



嗇色園主辦可藝中學

HO NGAI COLLEGE (SPONSORED BY SIK SIK YUEN)

本校地址：新界屯門愛明里八號

Address : 8, Oi Ming Lane, Tuen Mun, N.T.

二零二五年九月入讀 Commence in September 2025

2023/2025 中一自行分配學位申請表格

Application Form for Secondary 1 Discretionary Place 2023/2025

校方填寫 Office Uses

1. 申請編號 Application No.

W

2. 收表日期

Application acceptance date

甲部：個人資料 PART A PERSONAL PARTICULARS				相片 Photo
姓名 Name	中文 Chinese	英文 English		
性別 Sex		住宅電話 Tel No.(Home)		
出生地點 Place of Birth		出生日期 Date of Birth	(dd / mm / yy)	
香港身分證號碼 H.K.I.D. Number		教育局學生編號 EDB - STRN		
通訊地址 Address				
現就讀小學名稱 Name of Present School			擔任的職務(如有) Responsible Posts (If any)	
父親姓名 Name of Parent (Father)		職業 Occupation	聯絡電話 Tel No.	
母親姓名 Name of Parent (Mother)		職業 Occupation	聯絡電話 Tel No.	
監護人姓名 Name of Guardian		與申請人關係 Relationship with applicant	聯絡電話 Tel No.	
家庭宗教信仰與辦學團體/本校聯繫 Family Religious Belief and Connection with the School sponsoring Body/School				

乙部：曾/正在本校就讀兄弟/姊妹 PART B BROTHERS / SISTERS WHO ARE STUDYING / HAVE STUDIED IN THIS SCHOOL			
姓名 Name	與申請人關係 Relationship with applicant	入讀年份 Year of Entry	現就讀級別 / 畢業級別 Present Level / Level of Graduation

丙部：所需文件 PART C DOCUMENTS REQUIRED	
請用“☑”表示已附上下列文件副本 Use ☑ represents the following copy of documents have been submitted.	
1. 教育局所發出之「中一自行分配學位申請表」 Application form for S1 Discretionary Place issued by EDB	<input type="checkbox"/>
2. 學生成績表 Academic Report	<input type="checkbox"/> 小五 P.5 <input type="checkbox"/> 小六 P.6
3. 課外活動獎狀或證書 Record of Awards or certification in Extra-curricular Activities	<input type="checkbox"/> _____ 張 Page
4. 香港身分證 H.K. ID Card	<input type="checkbox"/>

備註：申請人須填妥表格，連同文件副本及由教育局所發出之「中一自行分配學位申請表」交予本校。

Remarks: Please enclose a copy of documents and application form for S1 Discretionary Place issued by EDB when you submit the application form.

申請指引 Admission Guide

- (1) 可透過以下方法索取申請表
Copies of the school *Application Form for Secondary 1* admissions can be obtained in following ways:
1. 可寄信到本校索取 (請附回郵信封一個連 \$2.20 郵票)
You may post a request for this application form with an enclosed self-addressed envelope of standard size with appropriate postage (\$2.20) to *Ho Ngai College (Sponsored by Sik Sik Yuen), 8 Oi Ming Lane, TUEN MUN, N.T.* and we will return our application form to you by post; or
 2. 可親臨本校校務處索取
You may request an application form in person from the school General Office during its office hours
辦公時間: 星期一至五 Monday to Friday 9:00am - 5:00pm
星期六 Saturday 9:00am - 11:30am
 3. 可在本校網頁下載。You may download the application form from or directly from the following link of our homepage

如對報讀本校有任何疑問，請電 2441-7100 查詢。

For any enquiries about application, please contact us at 2441-7100.

