



1. 一般事項

- 1.1 每位應屆小六學生可向不多於兩所中學申請自行分配的中一學位。申請表一經遞交，不可撤回或取消。
- 1.2 2025/26 學年本校〈中一自行分配學位〉數目為 43 個。

2. 填寫表格

- 2.1 申請人請用中文或英文正楷填寫〈申請表〉。
- 2.2 是次申請所收集的個人資料將用以辦理申請學位事宜，本校可能把這些資料披露予教育局或其他獲授權處理個人資料的學校，用以處理學位分配或其他有關教育的事宜。詳細內容請參閱本校網頁之個人資料收集聲明
- 2.3 請仔細填寫〈申請表〉之有關學生資料，如有錯漏，本校有權拒絕申請。

3. 親自遞交申請

- 3.1 請遞交以下文件：
 - (1) 教育局發出的〈中一自行分配學位申請表〉(包括「教育局存根」、「學校存根」及「家長存根」的三個相聯部份)
 - (2) 填妥之本校〈申請表〉(貼有相片)
 - (3) 小學五年級至六年級之成績表及其他有關獎項、證書及文件的影印本，所有影印本均須按表格內所編定的號碼順序排列，並以 A4 紙遞交，附件須按次序釘妥，逾期遞交或附件不齊全，可能影響取錄機會。無須提交任何推薦信。
 - (4) **兩個**貼上郵票(港幣\$2.2)之回郵信封(9 吋乘 4 吋)(信封上須寫上學生姓名及地址)
- 3.2 遞交申請表時須出示申請同學的身份證明文件(例如身份證或護照)、各項證書及文件之正本以供核對。
- 3.3 必須於下列日期及時間內到本校校務處遞交〈申請表〉及各有關文件，逾時遞交恕不受理。

日期	時間
2025 年 1 月 2 日(星期四) 至 1 月 16 日(星期四)	星期一至五(上午 9 時至下午 5 時) 星期六(上午 9 時至正午 12 時)

4. 網上遞交申請

- 4.1 申請同學須經由「中一派位電子平台」遞交申請。
- 4.2 本校的校網為「東區」，學校編號「154」，學校名稱「筲箕灣官立中學」。
- 4.3 請掃描及上載申請同學的身份證明文件及以下文件：
 - (1) 填妥之本校〈申請表〉
 - (2) 申請同學的近照，照片背景需無任何裝飾，頭部不可戴帽或類似的其他物品。
 - (3) 小學五年級至六年級之成績表及其他有關獎項、證書及文件，請按表格內所編定的號碼命名各檔案(例如 A1, B1 等)，逾期遞交或附件不齊全，可能影響取錄機會。無須提交任何推薦信。
- 4.4 申請日期為 2025 年 1 月 2 日(星期四)至 1 月 16 日(星期四)。
- 4.5 申請同學須在面試當日帶同身份證明文件(例如身份證或護照)、各項證書及文件之正本以供核對。

5. 甄選方法

本頁〈申請須知〉不須交回

5.1 操行要求

申請同學之小五及小六操行等第獲 B 級或以上。

5.2 面試

面試分為兩個階段：

第一輪面試將於 2025 年 3 月 1 日(星期六)進行。所有申請同學須參加第一輪面試，校方會以郵寄方式通知每一位申請同學有關詳情，**面試日期及時間由校方決定，將不可修改。**

第二輪面試將於 2025 年 3 月內進行，校方會根據申請同學第一輪面試表現、其學業表現及課外活動等表現，挑選同學參加第二輪面試。

6. 收生準則及比重

收生準則	比重
(1) 學業表現 (包括學業成績、學術獎項及由「教育局」提供之「申請學生成績次第名單」之排名)	40%
(2) 面試表現 (包括英語及粵語面試)	40%
(3) 課外活動 (包括各種服務及課外活動獎項)	20%
(4) 操行	必須達 B 級或以上

7. 申請結果

7.1 本校將於 2025 年 3 月 31 日(星期一) 以書面及電話通知「正取」學生已獲納入〈自行分配學位正取名單〉。

7.2 於自行分配學位階段未被取錄的學生，仍可經教育局統一派位程序申請入讀本校，故家長填寫統一派位「家長選擇學校表格」時，仍可將本校填寫於表內。



Shau Kei Wan Government Secondary School
Application for Discretionary Places of 2025/26
Guidelines

For Applicant's Reference Only

1. General

- 1.1 Each Primary 6 student may apply to not more than two secondary schools for S1 Discretionary Place. Once submitted, the Application Form for Secondary One Discretionary Place cannot be retrieved or changed.
- 1.2 The number of Secondary One Discretionary Places of our school in the school year 2025/26 is 43.

