



# King's College

## 英皇書院

### Application for Secondary 1 Discretionary Places (For admission to S.1 in September 2022)

中一自行分配學位申請表(於二零二二年九月入讀中一)

For Official Use only

Ref. No. KC\_\_\_\_\_

附上六上成績表

(With P.6 1<sup>st</sup> Term Report)

是(Yes) 否(no) \*

#### Particulars of Applicant 申請人資料

# 申請人是否香港永久性居民? 是 / 否 *Is the applicant having the status of permanent resident of Hong Kong? Yes / No*  
(申請人若是香港非永久性居民, 請填寫證件類別: 護照/單程證/\_\_\_\_\_ (批准逗留至\_\_\_\_\_年\_\_\_\_月\_\_\_\_日)  
(If NO, the category of the applicant's valid travel document is Passport/One-Way Permit/\_\_\_\_\_, permitted to remain until DD/MM/YY)

Name of Applicant 申請人姓名	Chinese 中文	English 英文	Photograph 相片
Date of Birth (dd/mm/yy) 出生日期 (日/月/年)			
Place of Birth 出生地點			
Student Reference No.(STRN) 學生編號			
The interview conducted in Putonghua 以普通話進行面見	<input type="checkbox"/> 需要 Yes <input type="checkbox"/> 不需要 No		
Name of Primary School Now Attending 現就讀小學名稱	In English 英文		
	In Chinese 中文		

#### Particulars of parents/guardian 家長/監護人資料

Father 父親		Mother 母親	
Name (English)		Name (English)	
中文姓名		中文姓名	
Guardian 監護人 (If the legal guardian is the parent, there is no need to complete this part. 如合法監護人是該生父母, 則不用填寫此部分。)			
Name (English)			
中文姓名			
Relation 關係			

#### Contact details of father/mother/guardian\* 父親/母親/監護人\* 之聯絡資料

Address 地址			
Telephone No. 電話號碼	Home 住宅		
	Day Time 日間		
	Mobile 流動電話		
E-mail Address 電郵地址			

Date 日期: \_\_\_\_\_

Signature of Parent/Guardian\* 家長/監護人\* 簽署

Remarks (附註)

For official use only 不用填寫此欄

Application Form for S1 Discretionary Places issued by EDB	P.4 report	P.5 report	P.6 Report	PR Status		
				ID Card	Birth Cert.	Others

\* Please delete where appropriate. 請刪去不適用者。

# King's College

## 英皇書院

### Application for Secondary 1 Discretionary Places (For admission to S.1 in September 2022)

#### 中一自行分配學位申請(於二零二二年九月入讀中一)

Personal Particulars 個人資料					
<b>Name of Applicant</b> 申請人姓名	English 英文	(in BLOCK LETTERS 請用正楷) (請用正楷)		Chinese 中文	
<b>Primary School</b> 就讀學校	English 英文	(in BLOCK LETTERS 請用正楷) (請用正楷)			
	Chinese 中文				
Academic Achievement 學業/學科成績**	英文 Eng.	中文 Chi.	數學 Maths.	常識 G.S.	操行 Conduct
P.4(1 <sup>st</sup> Term)四上	X	X	X	X	
P.4(2 <sup>nd</sup> Term)四下	X	X	X	X	
P.5(1 <sup>st</sup> Term)五上	Mark/Grade 可填分數或等級				
P.5(2 <sup>nd</sup> Term)五下	Mark/Grade 可填分數或等級				
P.6(1 <sup>st</sup> Term)六上***	Mark/Grade 可填分數或等級				

\*\*If there are three or more examinations in one school year, please fill in the results of the first and last examinations in that year.

如一學年內有三次考試或以上者，請填上該年第一次及最後一次考試的成績。

\*\*\* If you cannot provide the 1st Term academic report of P.6 at the moment, please submit it to the School Office before 11<sup>th</sup> February 2022.

如未能遞交六上成績表，請於2022年2月11日前交回校務處。

Awards 獎項**** (P.5 & P.6, with certificate photocopies 小五及小六的獎項，需附上證明文件副本)	校內 (int)	校外 (ext)	For official use
1			
2	Details of the certificates must be marked in the spaces provided		
3	marked in the spaces provided		
4	此欄必須填寫		
5			
6			
Service Post 服務崗位**** (P.5 & P.6, with certificate photocopies 小五及小六的服務崗位，需附上證明文件副本)	校內 (int)	校外 (ext)	For official use
1			
2	Details of the certificates must be marked in the spaces provided		
3	marked in the spaces provided		
4	此欄必須填寫		
5			
6			
ECA 課外活動**** (P.5 & P.6, with certificate photocopies 小五及小六課外活動，需附上證明文件副本)	校內 (int)	校外 (ext)	For official use
1			
2	Details of the certificates must be marked in the spaces provided		
3	marked in the spaces provided		
4	此欄必須填寫		
5			
6			

\*\*\*\*Details of the certificates must be marked in the spaces provided. 此欄必須填寫



# 英皇書院 King's College

校址：香港般咸道 63 號 A  
電話：2547 0310  
電郵：kings@edb.edu.hk  
網址：http://www.kings.edu.hk

