

聖公會林裘謀中學
S.K.H. LAM KAU MOW SECONDARY SCHOOL
2020 – 2022 年度中一自行分配學位申請程序須知
Notice for Application for Secondary One Discretionary Places 2020 - 2022

1. 申請人可於 2022 年 1 月 3 日至 2022 年 1 月 17 日期間經本校網址 (<https://www.skhlkmss.edu.hk>) 下載報名表格，或於上述日子在辦公時間[#] 內親臨本校索取報名表格，並於 2022 年 1 月 3 日至 2022 年 1 月 17 日期間，將以下文件交回本校：

- (1) 填妥之中一自行分配學位申請表並貼上小六學生照
- (2) 教育局印發的『中一自行分配學位申請表』(三聯)
- (3) 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)
- (4) 小四及小五所有成績表影印本
- (5) 小四及小五所有成績表正本(不適用於郵寄遞交)
- (6) 小六成績表影印本(如未有，請於面試日或之前補交)
- (7) 小六成績表正本(如未有，請於面試日或之前補交)(不適用於郵寄遞交)
- (8) 申請人香港身分證影印本
- (9) 上載『校外學術資歷』及『校內獎項、服務及課外活動』證書／證明文件電子檔案。

請根據本校中一自行分配學位申請表格第五部『校外學術資歷』及第六部『校內獎項、服務及課外活動』之填寫次序，將相關文件組合成**單一 PDF 檔案**，並在表格**填寫頁數**

(註：申請人／家長到校遞交申請表時，將獲發**申請編號**、**網上表格連結**及**登入密碼**，請於 2022 年 1 月 19 日下午 5 時正或之前以 Google 帳戶將有關 PDF 檔案上載。)

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**遞交推薦信及證書副本。(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。)

Starting from 3rd January 2022 to 17th January 2022, applicants may download an application form from the school's website (<https://www.skhlkmss.edu.hk>) or get the form at the school's reception counter during office hours[#]. Applications must be submitted to the school between 3rd January 2022 and 17th January 2022, together with the following documents:

- (1) A completed application form for Secondary One Discretionary Places
- (2) Three parts (School Copy, EDB Copy and Parent Copy) of the Application Form for S1 Discretionary Places
- (3) THREE stamped addressed envelopes with the applicant's name written on the back
- (4) Copies of ALL P4 and P5 school reports
- (5) Original copies of ALL P4 and P5 school reports (Not applicable for application by post)
- (6) Copies of P6 school reports (if not yet available, submit before Interview day)
- (7) Original copies of P6 school reports (if not yet available, submit before Interview day) (Not applicable for application by post)
- (8) Copy of the applicant's Hong Kong Identity Card
- (9) Upload supporting documents according to the order listed in Section V "External Academic Qualifications and Awards" and Section VI "Internal Awards, Services and Extracurricular Activities" on the application form. Save the scanned copies of these documents as **ONE PDF file** before the upload.)

(Note: Upon submission of an application in person, an applicant will be issued an application number, a link to the online form and a password. Please upload the PDF file by Google account by 5:00 pm on 19th January 2022.)

In accordance with the EDB's instructions, applicants should present the original copy of the student's identification document (e.g. birth certificate, identity card, passport, etc.) for verification purposes. The school does not require applicants to provide testimonial from their primary schools or copies of any certificates. (Whether the application is successful or not, submitted items will NOT be returned.)

2. 鑑於 2019 冠狀病毒病疫情的最新發展，本年度的自行分配學位亦可透過郵遞申請。家長可安排於 2022 年 1 月 3 日至 1 月 17 日期間（截止日期以郵戳日期為準）將填妥的《中一自行分配學位申請表》及本校所要求的其他文件郵寄至本校。

In light of the latest development of COVID-19 epidemic, this year's DP application can also be applied via post. Parents could submit the completed Application Forms and other documents required by the secondary school by post between 3rd January 2022 and 17th January 2022, both dates inclusive (the postmark date should not be later than the prescribed deadline).

3. 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。

Applicant should thoroughly consider the needs and associated risks if the application is submitted by post. When an application is submitted by post, the postmark date should be no 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 applicant.

4. 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 Places from the EDB 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。

An 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。

An 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 EDB (for a non-participating student).

- 影印、損毀或欠完整的申請表。

A photocopy, damaged or incomplete Application Form.

5. 本校 2020-2022 年度中一自行分配學額為 40 名。請注意，申請人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。

In 2020-2022, the school has 40 S1 discretionary places. Each applicant may apply to no more than two secondary schools listed in the "Handbook for Application for S1 Discretionary Places".

申請表格 A. 按學業表現取錄之學位 Form A: Selection based on Academic Performance : 38

申請表格 B. 按非學科表現取錄之學位 Form B: Selection based on Non-academic Performance : 2

6. 收生準則 Admission Criteria and Weightings :

操行及其細項須獲 **B 級**或以上 Conduct grades 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」排名 Position in EDB'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 in Non-Academic Achievements	50%
面試表現 Performance in interview	40%
曾參與之服務及課外活動 Services & ECA Participated	10%

7. 面試 Interview :

面試將於 2022 年 3 月 5 日(星期六) 舉行, 但亦會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。本校將於 2022 年 2 月下旬發信通知各申請人面試的時間。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。

The interview is held on 5th March 2022 (Saturday). However, the arrangement of the interview will be subject to change upon the situation of COVID-19. Please check the latest updated interview arrangements from our school website. In late February 2022, our school will mail the interview time and details to the applicants. With hundreds of applicants for interviews, we are unable to reschedule an interview for any applicant. Should an applicant attend the interview late, marks will be deducted.

8. 遴選結果 Release of Results :

本校將於 2022 年 3 月 31 日以郵遞及電話形式通知獲正取資格的 40 位申請人之家長。根據教育局指引, 有關的通知安排不包括備取及落選申請人, 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。如未獲派自行分配學位, 則會經統一派位程序分配中一學位。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」(2022 年 7 月 12 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 Discretionary Places (DP) on 31st March 2022 by letter and by phone. These notification arrangements are not applicable to reserve and unsuccessful applicants, nor are the notifications the formal allocation results. According to EDB instructions, the school should not answer parents' enquiries about the 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. Applicants not offered a discretionary place can still apply for the school at the SSPA CA Stage. The results of both DP and CA will be released on 12th July 2022 by the EDB. Applicants allocated a place in the school should follow the EDB's instructions on registration.

9. 查詢 Enquiry

地址: 新界沙田第一城得寶街10號

Address: 10 Tak Po Street, City One Shatin, Shatin, N.T.

電話 Telephone : 2648 8222

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