



Chiu Lut Sau Memorial Secondary School
Secondary School Places Allocation (SSPA) 2020/2022
Application for Secondary 1 Discretionary Places
(Admission in September 2022)

Application Guideline

1. General Information :

- 1.1 In accordance with the Secondary School Places Allocation (SSPA) 2020/2022 *Applications for Secondary 1 Discretionary Places*, each student may apply to **not more than two** participating secondary schools listed in the *Handbook for Application for S1 Discretionary Places* issued by the Education Bureau (EDB). Otherwise, his/her chance of acquiring a discretionary place will be forfeited. The Application Form cannot be retrieved or cancelled once submitted.
- 1.2 The personal data provided by means of this form will be used for processing application for a S1 discretionary place. They may be disclosed to the Education Bureau for educational purposes. The provision of personal data by means of this form is obligatory. If an applicant does not provide sufficient information, the school may not be able to process the application. The applicant has the right to request access or correction of his/her personal data in light of the Personal Data (Privacy) Ordinance.

2. Number of S1 Discretionary Places: 43

3. Ways to Obtain Application Form:

3.1 Date: **11 December 2021 to 17 January 2022**

3.2 Application form can be downloaded from the school website (<http://www.clsms.edu.hk>) or obtained in the School General Office.

(Office hours: Monday to Friday: 9:00 am to 5:00 pm

Saturday: 9:00 am to 12:00 noon)

4. Filling in the Application Form

- 4.1 Applicants can fill in the form using either Chinese or English in block letters.
- 4.2 Please fill in the applicant's personal particulars carefully. Any misrepresentation on the Application form may lead to school's refusal for processing the application for S1 Discretionary Place.
- 4.3 Please paste a recent photo of the applicant on the designated place of Application Form.
- 4.4 Please note that the Student Reference Number (STRN) can be found on the Primary 6 Student Record Form issued by the Education Bureau (EDB).

5. Submission of Application Form:

5.1 Date: **from 3 January 2022 to 17 January 2022 (Both dates inclusive)**

5.2 Venue: School General Office

5.3 Time: Monday to Friday: 9:00 am to 5:00 pm
Saturday: 9:00 am to 12:00 noon

5.4 Please submit the following documents:

5.4.1 Application Form for S1 Discretionary Place (20/22) issued by the Education Bureau.

5.4.2 The CLSMSS Application Form for S1 Discretionary Place (With recent photo)

5.4.3 **Copies of certificates and awards** listed in Section (3) of the CLSMSS Application Form
(Please arrange the documents in numerical order and write down the number on the top right hand corner, starting from 01, e.g. 01, 02, 03, 04, 05,)

5.4.4 A **copy** of HKID card **(Please also bring along the original HKID card for verification)**

5.4.5 A **copy** of Primary Six Student Record Form

5.4.6 **Copies** of Academic Reports of **P5 (1st and 2nd Term)** and **P6 (1st Term)**

5.4.7 **Copies** of documentary proof, if applicable, showing that applicant's parent/sibling has attended/is attending the school, e.g. Leaving Certificate or Academic Reports

5.4.8 (i) **By person**: **One** stamped (\$2.0) and self-addressed envelope (DL size) for the return of the notice of interview

(ii) **By post**: **Two** stamped (\$2.0 each) and self-addressed envelopes (DL size) for the return of the notice of interview and the "Parent's Copy" of the Application Form issued by the Education Bureau (EDB).

Note: Applicant need not submit any recommendation letter of the primary school.

6. Selection/Interview:

The school will select or interview a candidate according to applicant's conduct, academic performance, non-academic performance and connection with the school.

Selection Criteria

Criteria	Weighting
Conduct Requirement: Grade B or above in P5 and P6	
1. Academic Performance (Rank Order provided by EDB)	60%
2. Extra-curricular activities, services, talents and conduct	30%
3. Connection with school	10%
Total	100%

Admission Criteria:

Criteria	Weighting
Conduct Requirement: Grade B or above in P5 and P6	
1. Interview performance	40%
2. Academic Performance (Rank Order provided by EDB)	30%
3. Extra-curricular activities, services, talents and conduct	20%
4. Connection with school	10%
Total	100%

7. Interview:

- 8.1 A shortlist of applicants for interviews will be released on **4 March 2022 (Friday)**
- 8.2 A notice of date and time of interview will be sent by post to all applicants. The interview list will also be posted on the school website on **4 March 2022 (Friday)**. Only the CLSMSS **Application Number and the first 4 letters or numbers of the SSPA Student Reference Number** of the applicant will be shown.
- 8.3 Date of Interview: **12 March 2022 (Saturday)**
- 8.4 Format of Interview: Individual interviews are conducted. There are three sections of the interview which will assess students' English and Chinese language proficiency and Mathematical ability.
- 8.5 The format of interview may alter due to the COVID-19 pandemic situation. The updated arrangement will be released on the school website in nearer the time, if needed..

8. Announcement of Results:

- 9.1 Parents of successful applicants, i.e. the inclusion of their children in the Successful Lists for Discretionary Places, will be notified by letter and phone on **31 March 2022 (Thursday)**.
- 9.2 Results for Central Allocation will be released on **12 July 2022 (Tuesday)** through the SSPA system of EDB.