## 2022-2023 年度中一自行分配學位須知(於二零二二年九月入讀中一)

### 申請日期：

2022 年 1 月 3 日至 2022 年 1 月 17 日下午 4 時 30 分

### 辦公時間：

星期一至星期五：上午 8 時 30 分至下午 4 時 30 分  
星期六：上午 9 時至正午 12 時 (星期日及公眾假期休息)

### 面試安排：

本校 2022-23 年度的中一自行分配學位共有 43 個。本校不設筆試，成功遞交教育局的「中一自行分配學位」申請表、本校申請表及成績表文件皆可獲安排面試。

本校面試日期暫定為 2022 年 3 月 5 日(星期六)，有關面試時間安排將於 2022 年 2 月底於本校網頁發放，已遞交申請表者，敬請上網自行查閱，**本校將不會個別通知**。

因應疫情發展，本校或會更改面試形式(例如網上面見)及計分比重。如面見安排有任何更改，本校會在學校的網站上公佈相關詳情。

### 入學面試計分比重：

	比重
1. 面見時的表現：	50%
~ 英語理解及表達能力	
~ 中文溝通能力	
~ 時事的認識	
~ 興趣及才能	
2. 教育局提供的申請學生成績次第名單的排名	30%
3. 其他表現	20%
~ 小學校內評估結果	
~ 操行(操行是乙等或以上)	
~ 課外活動記錄	
~ 獎項	

### 報名方法：

1. 申請人不受地區限制，只可向不多於兩所參加派位的中學申請。
2. 申請表格可親臨本校校務處索取或於本校網頁下載。
3. 申請人**毋須**遞交推薦信。
4. 申請人須將填妥的申請表格連同證明文件，親身交回本校或以掛號郵遞方式寄回本校。地址：香港般咸道 63 號 A 英皇書院。請參閱後頁的申請表格及文件核對清單。
5. 截止報名日期為 2022 年 1 月 17 日(星期一)下午 4 時 30 分。逾期恕不辦理。如以掛號郵遞方式遞交報名表，則以郵戳日期為準。

## 申請表格及文件核對清單

### 親身遞交

1. 本校「中一自行分配學位申請表」
2. 教育局派發的「中一自行分配學位申請表」。申請表合共四聯，家長需根據選校志願，在各聯預留的空位內填上本校名稱，並把載有相同申請編號的「教育局存根」、「學校存根」及「家長存根」的三個相聯（切勿撕開）攜帶至本校。
3. 身份證正本（非本港出生人士，須呈交有效居港及入學證明文件和出生證明文件的影印本。）
4. 小四、小五及小六（上學期）成績表的影印本
5. 獎項證明的影印本

如有需要，本校會要求正本作核實。

### 以掛號郵遞

1. 本校「中一自行分配學位申請表」
2. 教育局派發的「中一自行分配學位申請表」。申請表合共四聯，家長需根據選校志願，在各聯預留的空位內填上本校名稱，並把載有相同申請編號的「教育局存根」、「學校存根」及「家長存根」的三個相聯（切勿撕開）寄往本校。  
(請不要將「選校次序」的一聯寄往本校。家長請自行保留「選校次序」的一聯作紀錄。申請人無須向學校申明選校意願。)
3. 身份證影印本（非本港出生人士，須呈交有效居港及入學證明文件和出生證明文件的影印本）
4. 小四、小五及小六（上學期）成績表的影印本
5. 獎項證明的影印本
6. 寫上回郵地址及貼上郵票(\$2)的信封一個（用作寄回教育局派發的「中一自行分配學位申請表」的「家長存根」）
7. 在提交申請表格及文件的掛號郵件上註明「中一自行分配學位申請表」
8. 家長請主動聯絡本校鄧小姐(2255 0058)，讓本校知悉家長以郵遞方式提交申請表，以便本校跟進。

如有需要，本校會要求正本作核實。

## 2022-2023 中一自行分配學位結果公佈:

本校將於 2022 年 3 月 31 日（星期四）透過書面形式及電話通知正取學生的家長其子弟已獲本校納入自行分配學位正取學生名單。為免產生不必要的誤會，有關的通知安排並不包括備取及落選學生。

### 收集個人資料聲明

今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。申請人必須在本表格提供其個人資料。如提供的資料不足，本校可能無法處理有關申請。

申請人有權按照〈個人資料（私隱）條例〉第十八和二十二條及附表一第六原則的規定，查閱及改正個人資料，查閱資料的權利，包括取得本表格/紀錄所載個人資料的副本。如欲查詢有關本表格/紀錄收集的個人資料，包括查閱及改正資料，可致函或致電：

香港般咸道六十三號A  
英皇書院校長  
電話: 2547 0310



# 英皇書院 King's College

Address: 63A, Bonham Road, Hong Kong  
Telephone: 2547 0310  
E-mail: [kings@edb.edu.hk](mailto:kings@edb.edu.hk)  
Website: <http://www.kings.edu.hk>

## Guidance Notes on Application for Secondary 1 Discretionary Places (For Admission in September 2022)

### Application Period:

3 January 2022 – 17 January 2022, 4:30 p.m.

### Office Hours:

Monday to Friday: 8:30 a.m. – 4:30 p.m.