2. Application Form

- 2.1 The Application Form may be completed in either English or Chinese.
- 2.2 Personal data provided in this form will be used by the school for processing the Discretionary Places application. Personal data provided in the form may be disclosed to the Education Bureau and other organisations for places allocation and other educational purposes. Please refer to the "Personal Data Collection Statement" posted on the school website.
- 2.3 Please complete all parts of the Application Form. In case of discrepancies in the information provided, the application may be affected.

3. Submission of Application Form in Person

- 3.1 Please enclose the following documents:
 - (1) The completed Application Form for Secondary One Discretionary Place provided by the Education Bureau (consists of the "EDB's Copy", "School's Copy" and "Parent's Copy").
 - (2) The completed Application Form for Secondary One Discretionary Place provided by our school (with photo).
 - (3) Photocopies of all school report cards in P5 and P6, certificates / prizes of all awards and records of activities and services. All photocopies should be printed on A4 size paper and numbered accordingly. Missing information and documents may affect the processing of your application. Recommendation letters are not required.
 - (4) Two self-addressed stamped (HK\$2.2) envelopes (9 inch x 4 inch) with the name of the applicant on them.
- 3.2 The HK Identity Card / passport of the applicant, the original copies of all certificates and activity records should be presented in submitting the Application Form.
- 3.3 Applicants should submit duly completed Application Form and all related documents to the school in person. Late submission after the deadline will not be accepted.

Date	Time
2 January 2025 (Thursday) to 16 January 2025 (Thursday)	Monday to Friday (09:00-17:00) Saturday (09:00-12:00)

For Applicant's Reference Only

4. Online Submission

- 4.1 Application should be submitted via the SSPA e-Platform.
- 4.2 Choose “Eastern District” for School Net, “154” for School Code and “Shau Kei Wan Government Secondary School” for school name.
- 4.3 Please upload the student’s identity document and the scanned copy of following supporting documents:
- (1) The completed Application Form for Secondary One Discretionary Place provided by our school.
 - (2) A recent photograph of the student, with plain background, taken full face without headwear.
 - (3) Photocopies of all school report cards in P5 and P6, certificates / prizes of all awards and records of activities and services. Document files should be named according to the Photocopy Number specified in the application form (for example A1, B2, etc.). Missing information and documents may affect the processing of your application. Recommendation letters are not required.
- 4.4 The application period: 2 January 2025 (Thursday) to 16 January 2025 (Thursday).
- 4.5 The HK Identity Card / passport of the applicant, the original copies of all certificates and activity records should be presented in the interview.

5. Selections

- 5.1 Conduct requirement
Conduct grades in P5 to P6 should be B or above.

- 5.2 Interview
Two rounds of interviews

First Round Interview is scheduled on 1 March, 2025 (Saturday). All applicants will be invited to attend the interview. Details will be delivered to each applicant by post. Please note that the date and time of the interview time would not be amended.

Second Round Interview is scheduled in March 2024. The school will short-list applicants according to the admission criteria and weightings. Only selected students would be invited to attend the interview.

6. Admission Criteria and Weightings

Criteria	Weighting
(1) Academic performances (including school examination results, academic awards and the ranking shown in the Discretionary Places Rank Order List provided by the Education Bureau)	40%
(2) Interview (including English and Cantonese sessions)	40%
(3) Extra-curricular activities (including services and achievements in activities)	20%
(4) Conduct	must be Grade B or above

7. Release of Results

- 7.1 Parents of successful Discretionary Places applicants will be notified by mail and on the phone on 31 March, 2025 (Monday).
- 7.2 Applicants not receiving notification may follow the schedule of the Secondary School Places Allocation System to choose our school in the Central Allocation Stage.