



2023 - 2024 中一自行分配學位申請

申請須知

2023 - 2024 年度中一自行分配學位入學申請之手續簡述如下：

1. 派發申請表格：申請人可於 2022 年 12 月 1 日至 2023 年 1 月 17 日 到本校索取或於本校網頁 www.smcc.edu.hk 下載；

2. 申請日期：2023 年 1 月 3 日至 17 日 (請選擇以下(I、II、III)其中一種申請方法)

I. **親臨本校申請**：須攜帶以下文件到本校辦理手續：

- a. 教育局「中一自行分配學位申請表」(三色存根)
- b. 已填妥及貼上近照之本校報名表
- c. 申請人之香港身份證或出生證明書 正本及副本
- d. 小五全年及小六上學期成績表 正本及副本
- e. 小五及小六所獲獎項或證書(如適用) 正本及副本
- f. 已貼二元二角郵票之回郵信封(寫上收信地址及申請人名字)

兩個

(作面試通知及取錄通知之用)

辦公時間： 星期一至五 上午九時至下午五時

星期六 上午九時至中午十二時

II. **郵遞申請**：

為免郵遞失誤，建議家長以掛號形式寄交申請以減低風險，截止日期 (2023 年 1 月 17 日) 以 郵戳日期 為準。郵寄方式須附交以下文件：

- a. 教育局「中一自行分配學位申請表」(三色存根)
- b. 已填妥及貼上近照之本校報名表 (於本校網頁下載)
- c. 申請人之香港身份證或出生證明書 副本
- d. 小五全年及小六上學期成績表 副本
- e. 小五及小六所獲獎項或證書(如適用) 副本
- f. 已貼二元二角郵票之回郵信封(寫上收信地址及申請人名字) 三個

個

(作面試通知、取錄通知及寄回申請表家長存根之用)

家長需預留申請表(三色存根)上空白位置：學校名稱、學校編號及蓋校印處，供本校填寫。本校在收到家長的郵遞申請後，會將中一自行分配學位申請表家長存根寄回家長以作保存。



III. **網上申請（經教育局「中一派位電子平台」）：**

如家長已登記成為教育局「中一派位電子平台」用戶並以「智方便+」綁定帳戶，家長可選擇透過教育局「中一派位電子平台」遞交自行分配學位申請。

家長需要透過「中一派位電子平台」遞交以下文件之電子檔案：

- 已填妥及貼上近照之本校報名表（於本校網頁下載）
- 申請人之香港身份證或出生證明書**掃描檔**
- 小五全年及小六上學期成績表**掃描檔**
- 小五及小六所獲獎項或證書（如適用）**掃描檔**

家長請注意，於網上平台遞交的文件須符合教育局「中一派位電子平台」之格式要求，文件掃描檔案必須清晰可見。本校將透過電郵發放面試通知書及取錄通知書。

3. 收生準則及比重：

學業成績	操行	面試表現	課外活動	與學校聯繫
50%	10%	25%	10%	5%

4. 本校中一自行分配學額：**40名**（學校編號：129）；

5. 申請人無須提交任何推薦信；

6. 申請表及證明文件一經遞交，不可撤回、取消或更改選校次序；

7. 申請者只需選擇一種遞交方式以遞交申請表，重覆申請教育局或不受理；

8. 本校定於 **2023年2月25日** 為所有申請人進行面試，學校會於面試前兩星期發信通知有關事宜。如申請人當天未能出席，本校將不會另作安排；

9. 本校將於 **2023年3月31日** 透過**郵遞及電話**通知所有正取學生的家長其子女已獲納入本校中一自行分配學位正取學生名單。如家長已登記成為「中一派位電子平台」用戶，亦可於同日透過電子平台接收自行分配學位正取學生通知；

