



# King's College

## 英皇書院

### Application for Secondary 1 Discretionary Places

#### (For admission to S.1 in September 2024)

### 中一自行分配學位申請表(於二零二四年九月入讀中一)

For Official Use only

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

#### 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*  
(申請人若不是香港永久性居民，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 in Chinese 中文姓名		Name in English 英文姓名		Photograph 相片
Date of Birth (dd/mm/yy) 出生日期 (日/月/年)		Place of Birth 出生地點		
I.D. Card No./Birth Cert. No. 身份證號碼/出生證明書號碼				
Student Reference No.(STRN) 學生編號				
Residential Address 住址				
Name of Primary School attending in English 就讀小學英文名稱				

#### Particulars of Parents/Guardian 家長/監護人資料

	Father 父親 / Guardian 監護人*	Mother 母親
Name in Chinese 中文姓名		
Name in English 英文姓名		
Mobile Phone No. 流動電話號碼		
Correspondence Address (If different from the residential address) 通訊地址(如與住址不同才須填寫)		
E-mail Address 電郵地址		

#### Special Arrangement for Interview 面試特別安排

In Putonghua 以普通話進行面見	<input type="checkbox"/> 需要 Yes <input type="checkbox"/> 不需要 No
Others, please specify 其他, 請註明	

For official use only 不用填寫此欄

Award / ECA proof	Service proof	P.4 report cards	P.5 report cards	P.6 Report card	PR Status		
					ID Card	Birth Cert.	Others

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

Please indicate the photocopy number at the top right hand corner for each photocopy  
所有副本右上角須註明本頁所列明的副本編號

## A. Academic Performance and Conduct 學科成績及操行

Academic Achievement 學業/學科成績	English 英文	Chinese 中文	Mathematics 數學	General Studies 常識	Conduct 操行	*Position in form / total no. of students in form 全級名次/全級人數	Photocopy Number 副本編號	Official use only
P.4	1 <sup>st</sup> Term上學期					___ / ___	A1	
	2 <sup>nd</sup> Term下學期					___ / ___	A2	
P.5	1 <sup>st</sup> Term上學期					___ / ___	A3	
	2 <sup>nd</sup> Term下學期					___ / ___	A4	
P.6	1 <sup>st</sup> Term上學期					___ / ___	A5	

\* if any如有

- If there are 3 or more examinations in one school year, please fill in the results of the first and last examinations in that year.  
如一學年內有三次或以上考試，請填上該年第一次及最後一次考試的成績。
- If the P.6 1st Term Academic Report cannot be provided, please submit it to the School Office on or before 9<sup>th</sup> February 2024.  
如未能遞交六上成績表，請於2024年2月9日或之前親身交回校務處。

## B. Awards and Achievements 獎項及成就 (List at most 6 items only 只須列舉最多六項)

Achievements of the same category/type will be regarded as one item only, please list the best achievement for each category/type. 同類比賽獲多個獎項只會作一次計算，請列出每一個類別的最佳獎項。

	Year 年份 (P5/P6)	Event / Examination / competition 項目 / 考試 / 比賽	Nature 性質 *(I / HK / D / IS / S)	Organization 主辦機構	Name of Award 獎項	Photocopy Number 副本編號	Official use only
1						B1	
2						B2	
3						B3	
4						B4	
5						B5	
6						B6	

\*I=International國際; HK = Hong Kong 香港; D = District地區; IS = Inter-school 聯校; S = School校內)

## C. Service Post 服務崗位 (List at most 4 items only 只須列舉最多四項)

	Year 年份 (P5/P6)	Service 服務	Nature 性質	Post 崗位	Photocopy Number 副本編號	Official use only
1			<input type="checkbox"/> School 校內 <input type="checkbox"/> External 校外		C1	
2			<input type="checkbox"/> School 校內 <input type="checkbox"/> External 校外		C2	
3			<input type="checkbox"/> School 校內 <input type="checkbox"/> External 校外		C3	
4			<input type="checkbox"/> School 校內 <input type="checkbox"/> External 校外		C4	

## D. Special Talents / Outstanding performance 特別才能/傑出成就

Applicant who has special talent in particular area(s) like special musical instrument, sports event, etc. may be invited for interview. Please state the details in the following box. Additional sheets can be use if necessary.

