

聖公會林裘謀中學

S.K.H. LAM KAU MOW SECONDARY SCHOOL

2024/2026 年度中一自行分配學位申請程序須知

Notice for Application for Secondary One Discretionary Places 2024/2026

1. 申請人可於 2026 年 1 月 16 日前經本校網址 (<https://www.skhlkmss.edu.hk>) 下載申請表格，或於 2026 年 1 月 2 日至 2026 年 1 月 16 日期間親臨本校索取申請表格<sup>#</sup>，並於 2026 年 1 月 2 日至 2026 年 1 月 16 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 16<sup>th</sup> January 2026, or obtain the form at the school's reception counter during office hours<sup>#</sup> between 2<sup>nd</sup> January 2026 and 16<sup>th</sup> January 2026. Application must be submitted to the school between 2<sup>nd</sup> January 2026 and 16<sup>th</sup> January 2026, together with the required documents by using **ONE** of the following means:

	到校申請 所需繳交之文件 <b>Submitted to school</b> Documents to be submitted	中一派位電子平台 所需上存之文件 <b>SSPA e-Platform</b> 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) 填妥之校本『中一自行分配學位申請表』並貼上小六學生照 A completed school-based application form for Secondary One Discretionary Places, with the student's Primary Six photo affixed	✓	✓ 見備註*
(3) 小四及小五所有成績表影印本 Copies of ALL P4 and P5 school reports	✓	✓
(4) 小六成績表影印本(如有) Copies of P6 school reports (if available)	✓	見備註*
(5) 申請人香港身分證影印本 Copy of the applicant's Hong Kong Identity Card	✓	✓ 見備註*
(6) 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 "School Awards, Services and Extra-curricular Activities"	✓ 見備註•	✓ 見備註*
(7) 小四及小五所有成績表正本 An original copy of ALL P4 and P5 school reports	✓	
(8) 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"> <li>申請人請根據確認收條指示於 2026 年 1 月 17 日下午 5 時正或之前上載項目(6)之電子檔案。 According to the instructions on the reply slip, upload all the soft copies of item (6) by 17<sup>th</sup> January 2026 5:00 pm.</li> </ul>	<ul style="list-style-type: none"> <li>*申請人請將項目 (3) 及 (4) 順序合併成為一個 PDF 檔案；項目 (2)、(5) 及 (6) 以另外三個 PDF 檔案上存至電子平台上呈交。 You are required to merge items (3) &amp; (4) in order into one PDF file. For items (2), (5) &amp; (6), please prepare three PDF files and upload them onto the e-Platform.</li> </ul>

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。申請人不需遞交小學推薦信。（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. 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.

3. 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. 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

4. 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
- 申請人必須符合中、英文的最低語文能力要求 Applicants must meet the minimum language proficiency standards in both Chinese and English

- 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, Services & 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%
曾獲取之獎項、參與之服務及課外活動 Awards, Services & ECA Participated	10%

5. 資料發放 Information Distribution :

所有申請者的家長和監護人將於 2026 年 1 月 23 日之前收到一封確認學校已收到其申請的電子郵件（發送至申請表第四部分指定的帳戶）。此電子郵件將作為您申請的正式確認。該電子郵件地址也將用於傳達有關您面試的重要細節，包括報到時間，該信息將在 2026 年 2 月 28 日至 3 月 2 日發送。建議家長和監護人在 2026 年 1 月 23 日之後定期檢查此電子郵件帳戶，以確保無誤地收到確認電子郵件。請確保您的電子郵件設置已配置為允許我們學校的消息，以避免錯過任何重要資訊。

All parents and guardians of applicants will receive an email (sent to the account specified in Section IV of the application form) confirming the school's receipt of their application by 23rd January 2026. This email will serve as formal acknowledgment of your application. This email address will also be used to communicate important details regarding your interview, including the reporting time, which will be sent between 28th February 2026 to 2nd March 2026. Parents and guardians were advised to check this email account after 23rd January 2026 to ensure that the confirmation email is received without any issues. Please make sure your email settings are configured to allow messages from our school to avoid missing any important information.

6. 面試 Interviews :

本校將根據申請人所提交的資料安排所有申請人面試。面試將於 2026 年 3 月 7 日 (星期六) 舉行, 本校將於 2026 年 2 月 28 日至 3 月 2 日期間以電郵通知各申請學生面試的時間。假若面試因應突發事情而有所調整, 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 7<sup>th</sup> March 2026 (Saturday). The interview timeslots and details will be sent to the applicants by email between 28<sup>th</sup> February to 2<sup>nd</sup> March 2026. However, the interview arrangement will be subject to change in case of emergency. 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. 個人資料收集聲明 Personal Information Collection Statement :

根據本校的『個人資料收集聲明』, 本申請中收集的個人資料僅用於本校的中一入學申請, 並會向教育局呈交。除非獲得閣下同意, 所有資料將不會向任何第三者披露。在完成中一收生程序後, 有關資料將予銷毀。

In accordance with the school-based 'Personal Information Collection Statement', the personal information collected from this application will be used solely for our school's Secondary One admission process. After processing, it will be submitted to the Education Bureau. Be assured that none of this information will be disclosed to any third parties without your consent. Upon completion of the admission procedure, all personal data will be destroyed.

8. 遴選結果 Release of Results :

本校將於 2026 年 3 月 31 日以電郵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」(2026 年 7 月 7 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 31<sup>st</sup> March 2026 by email 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 7<sup>th</sup> July 2026 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: 新界沙田第一城得寶街10號聖公會林裘謀中學

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  
星期六  
Saturday

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  
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