



Chiu Lut Sau Memorial Secondary School
Secondary School Places Allocation (SSPA) 2022/2024

Application for Secondary 1 Discretionary Places
(Admission in September 2024)

Application Guideline

1. General Information

- 1.1 In accordance with the Secondary School Places Allocation (SSPA) 2022/2024 *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 an S1 discretionary place. They may be disclosed to the Education Bureau, if necessary. 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. Should there be any enquiries, please contact:

Chiu Lut Sau Memorial Secondary School
7 Tai Yuk Road, Yuen Long, N.T.
Tel No.: 2477 8237

2. Number of S1 Discretionary Places: 43

3. Ways to obtain the Application Form

- 3.1 Date: **9 December 2023 to 16 January 2024**
- 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 Places.
- 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: **2 January 2024 to 16 January 2024 (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 (22/24) 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 the CLSMSS Application Form (Please arrange them in order, 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 **Copies** of Academic Reports of P5 (1st and 2nd Term) and P6 (1st Term)
 - 5.4.6 **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
 - 5.4.7 Regardless of whether the Application Form is submitted in person or through SSPA e-Platform, applicants are required to submit to our school one **self-addressed** envelope (DL size: 110mm x 220mm) affixed with a postage stamp (HKD \$2.2).

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

6. Selection and Admission Criteria

The school will select or interview a candidate according to the 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 and talents	20%
4. Connection with school	10%
Total	100%

7. Interview

7.1 A list of applicants for interviews will be released on **23 February 2024 (Friday)**.

7.2 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 **23 February 2024 (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.

7.3 Date of Interview: **9 March 2024 (Saturday)**

7.4 Format of Interview: Individual face-to-face interview will be conducted. The interview is divided into three sessions, using both English and Cantonese, to assess students' language proficiency and logical ability in Mathematics and Science.

7.5 Please pay attention to the latest information on the school's website if the interview day is affected by adverse weather or other unpredictable incidence.

7.6 No make-up interviews will be arranged for late-comers or absentees.

7.7 Candidates who would like to change their scheduled time of interview should make a request to the school (Tel: 2477 8237) **on or before 26 February 2024 (Monday) 5:00 pm**.

8. Announcement of Results

8.1 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 **27 March 2024 (Wednesday)**.

8.2 Results for Central Allocation will be released on **9 July 2024 (Tuesday)** through the SSPA system of EDB.



趙聿修紀念中學
二零二二/二零二四年度中學學位分配
中一自行分配學位申請
(於二零二四年九月入讀中一)
填表須知

1. 一般事項

- 1.1 根據教育局二零二二至二零二四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」有關事宜。本校可能會把這些資料向教育局披露，用以處理相關事宜。申請人必須在本表格提供個人資料，如提供的資料不足，本校可能無法處理有關申請程序。申請人有權按照《個人資料(私隱)條例》，查閱及改正個人資料。如欲查詢，請提交：

趙聿修紀念中學
新界元朗體育路七號
電話：2477 8237

2. 中學自行分配學額: 43 名

3. 索取申請表格

- 3.1 日期: 2023 年 12 月 9 日至 2024 年 1 月 16 日
- 3.2 領取辦法: 可於本校網頁(<http://www.clsms.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 9:00 至下午 5:00
星期六: 上午 9:00 至中午 12:00

4. 填寫表格

- 4.1 申請人可以中文或正楷英文填寫表格。
- 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: 2024年1月2日至2024年1月16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9:00至下午5:00
星期六: 上午9:00至中午12:00
- 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(22/24)申請表
- 5.4.2 本校申請表(貼有相片)
- 5.4.3 於本校申請表內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, 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 **小五上、下學期及小六上學期之考試成績表副本**
- 5.4.6 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
- 5.4.7 不論親身或透過網上「中一派位電子平台」遞交申請表, 申請者都必須向本校遞交一個已貼上郵票(港幣\$2.2)並**寫上回郵地址**的信封(DL 尺寸: 110mm x 220mm), 以便本校寄回面試通知書。

註: 申請者不需要提交小學推薦信。

6. 甄選面試及收生準則

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、小六操行等第必須為乙級或以上	
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、小六操行等第必須為乙級或以上	
1. 面試表現	40%
2. 申請人學業表現(教育局提供之學生「成績次第」排名)	30%
3. 申請人之課外活動、服務表現及才華	20%
4. 申請人與本校之聯繫	10%
合計	100%

7. 面試

- 7.1 面試名單公佈日期: **2024年2月23日(星期五)**
- 7.2 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 **2024年2月23日(星期五)** 在本校網頁(<http://www.clsmss.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。
- 7.3 面試日期: **2024年3月9日(星期六)**
- 7.4 面試形式: 面試將以個別面見形式進行。面試分為三部份, 以廣東話及英語進行, 評核學生語文及數理邏輯的能力。
- 7.5 如面試當天受惡劣天氣影響, 請留意學校網頁的最新資訊。
- 7.6 遲到或缺席者, 恕不另行安排面試。
- 7.7 申請人如欲更改面試時間, 請於 **2024年2月26日(星期一)下午5:00或之前** 向學校提出申請 (電話: 2477 8237)。

8. 取錄結果

- 8.1 本校將會於 **2024年3月27日(星期三)** 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。
- 8.2 統一派位結果將於 **2024年7月9日(星期二)** 由教育局公佈。