

# Elegantia College

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## 風采中學

(教育評議會主辦 余風采五堂會贊助)

### Note on Application for 2024-2025 S.1 Discretionary Places

### 2024-2025 「中一自行分配學位」申請須知

#### (I) Application Procedure 申請程序

##### 1. Application Form 申請表格



<https://www.elegantia.edu.hk/en/personal-data-collection-statement-download-application-form>

##### 2. Submission of Application Form 遞交報名表

###### 2.1 Application Period 遞交日期

From 2 January 2024 (Tuesday) to 16 January 2024 (Tuesday), both dates inclusive  
2024年1月2日(二)至2024年1月16日(二)期間

###### 2.2 Application Method 遞交方法

The Education Bureau will fully digitize the application process for S1 admission in phases starting from 2023. Parents can submit their application by the following methods:

教育局由2023年起分階段將中一入學申請全面電子化，家長可以下列方法呈交申請：

- (1) Parents can submit the application in person at the school. 家長親身到本校遞交。
- (2) Parents can authorize relatives or friends to submit the application. The following must be noted: 家長可以授權親友遞交，並須注意以下事項：
  - a. The authorized person must submit the "Authorization Form for Application of S.1 Discretionary Places" filled out by the parent (available from the student's primary school). 受託人須提交家長已填妥的《申請中一自行分配學位授權書》(家長可向就讀之小學領取)；
  - b. The authorized person must submit a copy of the student's identification document. 受託人須呈交申請學生的身分證明文件副本；
  - c. The application form and required documents mentioned in this note. 本函所述的申請表及所需文件。
- (3) Submit the application through the "SSPA e-Platform" 以「中一派位電子平台」遞交

If parents choose to submit their application electronically, they must have an account in the "iAM Smart+" system before using the "SSPA e-Platform". Details can be obtained from the student's primary school. The following must be noted: 家長如選擇以電子方式提交申請，須先成為「智方便」用戶，方可使用「中一派位電子平台」，詳情可向就讀小學查詢，並注意以下事項：

- a. The student's identification document must be uploaded. 須上載學生的身份證明文件；
- b. The documents specified in (2), (4), and (5) of Point 2.3 in this note must be uploaded. 須上載本函第 2.3 點第 (2)、(4) 及 (5) 項文件。

### 2.3 Required Documents 所需文件

- (1) "Application Form for S1 Discretionary Place" issued by the Education Bureau (including the "Education Bureau's Copy" "School's Copy" and "Parent's Copy" with the same application number) 教育局發出的「中一自行分配學位申請表」(須連同載有相同申請編號的「教育局存根」、「學校存根」及「家長存根」的三個相聯部分)；
- (2) The completed application form of the school (Note: Please make a copy after filling in the form for record and reference purposes) 已填妥之本校報名表(註：填妥後請影印此表以供保留及參考)；
- (3) Copy of birth certificate or identification card 出生證明書或身份證副本；
- (4) Copies of the student's P.5 second term and P.6 first term report cards 小學五年級下學期及六年級上學期成績表副本；  
(Note: The school understands that the pandemic may have affected the student's exams and daily operations in primary school. If a student is unable to provide the P.5 and P.6 report cards due to special circumstances, parents can submit a letter explaining the reason, and the school will handle it on a case-by-case basis.) (註：本校明白疫情或影響了小學的考試及日常運作，如學生因特殊情況而未備齊小五及小六成績表，家長可另函說明原因，本校將酌情處理。)
- (5) Copies of documents of activities or services 活動／服務證明文件副本；
- (6) One stamped self-addressed envelope with sufficient postage (if the application is submitted electronically, a stamped self-addressed envelope is not required). The student's name and address must be clearly written on the envelope to avoid any delay in delivery. 貼妥足夠郵資之回郵信封一個(如透過電子平台遞交申請，則無需提供回郵信封)；每個信封面必須清楚列寫學生姓名及地址，以免延誤郵遞。

**According to the Education Bureau's guidelines, applicants should not submit primary school recommendation letters. 根據教育局指引，申請人請勿提交小學推薦信。**

## **2.4 School Office Hours 本校辦公時間**

Monday to Friday: 9:00 a.m. to 5:00 p.m. 星期一至五：上午 9:00 至下午 5:00  
Saturday: 9:00 a.m. to 12:30 p.m. 星期六：上午 9:00 至下午 12:30  
Closed on Sundays and public holidays 星期日及公眾假期休息

