

Policy on Admission

A. S1 Admission

P6 pupils are admitted to our School every year by applying for discretionary places or through the mechanism of central allocation of the EDB. An information session on the application for discretionary places will be held in late November or early December every year. The application materials can be downloaded from the website of our School starting from mid-November. After the release of the results of central allocation in July, applications for transfer from applicants not having applied for the discretionary places of our School before but excelling in the academic field, extra-curricular activities and services as well as getting the overall conduct grade of B+ for the latest school year may be accepted (*Since unsuccessful applicants for discretionary places having attended the interview will be placed on the waiting list automatically, they need not apply again*).

B. S2 - S4 Admission

To apply for a transfer this school year (S2 & S3 only) or in the following school year (S1 – S4), an applicant must excel in the academic field, extra-curricular activities and services, while the overall conduct grade for the latest 2 school years must be at least B+.

C. S5 – S6 Admission

No applications for transfer for these forms will be considered.

Cheung Chuk Shan College
Guidelines for Transfer Application
(S2 - S3 for 2024/25 and S1 - S4 for 2025/26)

張祝珊英文中學

插班生學位申請指引

(二零二四至二五年度中二至中三及二零二五至二六年度中一至中四)

A. Application Period (No late applications will be accepted)

報名日期 (逾期申請恕不接受)

| Level 級別 | S1 中一 | S2 - S3 中二至中三 | S2 - S4 中二至中四 |
|----------------------------|--|---|----------------------------------|
| Admission Date 入學日期 | 1 Sept 2025 二零二五年 九月一日 | 6 Feb 2025 二零二五年 二月六日 | 1 Sept 2025 二零二五年 九月一日 |
| Application period 申請日期 | By 2:00 pm on 8 Jul 2025 after the release of the results of central allocation 二零二五年七月八日 中央派位結果公佈後 當天下午二時前 | 29 Nov - 6 Dec 2024 二零二四年十一月二十九日至十二月六日 | 2 - 13 Jun 2025 二零二五年六月二日至十三日 |
| Remarks 備註 | Applicants can apply for admission to 1 level only within each application period. 申請人在每個申請時段內只能申請一個級別的插班。 | | |

B. Number of Places 學額

Subject to availability of unfilled places and the policy of our School

取決於空缺學位的數目及本校政策。

C. Application Criteria 申請要求

1. Possessing the right of abode in HK 擁有香港居留權
2. Excelling in the academic field, extra-curricular activities and services
在學術、課外活動及服務方面有出色的表現
3. Capturing at least B+ in the overall conduct grade for the latest school year (for S1 admission) or latest 2 school years (for S2 - S4 admission)
中一入學申請人的操行在最近一個學年為乙+或以上; 而中二至中四入學申請人操行則在最近兩學年俱為乙+或以上。

Since unsuccessful applicants for S1 discretionary places having attended the interview will be placed on the waiting list automatically, they need not apply again.

凡未能成為中一自行分配學位正取生而又曾出席面試之申請學生, 將會自動被列入本校之候補名單內, 無須再作申請。

D. Procedure 報名手續

1. For S1, the completed transfer application form and photocopies of the following documents in A4 size should be submitted by hand*:

小六學生家長應親自交回填妥的插班生學位申表格及以下文件副本(A4 尺寸)：

- (a) the HK identity card / the travel document bearing the endorsement required or a landing slip 香港身份證副本/蓋有所需簽注或附有相關入境標籤的旅行證件；
- (b) P5 and P6 Annual School Reports 小五及小六全學年成績表；
- (c) at most 4 pages of information showing the achievements in extra-curricular activities and services (*not necessary if the achievements have already been recorded in the school reports*); and
最多四頁顯示參與課外活動及服務的成就的資料 (如成績表已有紀錄，則不用另附證明)；及
- (d) other supporting information (*if any*), e.g. recommendation letters.
補充資料(如有)，例如：推薦信。

2. For S2 – S4, the completed transfer application form and photocopies of the following documents in A4 size should be mailed or submitted by hand* to our School:

中二至中四的申請人應寄回至或親自交回本校填妥的插班生學位申請表格及以下文件副本 (A4 尺寸)：

- (a) the HK identity card / the travel document bearing the endorsement required or a landing slip 香港身份證副本/蓋有所需簽注或附有相關入境標籤的旅行證件；
- (b) the test results of the first term and / or mid-term school report of the current school year, and the annual school report of the previous school year (for applying for S2 – S3 admission on 6 Feb 2025) ;
本學年上學期測驗及/或期中考試成績表及上學年期終考試的成績表(申請二零二五年二月六日中二至中三入學)
- (c) the annual school reports of the latest two school years (the annual school report of the current school year can be handed in when the applicant attends the admission interview) [for applying for S2 – S4 admission on 1 Sept 2025];
最近兩個學年的成績表(本學年期終考試的成績表可於入學面試時提交) [申請二零二五年九月一日中二至中四入學]；
- (d) information showing the achievements in extra-curricular activities and services (*not necessary if the achievements have already been recorded in the school reports*); and
顯示參與學習、課外活動及服務的成就的資料(如成績表已有紀錄，則不用另附證明)；及
- (e) other supporting information (*if any*), e.g. recommendation letters.
補充資料(如有)，例如：推薦信。

