

聖傑靈女子中學
2023-2024年度中一自行分配學位申請須知

1. 申請手續

索取表格方法：	1. 來函索取，信封面註明「索取中一入學申請表格」並附回郵信封一個 2. 到本校網頁下載表格(http://www.scsge.edu.hk) 3. 親臨本校索取表格
遞交表格:	家長可親自或委託他人到校遞交表格。
遞交日期:	2023年1月3日至2023年1月17日（星期日及公眾假期除外）
辦公時間:	星期一至五：上午九時至下午五時 星期六：上午九時至下午十二時三十分
地點:	本校校務處
文件:	1. 教育局印發之「中一自行分配學位申請表」 2. 填妥之申請表格 3. 小五全年及小六上學期成績表之副本 4. 申請人身份證明文件副本 5. 已填寫活動紀錄及獎項/成就證明文件副本 6. 附回郵信封 兩個 （請預先填上回郵地址連郵資） * 不須遞交小學推薦信

2. 面試

- 學校將於2023年3月7日(星期二)以信函通知參加者面試安排。
- 面試日期為2023年3月23日(星期四)或2023年3月24日(星期五)，申請人請於指定時間攜同下列證件(正本)到本校面試：身份證 / 出生證明書及小五、小六成績表、已填寫活動紀錄及獎項/成就證明文件正本。
- 如因疫情或其他突發事件影響，面試可能取消或改在網上進行。

3. 學校將於2023年3月31日(五)辦公時間內以電話通知，並郵寄函件通知正式獲取錄之學生家長。

- * 於中一自行分配學位或統一派位曾選擇本校作首志願的學生，於中一候補學位申請(叩門)階段將獲優先考慮。

ST. CATHARINE’S SCHOOL FOR GIRLS
Application for S1 Discretionary Places, 2023-2024

1. Application Procedures

Ways of Obtaining Application Forms	<ol style="list-style-type: none"> 1. Submit a letter by mail stating “F.1 Application Form” on the envelope, together with a stamped self-addressed envelope. 2. Download the application form via our school website: http://www.scsge.edu.hk 3. Obtain the application form from our school office in person.
Submission of Application Forms	Parents can submit the completed form in person or appoint an authorized person to submit the completed form to the school office during office hours.
Submission Period	From 3 rd January, 2023 to 17 th January, 2023 (Except Sundays and Public Holidays)
Office Hours	Monday to Friday: 9:00 a.m. – 5:00 p.m. Saturday: 9:00 a.m. – 12:30 p.m.
Venue	School Office
Documents Required	<ol style="list-style-type: none"> 1. Application form for S1 Discretionary Places issued by the Education Bureau 2. Completed application form 3. Copies of Primary 5 and Primary 6 report cards 4. Copy of the applicant’s Identity Card 5. Copies of the proof of the activity records and awards/achievements stated in the application form 6. <u>TWO</u> stamped self-addressed envelopes <p>* No recommendation letter from primary school is required.</p>

2. Interview

- An invitation letter for an interview will be sent to all applicants on 7th March, 2023 (Tue.).
- Interviews will be conducted on either 23rd March, 2023 (Thur.) or 24th March, 2023 (Fri.). Applicants should bring along the true copies of the following documents to attend the interview: Identity Card or the Certificate of Birth, Primary 5 & 6 report cards and the original copies of the proof of the activity records and awards/achievements stated in the application form.
- In case of emergency or unforeseeable developments of the pandemic, the school may conduct online interviews or cancel the interviews.

3. Parents of successful applicants will be notified of their children’s inclusion in the Successful List for Discretionary Places by phone (within office hours) and a confirmation letter on 31st March, 2023.(Thur.)

* *Students who have applied for S1 Discretionary Places of our school or have chosen our school as the first priority in the Central Allocation process will be given higher priority for consideration if they apply for the subsequent S1 Places after the release of the SSPA results.*