



# 伊利沙伯中學舊生會湯國華中學

Queen Elizabeth School Old Students' Association Tong Kwok Wah Secondary School

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## Application for Secondary One Discretionary Places

(2025-26 Academic Year)

(Parents should make sure to keep the guidance notes in a safe and accessible place for any future inquiries)

### 1. **Points for Attention**

- 1.1 According to the EDB Regulation, Each Primary 6 student should not submit applications to more than two secondary schools listed in Discretionary Place Stage.
- 1.2 Our school is a “Through-train” Secondary school in the school year 2025-2026. According to the EDB principle, some Secondary One places are reserved for Primary Six pupils to be admitted through the discretionary places or central allocation process.
- 1.3 Submission period for application:  
Dates: 2<sup>nd</sup> January, 2025 to 16<sup>th</sup> January, 2025  
Office Hours: Monday to Friday: 8:30 a.m. – 5:30 p.m.  
Saturday: 9:00 a.m. – 12:00 n.n.  
The school is closed on Sundays and all public holidays.
- 1.4 Applicants can obtain the form in person or download from our school website.  
(Link: <https://www.qts.edu.hk>)
- 1.5 The number of discretionary places for our school in the school year 2025-2026 is 40.

### 2. **Eligibility requirements**

- 2.1 Applicants must be eligible for the S1 discretionary places in the school year 2023/25.
- 2.2 Applicants' parents have a shared belief of the school's vision and mission.
- 2.3 Applicants should get Grade B or above in conduct in the previous two years.

### 3. **Application Procedure**

Submission of application form: Please choose **one** of the methods **ONLY**. A duplicated application may risk disqualification.

	<b>(1) In Person</b>	<b>(2) Via e-platform</b>
<b>Details</b>	Submit the Application Form in person during office hours.	Parents who have registered on the SSPA e-platform and linked the account to their iAM smart+ account can submit their application via the SSPA e-platform within the application period.
<b>Documents required</b>	<ol style="list-style-type: none"><li>1. Application Form provided by our school.</li><li>2. The Application Form issued by the EDB: the EDB's Copy (blue), School's Copy (green) and Parent's Copy (red) that bear the same application number (with all three parts intact)</li><li>3. Copies of School Reports: Primary 4 (whole year), Primary 5 (whole year) and Primary 6 (first term) *Parents may submit a copy of the applicant's primary 6 first term school report card later if it is not yet available.</li><li>4. Copies of certificates of prizes, competitions, activities and services (if available) * It is not necessary to provide recommendation letters from the primary schools.</li><li>5. <b>Two stamped (\$2.2) envelopes</b> with the name of applicant and correspondence address in Hong Kong.</li><li>6. The original copy of the applicant's identity document and school reports. (For fact checking purpose)</li></ol>	<p><b>** Please scan the documents listed below and save them in <u>A PDF FILE</u>. The file name should be the English name of the applicant. **</b></p> <ol style="list-style-type: none"><li>1. Application Form provided by our school.</li><li>2. Photocopy of the applicant's identity document.</li><li>3. Copies of School Reports: Primary 4 (whole year), Primary 5 (whole year) and Primary 6 (first term) *Parents may submit a copy of the applicant's primary 6 first term school report card later if it is not yet available.</li><li>4. Copies of certificates of prizes, competitions, activities and services (if available) * It is not necessary to provide recommendation letters from the primary schools.</li></ol>
<b>Verification</b>	Parents will be given the receipt of the Parent's Copy bearing the school chop, school's name and school's code for retention and record.	After the application has been verified and confirmed, an email notification for parents will be sent on <b>17<sup>th</sup> January, 2025</b> .

### 4. **Selection Criteria and Arrangements**

4.1 The school will refer to the following items when assessing an applicant's performance:

- a. Applicant's academic performance (35%)
- b. Applicant's conduct, participation in social service, performance in extra-curricular activities, and personal skills and talents (30%)
- c. Applicant's performance in the interview (35%)

4.2 The school will shortlist applicants according to their performance in 4.1a and 4.1b; an interview invitation letter will be sent on or before **28<sup>th</sup> February, 2025**. The interview will be held on **8<sup>th</sup> March, 2025**. Applicants who do not receive an interview invitation may consider the application unsuccessful.

4.3 The school will notify parents of the successful applications of their children's inclusion in the Successful Lists for Discretionary Places by letter and phone on **31<sup>st</sup> March, 2025**. Parents may check the results via SSPA e-platform if they have registered before. Parents should not enquire about the allocation results before the published results release date.

4.4 According to the EDB, the Final Place Allocation results will be announced together with the central allocation results on **8<sup>th</sup> July, 2025**.

### 5. **Others**

5.1 For special situations such as inclement weather, any changes to application or special arrangements for interview will be announced through our school website (<https://www.qts.edu.hk>).

5.2 Access to students' personal information is restricted by the Personal Data (Privacy) Ordinance. The information collected in the Application Form will be used for the application for S1 places in this school and will be submitted to the School Places Allocation Section of the Education Bureau.



**伊利沙伯中學舊生會湯國華中學**  
**Queen Elizabeth School Old Students' Association Tong Kwok Wah Secondary School**  
**2025-26 Academic Year**  
**Application Form for Secondary One Discretionary Places**

Applicant's Name:  Name in Chinese: _____  Name in English: _____	Recent photo of Applicant	Reference No.
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Hong Kong Identity Card Number: \_\_\_\_\_ ( )

Date of Birth: \_\_\_\_\_ (DD/MM/YY) Place of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Correspondence address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Date of arrival in H.K.\* : \_\_\_\_\_

\*Refer to the Immigration Department's Date chop on the One-way Permit or the Passport, for student born in Hong Kong, please fill in "N/A".

Particulars of Parent(s) and Guardian(s):

Relationship with the applicant	Name in Chinese	Name in English	Occupation	Ordinarily resident in Hong Kong
Father				<input type="checkbox"/> Yes / <input type="checkbox"/> No
Mother				<input type="checkbox"/> Yes / <input type="checkbox"/> No
Guardian (relationship: _____)				<input type="checkbox"/> Yes / <input type="checkbox"/> No

Parent or Guardian Contact Number (daytime): \_\_\_\_\_ (nighttime): \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Primary Education *Please writes in reverse chronological order.*

Name of School	Period of study and class attended			
	From (YYYY/MM)	Class	To (YYYY/MM)	Class

Particulars of sibling(s) and/or relative(s) currently attending / previously attended our school

Name of brother / sister / relative	Relationship with the applicant	Period of study and class attended			
		From (YYYY/MM)	Class	To (YYYY/MM)	Class

[illegible]

Application for S1 DP Information (continued)

Student’s Achievements and Awards

Please write in reverse chronological order. Supplementary sheets can be attached to this form if needed.

Date attained or From (YYYY/MM)	Title of achievement or prize	For School Use Only

Reason(s) for applying for our school (Supplementary sheets can be attached if needed.)

Signature of the applicant: \_\_\_\_\_ Signature of the parent / guardian: \_\_\_\_\_

Date: \_\_\_\_\_

The following column is for school use only