



Ho Lap College (Sponsored by Sik Sik Yuen)
Application Guidelines for S.1 Discretionary Places
(For Admission to S.1 in September 2024)

1. Number of discretionary places: 40
2. Application period: 2nd January to 16th January 2024 (both dates inclusive)
3. Required documents:
 - a. A photocopy of Hong Kong Identity Card or Birth Certificate of the applicant
 - b. Completed Application Form for S.1 Discretionary Place issued by the EDB
 - c. Completed Application Form issued by our school (download from the school website or obtain from the General Office)
 - d. Photocopies of P.5 (Term 1 & Term 2) and P.6 (Term 1) school reports
 - e. Photocopies of certificates, awards and proof of extra-curricular activities (not more than 10 A4 pages)
 - f. One self-addressed envelope (9"x 4" with \$2.2 stamp, the name and address of the applicant)

*** Recommendation letters from primary schools are NOT required.**

4. Submission methods:

- a. **In Person (Before 16th January 2024, 4:30 p.m.)**

Submit the required documents (as mentioned in Point 3) in person to the General Office of our school during the application period.

Mondays to Fridays	8:30 a.m. - 4:30 p.m.
Saturdays	9:00 a.m. - 12:00 noon
Sundays and public holidays	Closed

Remark: Please bring along the original copy of the applicant's Hong Kong Identity Card / Birth Certificate for verification.

- b. **Via SSPA e-Platform**

Submit the required documents (as mentioned in Point 3) via the SSPA e-Platform during the application period. One stamped (\$2.2) self-addressed envelope (marked with Student's name, address and Student Reference Number) should be submitted in person to our school not later than 16th January 2024.

Remark: Uploading the Application Form for S.1 discretionary Place issued by EDB is not required.

5. Admission criteria and weighting:

Admission criteria	Weighting
a. Academic performance (including the Discretionary Places Rank Order provided by EDB)	40%
b. Interview Performance	25%
c. Conduct (Grade B or above)	15%
d. Extra-curricular activities, services and awards	15%
e. Association with Our School / Sponsoring Body	5%

6. Interview arrangements:

- ✧ An interview will be arranged for any candidate who demonstrates suitable conduct and academic performance.
- ✧ Shortlisted candidates will be notified in writing in mid or late February. The information will also be released on our school website.
- ✧ The interview has been tentatively scheduled for the morning of Saturday, 2nd March 2024.
- ✧ Parents of successful applicants will receive notification from our school on 27th March 2024 through both mail and phone.

7. The information provided by the applicants will be used for admission purposes only. All information will be destroyed after the completion of the admission procedures.

For enquiries, please contact the General Office at 2322 2229 during office hours.



喬色園主辦可立中學

中一自行分配學位申請指引（2024 年 9 月入讀中一）

1. 自行分配中一學位數目：40
2. 申請日期：2024 年 1 月 2 日 - 2024 年 1 月 16 日（包括首尾兩天）
3. 必須提交文件：
 - a. 申請人之香港身份證／出世紙副本
 - b. 中一自行分配學位申請表的三個相聯部份（教育局提供）
 - c. 填妥之中一自行分配學位申請表（從本校網頁下載或到本校校務處索取）
 - d. 小五（上、下學期）及小六（上學期）成績表副本
 - e. 課外活動紀錄 / 獎項或獎狀副本（以 A4 尺寸，最多 10 張）
 - f. 回郵信封（9" × 4"）一個（請貼上\$2.2 郵票及寫上學生姓名、地址）

*** 不須提交小學推薦信**

4. 提交申請方法：

a. **親身遞交（2024 年 1 月 16 日下午 4 時 30 分前）**

家長可於申請期間將所需文件（見上列第 3 點）親身遞交至本校校務處。校務處辦公時間如下：

星期一至五	8:30 a.m. - 4:30 p.m.
星期六	9:00 a.m. - 12:00 noon
星期日及公眾假期	休息

註：請帶備申請人之香港身份證／出世紙正本供本校核實

b. **經 SSPA e-Platform 遞交**

申請人需透過 SSPA e-Platform 上傳所需文件（見上列第 3 點），並於 2024 年 1 月 16 日之前親身遞交一個貼有\$2.2 郵票的回郵信封（寫上學生姓名、地址和學生編號）到學校。

註：不須上傳中一自行分配學位申請表的三個相聯部份（教育局提供）

5. 中一自行分配學位收生準則：

收生準則	比重
a. 學業成績（包括由教育局提供之學生成績次第）	40%
b. 面試表現	25%
c. 操行（必須達 B 等或以上）	15%
d. 課外活動、服務及獎項	15%
e. 與本校／辦學團體的聯繫	5%

6. 面試安排：

- ✧ 本校會參考操行及學業成績表現，邀請合適的同學參加面試。
- ✧ 校方將於二月中下旬於本校網頁公布及以書面形式通知獲邀面試的同學。
- ✧ 面試暫定於 2024 年 3 月 2 日（星期六）上午。
- ✧ 校方會於 2024 年 3 月 27 日（星期三）以書面及電話通知正取學生的家長。

7. 申請人提供的資料僅用於自行分配學位申請用途。所有資料將於完成入學手續後銷毀。

如有任何查詢，請於辦公時間內致電 2322 2229 聯絡本校校務處。