

Cheung Chuk Shan College
Notice on Application for S1 Discretionary Places for 2025/26

Application Procedures & Points to Note (No. of Places Open for Application: 50)

I 2 – 16 Jan 2025 – Submission of applications

Via the school-based online application platform or the SSPA e-Platform:

1. Via the school-based online application platform (The requisite documents should be submitted in person to complete the application process.)

- a. Complete the DP application form (Part I) via the school-based online application platform (*the link concerned will be available on the school website from 2 Jan 2025 during the period 2 (start time: 9:00 am) – 16 Jan 2025 (end time: 12:00 nn).*
- b. Print out the completed DP application form (Part I).
- c. Submit **in person** the documents below, stapled **in the following sequence**, within the period **2 – 16 Jan 2025 [Opening hours of the General Office: Mon – Fri (9:00 am to 5:30 pm); Sat (9:00 am to 4:00 pm)]**.
 - i. the completed application form for S1 DP issued by the EDB;
 - ii. the completed S1 DP application form (Part I) of our School;
 - iii. the completed S1 DP application form (Part II) of our School;
 - iv. the photocopies of P6 First Term School Report, P5 & P4 Annual School Reports & (the P6 First Term School Report can be submitted **in person or by post on or before 28 Feb 2025** if necessary);
 - v. the photocopies or proofs of achievements listed in the application form (Part II) of our School (**between 1 Sept 2022 and 31 Dec 2024**) and proof is not necessary if the achievements have been recorded in the school reports ; and
 - vi. 1 self-addressed stamped envelope.
- d. Photocopies should be in A4 size, preferably double-sided and printed in 2 in 1 reduced mode.
- e. The **original HKID card** of the applicant should be presented for verification.
- f. All copies of the application form for S1 DP will be acknowledged with our school code, school name and chop. The parent should keep the Parent's Copy for future reference.

2. Via the SSPA e-Platform

- a. Soft copies of the documents to be uploaded:
 - i. the HKID card of the applicant;
 - ii. the completed S1 DP application form (Part I) of our School;
 - iii. the completed S1 DP application form (Part II) of our School;
 - iv. the P4 & P5 Annual School Reports & P6 First Term School Report (the P6 First Term School Report can be submitted **in person or by post on or before 28 Feb 2025** if necessary); and
 - v. the achievements listed in the application form (Part II) of our School (**between 1 Sept 2022 and 31 Dec 2024**) and proof is not necessary if the achievements have been recorded in the school reports.
- b. The maximum file size is 12.5 MB (limited to PDF, GIF, BMP, PNG or JPEG formats).

	<p><u>Remarks:</u></p> <ol style="list-style-type: none"> No recommendation letter is required. Documents submitted late will not be assessed (except the P6 First Term School Report, which can be submitted <u>in person or by posts on or before 28 Feb 2025</u> if necessary). The EDB's regulation states that each student may apply to not more than 2 secondary schools listed in the Handbook for Application for S1 DP disregarding whether the applications are submitted via the school-based online application platform or the SSPA e-Platform. No application submitted can be withdrawn or cancelled.
II	<p>23 Nov 2024 (Sat) – Information Session on Application for S1 Discretionary Places</p> <p>9:00 am – 12:30 pm: Campus visit, subject booths & sharing with PTA ExCo Members</p> <p>10:30 am – 12:00 nn: Admission talk on the application for S1 DP</p>
III	<p>8 Mar 2025 (Sat) PM [9 Mar 2025 (Sun) PM: fallback date] - Admission interview</p> <ol style="list-style-type: none"> <u>At most 90% of the applicants</u> will be shortlisted for the interview according to the rank order provided by the EDB. The participation in extra-curricular activities and services of the applicants concerned will also be considered for marginal cases. Those failing to turn up will not be considered for admission. The applicants shortlisted for the interview and the relevant arrangements will be announced in the website of the School <u>on 4 Mar 2025 (Tue). No written notification will be sent to the applicants.</u> Assessment areas: language abilities, logical thinking, communication skills and attitude Language medium: English and Cantonese Admission criteria for S1 DP: <ol style="list-style-type: none"> rank order provided by the EDB (50%); participation in extra-curricular activities & services (10%); prizes won through participation in extra-curricular activities (20%); interview performance: (20%); and at least B in conduct grade in the most recently issued school report.
IV	<p>31 Mar 2025 (Mon) – Release of Results of DP</p> <ol style="list-style-type: none"> Successful S1 DP applicants will be informed by phone and mail. Parents who have registered as SSPA e-Platform users with “iAM Smart” or “iAM Smart+” may also view notifications for successful DP applicants via the SSPA e-Platform on the same day. The notification arrangements are not applicable to reserve and unsuccessful applicants. Parents should not approach the school to inquire about the selection results.
V	<p>8 Jul 2025 (Tue) – Release of SSPA Results</p> <ol style="list-style-type: none"> The allocation results (including results at the DP and Central Allocation stages) will be announced by the EDB. Unsuccessful applicants for our school having attended the interview will be placed on the waiting list automatically.