趙聿修紀念中學

二零二零/二零二二年度中學學位分配 中一自行分配學位申請

(於二零二二年九月入讀中一)

填表須知

1. 一般事項：

- 1.1 根據教育局二零二零至二零二二年度中學學位分配辦法之「申請中一自行分配學額程序」指示，每位小六學生可向不多於兩所在《申請中一自行分配學位手冊》內列出的中學申請，否則，其獲得自行分配學位的機會將被取消。**中一自行分配申請表一經遞交，不可撤回或取消**
- 1.2. 申請表格所收集的資料，將用以辦理「中一自行分配學位申請」有關一切事宜。本校可能會把這些資料向教育局披露，用以處理與教育有關的事宜。申請人必須在本表格提供個人資料，如提供的資料不足，本校可能無法處理申請程序。申請人有權按照《個人資料(私隱)條例》，查閱及改正個人資料。

2. 中學自行分配學額：43名

3. 索取申請表格：

3.1 日期: 2021年12月11日至2022年1月17日

3.2 領取辦法：可於本校網頁(<http://www.clsmss.edu.hk>)下載表格或親臨本校校務處領取。

(辦公時間: 星期一至五: 上午九時至下午五時正

星期六: 上午九時至中午十二時正)

4. 填寫表格：

- 4.1 申請人可用中文或英文正楷填寫此表格。
- 4.2 請仔細填寫〈申請表〉內的資料，如有錯漏，本校有權拒絕有關申請。
- 4.3 請於〈申請表〉上貼上學生近照。
- 4.4 「學生編號」(Student Reference Number [STRN])可見於教育局印發的「小六學生資料表」(Primary 6 Student Record Form)。

5 遞交申請表格：

5.1 日期：2022年1月3日至2022年1月17日(包括首尾兩日)

5.2 地點：本校校務處

5.3 時間：星期一至五:上午九時正至下午五時正

星期六:上午九時正至中午十二時正

5.4 遞交表格時所需文件:

5.4.1 香港教育局中一自行分配學位(20/22)申請表

5.4.2 本校申請表(貼有相片)

5.4.3 於本校申請表第(3)項填報的傑出表現之獎狀或證書的證明文件副本(請依序排列，並在證明文件副本的右上角由01開始填寫文件編號，例如：01、02、03、04、05.....)

5.4.4 申請人的香港身份證副本 (請攜帶身份證正本以作核實)

5.4.5 小六學生資料表副本

5.4.6 小五上、下學期及小六上學期之考試成績表副本

5.4.7 如父母親/兄姊曾經或現時就讀本校，請將有關證明的影印本呈上，例如離校證書/成績表副本

5.4.8(i) 如親身到學校遞交申請表及申請文件者，請附上一個已貼上郵票 (港幣\$2.0) 及寫上回郵地址的信封 (DL size)，以便寄回面試通知書。

(ii) 如透過郵寄方式遞交申請表及申請文件者，必須額外遞交回郵信封一個，即合共兩個已貼上郵票 (港幣\$2.0) 及寫上回郵地址的信封 (DL size)，以便寄回面試通知書及教育局中一自行分配申請表的「家長存根」。

註：申請者不需要提交小學推薦信。

6. 甄選面試：本校將根據申請人之操行、學業表現、非學術之表現及與本校之聯繫作出甄選，並安排面試。

甄選面試準則：

項目	比重
操行要求：同學之小五、小六操行等第獲乙級或以上	
1. 申請人學業表現(教育局提供之學生「成績次第」排名)	60%
2. 申請人之課外活動、服務表現、才華及操行	30%
3. 申請人與本校之聯繫	10%
合計	100%

收生準則：

項目	比重
操行要求：同學之小五、小六操行等第獲乙級或以上	
1. 面試表現	40%
3. 申請人學業表現 (教育局提供之學生「成績次第」排名)	30%
4. 申請人之課外活動、服務表現、才華及操行	20%
4. 申請人與本校之聯繫	10%
合計	100%

7. 面試:

8.1 面試名單公佈日期: **2022年3月4日(星期五)**

8.2 公佈方法: 本校將會郵寄面試通知書, 通知申請人面試日期及時間。另外面試名單亦會於2022年3月4日(星期五)在本校網頁(<http://www.clsms.edu.hk>)公佈。**名單只顯示本校所給予之申請編號及中學學位分配學生編號之首4個英文字母及數字。**

8.3 面試日期: **2022年3月12日(星期六)**

8.4 面試形式: 面試將以個別面見形式進行。面試分為三部分, 以評核學生的中、英文及數學能力。

8.5 因應疫情最新發展, 面試形式可能有所更改。請留意學校網頁的最新資訊。

8. 取錄結果:

9.1 本校將會於**2022年3月31日(星期四)**透過書面及電話通知正取學生家長, 其子女已獲學校納入自行分配學位正取學生名單。

9.2 統一派位結果將於**2022年7月12日(星期二)**由教育局公佈。