申請者在特定領域如特殊樂器或體育項目等有特別才能，有機會被邀請參加面試。請在以下方框或額外紙張中詳細說明。

	Official use only
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Signature of Parent/Guardian: \_\_\_\_\_

家長/監護人簽署

Date : \_\_\_\_\_

日期

**申請須知**  
**(本頁不用交回)**

1. 申請日期及遞交時間

申請日期	2024年1月2日至2024年1月16日
親身遞交時間	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)
經教育局中一派位電子平台遞交	截止報名日期為2024年1月16日(星期二)

2. 面試安排

本校面試日期暫定為2024年3月2日(星期六)，2024-25年度的中一自行分配學位共有43個。本校會根據申請人之學術表現(佔60%)及課外活動、服務及特別才能(佔40%)挑選合適學生進行面試，是次面試不設筆試。申請人將於2024年2月下旬接獲本校以書面通知會否約見。面試名單將於2024年2月22日上載於本校網頁，請根據本校提供之申請編號查核。如於2024年2月22日仍未接獲任何通知，請致電25470310與本校校務處職員梁小姐聯絡。

3. 收生準則及計分比重

收生準則	計分比重
面試表現 (中英文理解及表達能力、常識、數學能力)	40%
學術表現	35%
課外活動、服務、特別才能	25%

4. 報名方法

(I) 親身遞交

1. 申請人不受地區限制，惟只可向不多於兩所參加派位的中學提交申請。
2. 申請表格可親臨本校校務處索取或於本校網頁(<https://www.kings.edu.hk>)下載。
3. 申請人**毋須**遞交推薦信。
4. 申請人須將已填妥的申請表格連同證明文件影印本，**親身**交回本校。
5. 家長會即時取回已蓋上本校校印、名稱和編號的「家長存根」及本校發出之確認通知書。
6. 截止報名日期為2024年1月16日(星期二)下午4時30分，逾期恕不辦理。

(II) 經教育局中一派位電子平台

1. 申請人不受地區限制，惟只可向不多於兩所參加派位的中學提交申請。
2. 申請表格可於本校網頁(<https://www.kings.edu.hk>)下載。
3. 申請人**毋須**上載推薦信。
4. 申請人須清楚掃描申請表格及有關證明文件，並上載至系統中。若有欠缺文件或內容不清晰，有關申請可能不被接納。
5. 本校網上申請的確認通知書將會於申請截止後以電郵方式發出。
6. 截止報名日期為2024年1月16日(星期二)。
7. 已於網上提交申請者，**毋須**提交教育局派發的「中一自行分配學位申請表」。

5. 所須提交之文件(請按以下次序提交所需之文件)

a. 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」
3. 小四、小五及小六成績表的影印本(請在右上角註明編號：A1-A5)
4. 獎項及服務崗位證明的影印本(請在右上角註明編號：B1-B6；C1-C4)
5. 寫上回郵地址及貼上郵票(\$2.2)的信封乙個
6. 出示學生身份證及成績表正本作核實

b. 經教育局中一派位電子平台

1. 本校「中一自行分配學位申請表」
2. 小四、小五及小六成績表(請在檔案名稱及文件右上角註明編號：A1-A5)
3. 獎項及服務崗位證明(請在檔案名稱及文件右上角註明編號：B1-B6； C1-C4)
4. 親身或郵遞交回寫上回郵地址及貼上郵票(\$2.2)的信封乙個

6. 中一自行分配學位結果公佈

本校將於2024年3月27日(星期三)透過書面形式及電話通知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。

申請者所提供的資料只作本校2024/2025學年中一自行分配學位申請之用。程序完成後，所有申請者的資料將全部銷毀。申請者在申請表上簽署表示已閱畢、明白及同意本校就《個人資料(私隱)條例》所作出的個人資料收集。