Saturday: 9:00 a.m. – 12:00 noon (Closed on Sundays and public holidays)

### Interview Arrangements:

The quota for 2022-2023 S.1 discretionary places is 43. There will be no written assessment. All applicants will be invited for an interview upon the successful submission of the application forms for S.1 Discretionary Places issued by the Education Bureau and our school, as well as the supporting documents of the academic record.

The interview is tentatively scheduled to be held on 5 March 2022 (Saturday). The interview schedule will be posted on the school website before the end of February 2022. Applicants should check the relevant information on the school website. **The school will not notify applicants individually.**

Subject to COVID-19 restrictions, our school may change the interview format (e.g. online interview) and the assessment weightings. If there are any changes on the interview arrangements, details will be announced on the school website.

### Admission Criteria and Weightings:

	Weighting
1. Performance in the interview:	50%
- Proficiency and communication intelligibility in English	
- Chinese proficiency and communication skills	
- Awareness of current issues and general knowledge	
- Interests and aptitudes	
2. Position in the Rank Order List provided by the Education Bureau	30%
3. Performance in other areas:	20%
- Performance in primary school as revealed in internal assessments	
- Conduct (grade B or above in conduct is a prerequisite for selection)	
- Records of Extra-Curricular Activities	
- Awards	

### Application Methods:

- Applications are not restricted by the school districts. Each applicant can only apply for no more than two secondary schools for S.1 Discretionary Places.
- Application forms can be obtained in person at the school's General Office or downloaded from the school website.
- Applicants **are not required** to submit a recommendation letter.
- Applicants must submit the application forms and required supporting documents in person or by registered post to King's College, 63A Bonham Road, Hong Kong. Please refer to the checklist of application forms and supporting documents on the back page.
- The deadline for the application is 17 January 2022 (Monday), 4:30 p.m. Late applications will not be processed. If the application is submitted by registered post, the postmark date will be regarded as the date of receipt of the application.

## Checklist of Application Forms and Supporting Documents for Submission

### In Person

1. Our School's "Secondary 1 Discretionary Places Application form"
2. The Education Bureau's "Secondary 1 Discretionary Places Application form". The application form consists of 4 parts. Applicant should fill in the name of our school in the space in all four parts of the application form based on the parent's preference. The EDB's copy, School's copy and Parent's copy that bear the same application number should be kept intact and brought to our school.
3. Hong Kong Identity Card (For applicants who were not born in Hong Kong, photocopies of birth certificate and documentary proof of valid right of abode in Hong Kong must be provided.)
4. Photocopies of Primary 4, Primary 5 and Primary 6 (1<sup>st</sup> Term) school reports
5. Photocopies of the award certificates

Originals may be requested for verification.

### By Registered Post

1. Our School's "Secondary 1 Discretionary Places Application form"
2. The Education Bureau's "Secondary 1 Discretionary Places Application form". The application form consists of 4 parts. Applicant should fill in the name of our school in the space in all four parts of the application form based on the parent's preference. The EDB's copy, School's copy and Parent's copy that bear the same application number should be kept intact and sent to our school  
(Please **do not send** the part of "the Order of School Preference" to our school. Applicants are not required to indicate their order of preference to the schools they apply for. Parent should retain the part of "the Order of School Preference" for record.)
3. A photocopy of Hong Kong Identity Card ( For applicants who were not born in Hong Kong, photocopies of birth certificate and documentary proof of valid right of abode in Hong Kong must be provided.)
4. Photocopies of Primary 4, Primary 5 and Primary 6 (1<sup>st</sup> Term) school reports
5. Photocopies of the award certificates
6. Enclose a stamped envelope (\$2 stamp for local mail) for our school to return of the Parent's Copy bearing the school chop, school name and school code for retention and record.
7. State "Application for 2022-2023 Secondary 1 Discretionary Places" on the registered post.
8. To facilitate the follow-up, parents should call Ms. Tang at 2255 0058 to inform our school that your application was submitted by registered post.

Originals may be requested for verification.

### Announcement of 2022-2023 Secondary 1 Discretionary Places Results

Our school will notify parents of successful applicants of their children's inclusion in our school's Successful List for Discretionary Places by written notice and phone on Thursday, 31 March 2022. These notification arrangements are not applicable to reserve and unsuccessful applicants to avoid unnecessary misunderstandings.

### Personal Information Collection Statement

The personal data provided for this application will be used for processing application for a school place. They may be disclosed to the Education Bureau /other schools authorized to process personal data for allocation/placement and other education-related purposes. The provision of personal data by means of this form is obligatory. If applicants do not provide sufficient information, the school may not be able to process the application.

Applicants have right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Applicants' right of access includes the right to obtain a copy of personal data provided by this form/record. Enquiries concerning the personal data collected by means of this form/record, including the making of access and corrections, should be addressed to:

The Principal,  
King's College,  
63A Bonham Road,  
Hong Kong.  
Tel. No. 2547 0310