

**ST. CATHARINE’S SCHOOL FOR GIRLS**  
**Application for S1 Discretionary Places, 2024-2025**

### 1. Application Procedures

<b>Ways of Obtaining Application Forms</b>	<ol style="list-style-type: none"> <li>1. Submit a letter by mail stating “F.1 Application Form” on the envelope, together with a stamped self-addressed envelope.</li> <li>2. Download the application form via our school website: <a href="http://www.scsge.edu.hk">http://www.scsge.edu.hk</a></li> <li>3. Obtain the application form from our school office in person.</li> </ol>
<b>Submission of Application Forms</b>	Parents can submit the completed form in person / appoint an authorized person to submit the completed form to the school office during office hours or submit the completed form via the SSPA e-Platform.
<b>Submission Period</b>	From 2 <sup>nd</sup> January, 2024 to 16 <sup>th</sup> January, 2024 (Except Sundays and Public Holidays)
<b>Office Hours</b>	Monday to Friday: 9:00 a.m. – 5:00 p.m. Saturday: 9:00 a.m. – 12:30 p.m.
<b>Documents Required</b>	<ol style="list-style-type: none"> <li>1. Application form for S1 Discretionary Places issued by the Education Bureau</li> <li>2. Completed application form</li> <li>3. Copies of Primary 5 and Primary 6 report cards</li> <li>4. Copy of the applicant’s Identity Card</li> <li>5. Copies of the proof of the activity records and awards/achievements stated in the application form</li> <li>6. <b><u>TWO</u></b> stamped self-addressed envelopes</li> </ol> <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 7<sup>th</sup> March, 2024 (Thur.).
- Interviews will be conducted on either 19<sup>th</sup> March, 2024 (Tue.) or 20<sup>th</sup> March, 2024 (Wed.). 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 27<sup>th</sup> March, 2024.(Wed.)

- \* *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 subsequence S1 Places after the release of the SSPA results.*