10. 中一自行分配學位結果將於 **2023年7月11日** 與統一派位結果一併公布；

如有任何查詢，請致電本校校務處何小姐 2577 5004。



2023-2024

Application for Secondary 1 (S1) Discretionary Places (DP)
Information for Application

Details of the captioned event are as follows:

1. Distribution of Application Forms: Applicant may obtain the application form from our school or download it from our school website, www.smcc.edu.hk **from December 1, 2022 to January 17, 2023.**
2. Application: **January 3 to 17, 2023 (Please choose ONE submission method (I,II or III)only)**
 - I. Submission of application in person:** Applicant should submit the following:
 - a. "Application Form for S1 Discretionary Places" issued by EDB
 - b. A completed school application form with recent photo
 - c. Applicant's HKID Card or Birth Certificate (**original and photocopy**)
 - d. Primary 5 annual and Primary 6 first term academic reports (**original and photocopy**)
 - e. Awards and certificates obtained in Primary 5 and Primary 6 (if applicable) (**original and photocopy**)
 - f. **Two** \$2.2-stamped self-addressed envelopes (for notification of interview and acceptance)

Office hours :	Mondays to Fridays	9:00 am to 5:00 pm
	Saturdays	9:00 am to 12:00 noon

II. Submission of application by post

To minimize the risk of unsuccessful postal delivery, it is recommended to send the application by registered mail before the closing date for application, *17 January 2023*. The postmark date on the envelope will be regarded as the date of application.

The application should comprise the following documents:

- a. "Application Form for S1 Discretionary Places" issued by EDB
- b. A completed school application form with recent photo
- c. Applicant's HKID Card or Birth Certificate (**photocopy**)
- d. Primary 5 annual and Primary 6 first term academic reports(**photocopy**)
- e. Awards and certificates obtained in Primary 5 and Primary 6 (if applicable) (**photocopy**)
- f. Three \$2.2 -stamped self-addressed envelopes (for notification of interview and acceptance, and acknowledgement of receipt of application returning the Parent's Copy for retention and record)

The spaces for the School Name, the School Code and the School Chop **should be left blank** on the application form. After verifying and confirming that the information is correct, the Parent's Copy will be returned to the parent concerned by post.



III. Submission of application by SSPA e-Platform

Parents registered as SSPA e-Platform users and bound their account with “iAM Smart+” they may also choose to submit DP applications via the SSPA e-Platform.

The application should comprise the following documents:

- a. A completed school application form with recent photo (*downloadable from school website*)
- b. Applicant's HKID Card or Birth Certificate (**scanned copy**)
- c. Primary 5 annual and Primary 6 first term academic reports (**scanned copy**)
- d. Awards and certificates obtained in Primary 5 and Primary 6 (if applicable) (**scanned copy**)

Parents should note that all documents submitted via the e-Platform should conform to the format requirement of the SSPA e-Platform, and the scanned document should be clearly visible. Notification of interview and acceptance will issued by email.

3. Admission Criteria and Weighting:

Academic Results	Conduct	Interview Performance	Extra-curricular Activities	Connections with school
50%	10%	25%	10%	5%

4. Number of Discretionary Places: **40** (School Code: 129)

5. Recommendation letters are NOT required.

6. The application made is irrevocable and cannot be cancelled upon submission.

7. Applicants should submit only **ONE** application. **Multiple submissions will NOT be entertained.**

8. Interviews for admission will be held on **February 25, 2023**. **All applicants** will be informed by post two weeks prior to the interview date. **If the applicant is absent from the interview, no makeup interview will be arranged.**

9. The school will notify parents of their children's successful application for Discretionary Placement and their inclusion in the Successful Shortlist of Applicants on **March 31, 2023** **by post and phone**. Parents registered as SSPA e-Platform users may also receive notifications for successful DP application via the SSPA e-platform on the same day.

10. Both the results of S1 Discretionary Places and Central Allocation will be released on **July 11, 2023**.

For enquiries, please call Miss Ho of school General Office at 2577 5004.