* Office hours 辦公時間：

Mondays to Fridays (9:00 am – 5:00 pm) 星期一至五 (上午九時至下午五時)

Saturdays (9:00 am - 4:00 pm) 星期六 (上午九時至下午四時)

3. Applications not accompanied by documents needed will not be processed. Moreover, the personal data provided will only be used for processing applications for admission and the materials handed in will not be returned.

資料不足的申請將不獲受理。另外，申請人所提供的個人資料只會用作申請入學用途，所有資料概不發還。

4. Entrance exam and admission interview

入學考試及面試

| Level 級別 | S1 中一 | S2 – S3 中二至中三 | S2 – S4 中二至中四 |
|---|--|---|--|
| Admission Date 入學日期 | 1 Sept 2025 二零二五年 九月一日 | 6 Feb 2025 二零二五年 二月六日 | 1 Sept 2025 二零二五年 九月一日 |
| No. of candidates to be invited to attend the entrance exam and / or the admission interview 出席入學試及/或面試的人數 | Depending on the number of places available, the academic and non-academic performance of candidates, and also the policy of our School (Applicants not attending the entrance exam or the interview will not be considered). 取決於空缺學位的數目、申請人的學術和非學術表現及本校政策(缺席入學考試或面試者將不予考慮)。 The applicants shortlisted will be notified via phone. 本校將致電知會有關申請人入學考試及面試的安排。 | | |
| Date of entrance exam of core subjects 核心科目 入學考試日期 | -- | Morning of 14 Dec 2024 (Sat) 二零二四年十二月二十四日(星期六) 早上 | Morning of 21 Jun 2025 (Sat) 二零二五年六月二十一日(星期六)早上 |
| Interview date 面試日期 | On or before 11 Jul 2025 (Fri) 於二零二五年七月十一日(星期五)或以前 | On or before 7 Jan 2025 (Tue) 二零二五年一月七日(星期二)或以前 | On or before 4 Jul 2025 (Fri) 二零二五年七月四日(星期五)或以前 |
| Mode of and languages for interview 面試模式及採用語言 | In-person interview to be conducted in English and Cantonese 到校的面試將以廣東話及英語進行。 | | |

| Level 級別 | S1 中一 | S2 – S3 中二至中三 | S2 – S4 中二至中四 |
|---|---|---|---|
| Fallback date for entrance exam 入學考試日期 後備日期 | The entrance exam will be postponed as follows if typhoon signal no. 8 or red/black rainstorm warning is still effective 3 hours before the beginning of the exam, or if the HK Observatory announces that typhoon signal no. 8 will be hoisted on the morning of the exam date. 若當天早上入學試開始前三小時八號熱帶氣旋警告或紅色/黑色暴雨警告仍然生效，或香港天文台宣布將於早上發出八號熱帶氣旋警告，有關考試將延期至以下日期舉行。 | | |
| | -- | Afternoon of 16 Dec 2024 (Mon) 二零二四年十二月 十六日(星期一)下 午 | Afternoon of 23 Jun 2025 (Mon) 二零二五年六月二 十一日(星期一)下 午 |

5. Entrance exam fee: \$75 (to be paid when attending the exam)
入學考試費: \$75 (於出席入學考試時以現金繳交)

6. Notification of successful candidates of registration arrangement by phone
致電通知成功請人註冊的安排
 - a. For S1 (Admission on 1 Sept 2025): on or before 14 July 2024 (Mon)
中一 (二零二五年九月一日入學): 二零二五年七月十四日(星期一)或以前
 - b. For S2 – S3 (Admission on 6 Feb 2025): on or before 14 Jan 2025 (Tue)
中二至中三 (二零二五年二月六日入學): 二零二五年一月十四日(星期二)或以前
 - c. For S2 – S4 (Admission on 1 Sept 2025): on or before 11 July 2025 (Fri)
中二至中四 (二零二五年九月一日入學): 二零二五年七月十一日(星期五)或以前

Applicants not contacted for the entrance exam or the interview may consider their applications unsuccessful, and they will not be informed individually.

未獲取錄的申請人將不會收到入學試或面試的通知，而本校亦不會個別通知有關申請人。