於 2023 年 1 月 18 日下午 5 時正或之前上載項目(7)之電子檔案。 According to instructions of the reply slip, all the soft copies of item(7) should be uploaded by 18th January 2023 5:00 pm. 		<ul style="list-style-type: none"> *申請人請將項目(2)至(5)順序合併成為一個 PDF 檔案；項目(7)以另一個 PDF 檔案上存至電子平台上提交。 You are required to merge items (2) to (5) in order into one PDF file. For item (7), please prepare another PDF file and upload it onto the e-Platform.

根據教育局指引，申請人須出示身份證明文件（例如出世紙、身份證、護照）正本以便核實資料。申請人不需遞交推薦信。（所有遞交本校之申請表、文件或證件副本及回郵信封，不論取錄與否，一概不獲退還。）

In accordance with the instructions given by the Education Bureau, applicants should present the original copy of the student's identification documents (e.g. birth certificate, identity card, passport, etc.) for verification purposes. **Applicants are not required to provide testimonials from their primary schools.** (Whether the application is successful or not, the submitted items will NOT be returned.)

2. 申請人如有需要及衡量相關風險後，如透過郵寄方式遞交申請，截止日期以郵戳日期為準。申請文件不齊備或逾期申請，將不予受理。本校將把不完整或逾期申請退回給申請人。

Applicants should thoroughly consider the needs and associated risks if the application is to be submitted by post. Please be reminded that the postmark date should not be later than the prescribed deadline. Applications without all necessary documents (incomplete application) or late applications will not be accepted. The school will return any incomplete or late applications to the applicants.

3. 遇有以下情況，本校將把教育局印發的『中一自行分配學位申請表』退回給申請人：

Under the following circumstances, the school will return the Application Form for S1 Discretionary Place from the Education Bureau to the applicant:

- 「派位年度」、「學生編號」及「申請編號」的預印資料經塗改的申請表。

Application Form with amendments to the pre-printed information for the Allocation Cycle, the Student Reference Number and the Application Number.

- 「學生姓名」、「性別」及「出生日期」的預印資料經塗改而未附有小學校印（如屬參加派位學生）或教育局印章（如屬非參加派位學生）的申請表。

Application Form with amendments to the pre-printed information for the Name of Student, Sex and Date of Birth, without stamp chop of the primary school (for a participating student) or the Education Bureau (for a non-participating student).

- 影印、損毀或欠完整的申請表。

Photocopies, damaged or incomplete Application Form.

4. 本校中一自行分配學額為 40 名。請注意，學生只可以向不多於兩間列於《申請中一自行分配學位手冊》內的中學遞交申請。

There are 40 S1 discretionary places in this school in 2023. Each applicant may apply to no more than two secondary schools which are listed in the "Handbook for Application for S1 Discretionary Places".

- A. 按學業表現取錄之學位 Selection based on Academic Performance : 38 ;
- B. 按非學科表現取錄之學位 Selection based on Non-academic Performance : 2

5. 收生準則 Admission Criteria and Weightings :

操行及其細項須獲 B 級或以上 Conduct grade MUST be B or above

- A. 按學業表現取錄之學位 Selection based on Academic Performance :

教育局提供的「學生成績次第名單」 Position in Education Bureau's 'Rank Order List'	50%
中文面試（粵語）表現 Performance in Chinese (Cantonese) interview	20%
英文面試表現 Performance in English interview	20%
曾獲取之獎項、參與之服務及課外活動 Awards, Service & ECA Participated	10%

B. 按非學科表現取錄之學位 Selection based on Non-academic Performance :

「非學科」突出表現 Outstanding Performance on Non-Academic Performance	50%
面試表現 Performance in interview	40%
曾參與之服務及課外活動 Service & ECA Participated	10%

6. 面試 Interviews :

本校將根據申請人所提交的資料進行初步篩選，符合資格之申請者將安排面試。面試將於 2023 年 3 月 18 日(星期六)舉行，本校將於 2023 年 3 月上旬發信通知各申請學生面試的時間。假若面試因應疫情狀況而有所調整，敬請留意本校網頁有關中一面試的通知。由於考生人數眾多，恕校方難以為個別申請人更改面試時間。如考生遲到，其面試成績將會被扣減分數。

In general, all applicants are eligible for an interview held on 18th March 2023 (Saturday). The interview timeslots and details will be sent to the applicants by post in early March 2023. However, the interview arrangement will be subject to change upon the situation of COVID-19. Please check the latest arrangement to be uploaded on our school website. Since hundreds of applicants will attend interviews, we are not able to make any arrangement changes for an individual applicant. If applicants do not show up for an interview on time, marks will be deducted.

7. 個人私隱 Personal Privacy :

本申請只用作申請本校中一學位之用途，並會向教育局呈交。除非獲得閣下同意，此等資料不會向第三者披露。在完成中一收生程序後，有關資料將予銷毀。

The information collected is only used for our school's Secondary One admission application. After processing, it will be submitted to the Education Bureau. Please be assured that none of the information will be disclosed to any other parties without your consent. Upon completion of the admission procedure, all the personal data will be destroyed.

8. 遴選結果 Release of Results :

本校將於 2023 年 3 月 31 日以郵遞及電話形式通知獲正取資格的 40 位學生及其家長。根據教育局指引，有關的通知安排不包括備取及落選學生，亦非正式的派位結果，家長毋須就通知作任何回應，而中學亦不得公佈遴選結果，故家長無須致電本校查詢。所有申請人之正式中一派位結果將於「中學學位分配放榜日」(2023 年 7 月 11 日) 經教育局統一公佈。獲本校取錄者須按教育局公佈之辦法辦理入學註冊手續。

The school will notify parents of the 40 successful applicants' inclusion in the Successful Lists for Secondary One Discretionary Places (DP) on 31st March 2023 by letter and phone. These notification arrangements are not applicable to reserve and unsuccessful applicants, nor are the notifications of the formal allocation results. According to the instructions provided by the Education Bureau, the school should not answer parents' enquiries about their children's application results. Parents of applicants included in the Successful Lists of DP do not need to reply to the notifications nor confirm their acceptance of the DP offered. Students not offered a discretionary place can still apply for the school at the School Places Allocation Systems (Central Allocation) [CA] Stage. The results of both DP and CA will be released on 11th July 2023 by the Education Bureau. Applicants allocated a place to the school should follow the instructions by the Education Bureau on registration.

9. 查詢 Enquiry :

地址：聖公會林裘謀中學 新界沙田第一城得寶街10號

Address: SKH Lam Kau Mow Secondary School, 10 Tak Po Street, City One Shatin, Shatin, N.T.

電話 Telephone : 2648 8222

#收表時間 School office hours :
星期一至五 Monday – Friday 上午 8 時至 11 時正；下午 2 時正至 4 時 30 分
8:00am – 11:00am ; 2:00pm – 4:30pm
星期六 Saturday 上午 10 時至中午 12 時正；下午 2 時正至 4 時正
10:00am – 12:00nn ; 2:00pm – 4:00pm