



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

地址：新界元朗天水圍天華路 57 號

電話/Tel : 2617 5000 傳真/Fax : 2617 5222

Address : No.57, Tin Wah Road, Tin Shui Wai, Yuen Long, NT

網址/ Website : <https://www.qts.edu.hk>

Application for Secondary One Discretionary Places

(2023-24 Academic Year)

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 2023-2024. 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: 3rd January, 2023 to 17th January, 2023
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 2023-2024 is 40.

2. **Eligibility requirements**

- 2.1 Applicants must be eligible for the S1 discretionary places in the school year 2021/23.
- 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.

	(1) In Person	(2) By Post	(3) Via e-platform
Details	Submit the Application Form in person during office hours.	The postmark date should not be later than the prescribed deadline. School address: QESOSA Tong Kwok Wah Secondary School, 57 Tin Wah Road, Tin Shui Wai, N.T. (On the envelope, please write: "S1 Discretionary Places Application").	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.
Documents required	<ol style="list-style-type: none"> Application Form provided by our school. 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) 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. Copies of certificates of prizes, competitions, activities and services (if available) * It is not necessary to provide recommendation letters from the primary schools. <u>Two stamped (\$2.2) envelopes</u> with the name of applicant and correspondence address in Hong Kong. The original copy of the applicant's identity document and school reports. (For fact checking purpose) 	<ol style="list-style-type: none"> Application Form provided by our school. 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) 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. Copies of certificates of prizes, competitions, activities and services (if available) * It is not necessary to provide recommendation letters from the primary schools. <u>Three stamped (\$2.2) envelopes</u> with the name of applicant and correspondence address in Hong Kong. Photocopy of the applicant's identity document. 	<p>** 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. **</p> <ol style="list-style-type: none"> Application Form provided by our school. Photocopy of the applicant's identity document. 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. Copies of certificates of prizes, competitions, activities and services (if available) * It is not necessary to provide recommendation letters from the primary schools.
Verification	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, the Parent's Copy bearing the school chop, the school's name and the school's code will be returned to parents by post on <u>18th January, 2023</u> with the self-addressed envelope for retention and record.	After the application has been verified and confirmed, an email notification for parents will be sent on <u>18th January, 2023</u> .

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, experience of school service or community social service, extra-curricular activities and special talents (30%)
- c. Applicant's performance in the interview (35%)

(In case the interview is cancelled due to the COVID-19 epidemic, the admission criteria and weighting will be adjusted. The adjustment will be posted on the school website.)

- 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 **7th March, 2023**. The interview will be held on **11th March, 2023**. 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 **31st March, 2023** (Friday). 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 **11th July, 2023**.

5. **Others**

- 5.1 For special situations such as inclement weather or COVID-19 epidemic, 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.