**Application Guidelines**  
**(No need to return this part)**

1. **Application Period**

Date	2 January 2024 – 16 January 2024
Submission Time (In person)	Mon - Fri (8:30 a.m. – 4:30 p.m.) ; Sat (9:00 a.m. – 12:00 noon), except Sunday or public holiday
Through Secondary School Places Allocation (SSPA) e-Platform provided by EDB	The deadline is 16/1/2024(Tuesday)

2. **Interview Arrangement**

The interview is tentatively scheduled on 2 March 2024 (Saturday). The quota for 2024-2025 S.1 discretionary places is 43. Our school will select suitable students for the interview based on their academic performance (weighted at 60%) and extracurricular activities, service, and special talents (weighted at 40%). There will be no written assessment. All applicants will be notified by mail whether they are selected for interview in late February. The interview schedule will be posted on the school website on 22 February 2024. Please check it with the application number provided by our school. If you do not receive any notification on or before 22 February 2024, please contact Ms. Leung at 25470310 for enquiry.

3. **Admission Criteria and Weighting**

Admission Criteria	Weighting
Performance in interview (English and Chinese proficiency, general knowledge, Mathematical skill)	40 %
Academic Performance	35 %
Extra-curricular activities, services and special talents	25 %

4. **Application Methods**

(I) **In Person**

1. Applications are not restricted by the school districts. Each applicant can apply for no more than two secondary schools for S.1 Discretionary Places.
2. Application forms can be obtained in person at the school office or downloaded from the school website. (<https://www.kings.edu.hk>)
3. Applicants **are not required** to submit a recommendation letter.
4. Applicants must submit the application forms and required photocopies of documents in person.
5. The parent's copy of the application form with our school stamp, name of school and reference number and an acknowledgement note will be issued to the applicant upon submission of application.
6. The application deadline is 16 January 2024 (Tuesday), 4:30 p.m. Late applications will not be processed.

(II) **Through SSPA e-Platform Provided by the EDB**

1. Applications are not restricted by the school districts. Each applicant can apply for no more than two secondary schools for S.1 Discretionary Places.
2. Application forms can be downloaded from the school website (<https://www.kings.edu.hk>).
3. Applicants **are not required** to upload a recommendation letter.
4. Applicants must ensure that the all scanned documents are clear. **Application may be rejected if documents are missing or unable to be read.**
5. An acknowledgement note will be issued to the applicant through email after the application period.
6. The application deadline is 16 January 2024 (Tuesday). Late applications will not be processed.
7. Please note that it is **not necessary** to submit the Education Bureau's "Secondary 1 Discretionary Places Application Form" for online application.

**5. Documents required** (Please submit the following documents according to the following order.)

**a. In Person**

1. The completed application form of our school
2. The Education Bureau's "Secondary 1 Discretionary Places Application Form"
3. Photocopies of Primary 4, Primary 5 and Primary 6 school report cards (Write down the corresponding codes **(A1-A5)** on the top right-hand corner of each photocopy)
4. Photocopies of certificates of awards and service (Write down the corresponding codes **(B1-B6 and C1-C4)** on the top right hand corner of each photocopy)
5. A stamped envelope (**\$2.2** stamp for local mail)
6. Original copy of Hong Kong I.D. Card or Report Cards will be checked for verification.

**b. Through SSPA e-Platform Provided by the EDB**

1. The completed application form of our school
2. Scanned copies of Primary 4, Primary 5 and Primary 6 school report cards (Name the documents by corresponding codes **(A1-A5)** and write them down on the top right-hand corners)
3. Scanned copies of certificates of awards and service (Name the documents by corresponding codes **(B1-B6 and C1-C4)** and write them down on the top right-hand corners)
4. Submit a stamped envelope (**\$2.2** stamp for local mail) **in person or by mail**

**6. Announcement of 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 Wednesday, 27 March 2024. These notification arrangements are not applicable to reserve and unsuccessful applicants to avoid unnecessary misunderstandings.

*The personal data provided through this application will only be used for the admission process of S.1 Discretionary Places (2024/2025). All the data will be destroyed after the process. The signature on the application form implies that the applicant has read, understood and agreed to our school to collect your personal data under the "Personal Data (Privacy) Ordinance".*