- (2) 交表日期為 2025 年 1 月 2 日(星期四) 至 1 月 16 日(星期四)，辦公時間內，親攜以下文件到本校校務處辦理報名手續。
The completed application forms must be submitted in person at the school General Office during office hours from **Thursday 2nd January** until **Thursday 16th January 2025**. Late applications may not be considered. The following documents are required:

- (i) 教育局派發的「中一自行分配學位申請表」
Application Form for S1 Discretionary Place issued by the Education Bureau
- (ii) 本校申請表
Application Form for Secondary 1 Discretionary Place issued by Ho Ngai College
- (iii) 香港身份證或出生證明書(正、副本)
Applicant's HKID card, passport or birth certificate (Both the original and a photocopy)
- (iv) 就讀學校的小五上、下學期及小六上學期成績表(正、副本)
School report cards for the last two academic years (Primary 5 and Primary 6) (Both the original and a photocopy)
- (v) 所有課外活動証書及獲獎證明文件(正、副本)(如有)
Certificates showing applicant's achievements and awards (if any) (Both the original and a photocopy)
- (vi) 申請人不需要提交小學推薦信
Recommendation letters from primary schools should NOT be submitted at this stage of the application process

- (3) 按教育局指示，應屆小六學生只能向不多於兩間中學申請中一自行分配學位。如申請超過兩間中學，其申請資格將被取消。
Note that the Education Bureau has issued strict instructions this year that Primary 6 students can apply for ONLY TWO schools via secondary 1 discretionary place applications. If more than TWO secondary 1 discretionary place applications are submitted ALL such applications will be cancelled and deemed ineligible for consideration by any of the selected schools.

- (4) 本校將於明年二月下旬郵寄函件，通知所有已報名的同學參加面試，面試日期暫訂於 2025 年 3 月 8 日(星期六)。本校於 2025 年 3 月 27 日(星期四) 透過書面及電話通知所有正取學生的家長。
A letter will be sent to all eligible applicants detailing interview arrangements in late February 2025. These interviews will be held on Saturday 8th March 2025. Parents of all successful applicants will be notified by letter and phone on Thursday, 27th March 2025.

- (5) 本校將提供三十名 2025/26 學年中一學額與本學年的小六學生申請報讀。由於名額有限，本校只取錄品學良好的申請者。
For the 2023/24 school year there will be only 30 places available for admission to this school via secondary 1 discretionary place allocation. Due to this limited quota only applicants with better conduct and academic performance will be admitted.

(6) 中一自行分配學位之準則及比重

Admission criteria and weightings for secondary 1 admission via discretionary places are as follows.

收生準則 Admission Criteria		比重 Weightings
面試表現 Interview performance	儀容外表 Appearance	5%
	態度 Attitude	10%
	談話內容 Communication Skills	10%
	進取心(對自己的期望, 家庭對學生的期望等) Motivation (Self-motivated students with strong family support preferred)	5%
學業成績 Academic performance	申請學生成績(教育局)次第名單 Position in discretionary place rank order list (EDB)	20%
	小學校內成績 Academic performance in primary school	20%
操行表現 Conduct	操行 conduct	5%
	小學對學生各方面的評語 Teachers' comments in report cards	5%
學業外的表現 Other Achievements	課外活動及獎項 Extra-curricular activities & awards	10%
其他 Others	家庭宗教信仰與辦學團體/本校聯繫 Family Religious Belief and Connection with the School sponsoring Body/School	10%
總分 Total		100%

個人資料收集 Collection of personal data

- (a) 此表格所收集的個人資料，將用於辦理一切與入學申請有關的事宜；
The personal data provided by means of this form will be used for the application of student admission.
- (b) 本校可把收集所得的個人資料向政府各決策科/其他部門/教育機構披露，作上文(a)項所述的用途；
They may be disclosed to other Government Branches/Departments/Educational Institutes for the purposes mentioned in (a);
- (c) 申請人必須提供有關的個人資料。倘若所提供的資料不充分，教育局/本校可能無法辦理與上述申請有關的事宜；
The provision of personal data by means of this form is obligatory. If you do not provide sufficient information, the Education Bureau/School may not be able to process matters relating to the above-mentioned application;
- (d) 根據<個人資料(私隱)條例>第 18 和 22 條及附表 1 第 6 原則的規定，你有權要求查閱及改正你的個人資料。上述要求查閱的權利，包括要求提供此表格/紀錄所載的個人資料的複本；
You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form/record;
- (e) 任何與此表格所收集的個人資料有關的查詢，包括要求查閱和改正資料，應提交：
Enquires concerning the personal data collected by means of this form/record including the making of access and correction should be addressed to :

新界屯門愛明里八號
耆色園主辦可藝中學
校長
(電話：24417100)

The Principal,
Ho Ngai College (Sponsored by Sik Sik Yuen),
8, Oi Ming Lane, Tuen Mun, N.T.
(Tel. No. : 24417100)