



中一自行分配學位申請須知 (2022年9月入讀中一)

一. 中一自行分配學位學額：40

二. 申請日期：2022年1月3日至1月17日

三. 所需文件：

1. 申請人之身分證或出生證明書副本
2. 已填妥之《中一自行分配學位申請表》(由教育局發出)
3. 已填妥之本校申請表(可於本校網頁下載，或親臨本校校務處索取)
4. 小學五年級及六年級成績表副本
5. 證書、獎項及課外活動證明副本(不多於10頁A4紙)
6. 回郵信封兩個(貼上\$2郵票，並寫上申請人之姓名及地址)

* **毋須提交小學推薦信**

四. 遞交申請方法：

1. 於申請日期內親臨本校校務處遞交所需文件。

校務處辦公時間	
星期一至星期五	上午8:30 至 下午5:00
星期六	上午8:30 至 中午12:00
星期日及公眾假期	休息

2. 於申請日期內把所需文件郵寄至本校(以郵戳日期為準)
為減低郵遞風險，請考慮以掛號形式寄交申請。請確保所需文件齊備，**並額外遞交一個回郵信封**，以便本校把《中一自行分配學位申請表》的「家長存根」寄回給家長以作保存。

五. 中一自行分配學位收生準則及比重：

1. 學業成績及教育局發出的「申請學生成績次第」	50%
2. 面試表現	30%
3. 操行	10%
4. 獎項、服務及課外活動表現	10%

備註：本校中一級所有班別均採用英語為教學語言，故申請人之英語能力為重要取錄考慮因素。

六. 面試安排

第一輪面試：2022年3月5日(星期六)
所有申請人將獲安排參加第一輪面試。

第二輪面試：2022年3月26日(星期六)
本校將甄選部分申請人參加第二輪面試。

備註：

1. 如於面試舉行前兩天仍未收到本校的書面通知，請致電本校校務處2392 3963查詢。
2. 因應2019冠狀病毒病疫情，上述安排或有所調整，請留意本校網頁之宣佈。

- 七. 本校將於2022年3月31日(星期四)以書面及電話通知獲本校納入「自行分配學位正取學生名單」之申請人家長。
- 八. 申請者所提供的資料只供申請入讀本校之用，所有資料將於本學年終完成有關派位程序時註銷。



Application Guidelines for S.1 Discretionary Places

(For admission to S.1 in September 2022)

1. Number of discretionary places: 40
2. Application period: 3 January to 17 January 2022
3. Required documents:
 - a. Photocopy of Hong Kong Identity Card or Birth Certificate of the applicant
 - b. Completed Application Form for S.1 Discretionary Place issued by EDB
 - c. Completed Application Form issued by CCC Ming Kei College (downloaded from the school website or obtained from the General Office)
 - d. Photocopies of P.5 and P.6 school reports
 - e. Photocopies of certificates, awards and proof of extra-curricular activities (not more than 10 A4 pages)
 - f. Two self-addressed envelopes (with \$2 stamp, the name and address of the applicant)

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

4. Submission methods:
 - a. Submit the required documents in person to the General Office of our school during the application period

Office hours	
Monday to Friday	8:30 am - 5:00 pm
Saturday	8:30 am - 12:00 noon
Sundays and public holidays	Closed

- b. Submit the required documents by post during the application period (the postmark date should not be later than the prescribed deadline)

Please consider to send the application by registered mail to minimise the risk of unsuccessful delivery. Please check that all the required documents are included, and **attach one more self-addressed envelope**. After receiving your application by post, our school will return the Parent's Copy of the Application Form for S.1 Discretionary Place to you by post for retention.

5. Admission criteria and weighting:

a. Academic performance and Discretionary Places Rank Order provided by EDB	50%
b. Interview	30%
c. Conduct	10%
d. Awards, services & extra-curricular activities	10%

Remarks: All S.1 classes of our school adopt English as the medium of instruction (EMI). Hence, the applicant's English ability is an important factor to be considered for admission.

6. Interview arrangements

First round interview: 5 March 2022 (Saturday)

All applicants will be invited to attend the first round interview.

Second round interview: 26 March 2022 (Saturday)

Shortlisted applicants will be invited to attend the second round interview.

Remarks:

- a. The arrangements of the interviews will be sent to applicants by post. Should you receive no letter 2 days before the interviews, please contact our General Office at 2392 3963.
- b. In view of the COVID-19 epidemic, the above arrangements are subject to change. Please pay attention to our school website for any updated arrangements.

7. Parents of applicants who are included in the “Successful Lists for Discretionary Places” of our school will be notified by letter and phone on 31 March 2022 (Thursday).

8. The information provided by the applicants will be used for admission purposes only. All information will be destroyed after completion of the admission procedures at the end of the school year.