## **(II) Application Guidelines 申請須知**

1. The number of S.1 classes to be offered for 2024-2025: 5  
2024 至 2025 年度開辦中一班數：**5 班**
2. The number of S.1 discretionary places of the school: 51  
本校自行分配中一學位名額：**51**
3. Applicants must have the right of abode in Hong Kong. 申請人必須擁有香港居留權。
4. Admission criteria and weighting: 收生準則及比重：

<b>準則 Criteria</b>	<b>比重 Weighting</b>
教育局成績次第及學業成績 Rank order from the EDB and Academic Results	40%
操行、課外活動、服務及獎項 Conduct, Co-curricular Activities, Services and Awards	30%
面試表現 Interview Performances	30%

註：根據教育局「中學學位分配辦法概要」，家長可向兩間中學提交申請。如申請超過兩間學校的自行分配學位，學生將失去獲得該類學位的權利。  
As stated in the “Secondary School Places Allocation (SSPA) Overview” from the EDB, parents may only apply to no more than two secondary schools. Any student who submits more than two applications will be deprived of the discretionary placement.

## **(III) Interview Arrangements 面試安排**

### **1. Interview Details 面試詳情**

Interview Qualification 面試資格：All applicants will be invited to an interview 所有申請人均獲邀參加面試

Interview Date 面試日期：2 March 2024 (Saturday) 2024 年 3 月 2 日 (星期六)

Interview Time 面試時間：8:00 a.m. to 2:00 p.m. (may be extended to the afternoon depending on the number of applicants) 上午 8:00 至下午 2:00 期間 (因應報名人數，或會至下午)

## 2. Interview Content 面試內容

The interview will be conducted in English, Cantonese/Mandarin, and will cover everyday topics. Students do not need to practice before the interview. 面試以英語及粵語/普通話交談日常生活話題，學生毋須為面試作事前操練。

## 3. Issuance of Interview Notification 發出面試通知書

Interview details will be notified to applicants by email starting on 16 February 2024 (Friday) and please ensure that the email address provided in the application form is correct. If no notification is received by 19 February 2024 (Monday), please contact the school during office hours for inquiry. The school will also release interview news on its website for applicants to check on their own. 面試詳情於 2024 年 2 月 16 日 (五) 開始以電子郵寄方式通知申請者，請確保遞交申請表時填寫的電郵地址正確無誤。如於 2024 年 2 月 19 日 (一) 後仍未收到有關通知，請於辦公時間內致電本校校務處查詢。本校亦會透過網頁發放面試消息，申請人可自行查閱。

## (IV) List of Successful Applicants of S.1 Discretionary Place 自行分配學位正取學生名單

1. Notification Date 通知日期：27 March 2024 (Wednesday) 2024 年 3 月 27 日 (三)

2. Notification Method 通知辦法：

The school will notify the parents of successful applicants of S1 Discretionary Place by mail and phone on 27 March 2024 (Wednesday). According to the Education Bureau's guidelines, the school will not provide any responses related to enquiries about the "List of Successful Applicants of S1 Discretionary Place" in order to protect personal privacy. 本校將於 2024 年 3 月 27 日 (三) 以郵寄及電話通知正取學生家長，其子女獲本校納入為自行分配學位正取名單。根據教育局指引，為保障個人私隱，本校將不會就「正取學生名單」的查詢作出任何回應，請勿致電查詢。

3. All students will receive notification from the Education Bureau regarding secondary school allocation results on 9 July 2024 (Tuesday). Parents should not inquire by phone. 所有學生將於 2024 年 7 月 9 日 (二) 獲教育局通知中學學位分配辦法下之派位結果，家長請勿來電查詢。

## (V) Notes 注意事項

According to the Education Bureau's regulations, schools cannot disclose the waitlist of S1 Discretionary Place. However, based on past experience, waitlisted students still have the opportunity to be included in the "List of the Successful Applicants of S1 Discretionary Place". Therefore, for students who wish to apply to our school, please indicate our school as the first choice during application in May to increase the chance of being admitted. 按教育局規定，學校不能公佈「自行分配學位」備取學生名單。但根據過往經驗，備取學生仍有機會獲納入「自行分配學位學生名單」內。因此，凡欲申請入讀本校的同學，可於五月選校時，填報本校作為第一志願，以增加入讀本校的機會。