張祝珊英文中學
2025/26 學年中一自行分配學位招生章程

申請程序及注意事項 (可供申請學位數目：50)

I 二零二五年一月二至十六日 - 遞交申請

透過本校網上收生系統或教育局「中一派位電子平台」(SSPA平台):

1. 透過本校網上收生系統 (需親身到校遞交相關文件以完成申請程序)

- a. 於二零二五年一月二日(上午九時起)至十六日 (中午十二時截止) 期間透過本校網上收生系統 (本校網頁將於二零二五年一月二日起提供有關連結) 填寫「中一自行分配學位申請表 (第一部分)」。
- b. 列印已填寫的「中一自行分配學位申請表 (第一部分)」。
- c. 於二零二五年一月二至十六日親身到本校校務處[辦公時間:星期一至五(上午九時至下午五時半)及星期六(上午九時至下午四時)]遞交按下列次序排列及用釘書機釘妥的文件:
 - i. 已填妥之教育局「中一自行分配學位申請表」;
 - ii. 已填妥之本校「中一自行分配學位申請表 (第一部分)」;
 - iii. 已填妥之本校「中一自行分配學位申請表 (第二部分)」;
 - iv. 小六上學期、小五及小四全學年成績表副本 (若需補交小六上學期成績表副本, 可於二零二五年二月二十八日或之前親身到校或郵寄補交);
 - v. 於本校「中一自行分配學位申請表 (第二部分)」內列舉之成就證明 副本 (副本上之日期須為二零二二年九月一日至二零二四年十二月三十一日;如該項目已登錄在成績表內, 則無須附上有關副本); 及
 - vi. 已填妥地址及貼上足夠郵資的回郵信封一個。
- d. 所有副本必須為A4紙張尺寸, 宜將兩張A4縮印成一張及用雙面影印。
- e. 遞交申請表時需提供有關學生之香港身份證正本以供核對之用。
- f. 教育局「中一自行分配學位申請表」上必須載有本校的學校編號、名稱及蓋章, 申請方為有效。家長應妥善保存其「家長存根」, 以作為日後之憑證。

2. 透過教育局「中一派位電子平台」(SSPA平台)

- a. 需要上傳的文件:
 - i. 有關學生之香港身份證;
 - ii. 已填妥之本校「中一自行分配學位申請表 (第一部分)」;
 - iii. 已填妥之本校「中一自行分配學位申請表 (第二部分)」;
 - iv. 小四及小五全學年、小六上學期成績表副本 (若需補交小六上學期成績表副本, 可於二零二五年二月二十八日或之前親身到校或郵寄補交); 及
 - v. 於本校「中一自行分配學位申請表 (第二部分)」內列舉之成就 (副本上之日期須為二零二二年九月一日至二零二四年十二月三十一日;如該項目已登錄在成績表內, 則無須附上有關副本)。
- b. 所上傳的檔案大小上限為 12.5 MB (只限PDF、GIF、BMP、PNG 或 JPEG格式)。
備註:
 - a. 無需呈交任何推薦信。
 - b. 所有遲交文件將不獲處理 (最遲可於二零二五年二月二十八日或之前親身到校或郵寄補交的小六上學期成績表副本除外)。
 - c. 按教育局通告, 不論透過本校網上收生系統或教育局「中一派位電子平台」(SSPA平台)遞交, 每名學生只可向不多於兩所參加中學學位分配辦法之中學申請。申請表一經遞交, 不可撤回或取消。

II	<p>二零二四年十一月二十三日 (星期六) - 中一自行分配學位申請資訊日</p> <p>上午九時至下午十二時三十分：校園遊、科目攤位及家長教師會執行委員分享 上午十時三十分至正午十二時：中一自行分配學位申請簡介會</p>
III	<p>二零二五年三月八日(星期六) 下午 - 入學面試 [後備日(若面試未能如期舉行): 三月九日(星期日)下午]</p> <ol style="list-style-type: none"> 1. 本校將按申請人的教育局成績次第邀請最多百分之九十的申請人參與面試。對於次要個案，本校亦考慮有關申請人的課外活動和服務的表現。缺席者的入學申請將不獲考慮。 2. 面試的名單及安排將於二零二五年三月四日(星期二)在本校網頁公佈。申請人將不獲書面通知。 3. 考核範疇：語文能力、邏輯思維、溝通技巧及態度 4. 面試語言：英語及粵語 5. 申請學生的取錄準則： <ol style="list-style-type: none"> a. 教育局成績次第 (50%) b. 參與的課外活動及服務 (10%) c. 參與課外活動所取得的獎項 (20%) d. 面試表現 (20%) e. 於最近的成績表中獲取乙級操行或以上
IV	<p>二零二五年三月三十一日(星期一)-自行分配學位申請結果</p> <ol style="list-style-type: none"> 1. 成功的申請人將收到電話和郵件通知。已使用「智方便」或「智方便+」登記成為「中一派位電子平台」用戶的家長，亦可於同日透過電子平台查閱自行分配學位正取學生通知。 2. 有關的通知安排不適用於備取及落選的申請人。 3. 家長無須向學校查詢申請結果。
V	<p>二零二五年七月八日(星期二) - 公佈派位結果</p> <ol style="list-style-type: none"> 1. 中一自行分配學位的申請結果將與統一派位結果由教育局一併公佈。 2. 凡未能獲得取錄而又曾出席面試之申請人，將會自動被列入本校之候補名單內。

