

申請須知
(本頁不用交回)

1. 申請日期及遞交時間

申請日期	2025年1月2日(星期四)至2025年1月16日(星期四)
親身遞交時間	星期一至星期五：上午8時30分至下午4時30分 星期六：上午9時至正午12時(星期日及公眾假期休息)
經教育局中一派位電子平台遞交	截止報名日期為2025年1月16日(星期四)

2. 面試安排

本校面試日期暫定為2025年3月1日(星期六)。2025-26年度的中一自行分配學位共有43個。本校不設筆試。本校會根據申請人之學術表現(60%)及課外活動(25%)、服務及特別才能(15%)挑選合適申請人進行面試。申請人將於2025年2月下旬接獲本校以書面通知會否約見。面試名單將於2025年2月21日(星期五)上載於本校網頁，請根據本校提供之申請編號查核。如於2025年2月21日(星期五)仍未接獲任何通知，請致電2547 0310與本校校務處職員梁小姐聯絡。

3. 收生準則及計分比重

收生準則	計分比重
面試表現 (中英文理解及表達能力、常識、數學能力)	40%
學術表現	35%
課外活動、服務、特別才能	25%

4. 報名方法

(I) 親身遞交

1. 申請人不受地區限制，惟只可向不多於兩所參加派位的中學提交申請。
2. 申請表格可親臨本校校務處索取或於本校網頁(<https://www.kings.edu.hk>)下載。
3. 申請人毋須遞交推薦信。
4. 申請人須將已填妥的申請表格連同證明文件影印本，親身交回本校。
5. 家長會即時取回已蓋上本校校印、名稱和編號的「家長存根」及本校發出之確認通知書。
6. 截止報名日期為2025年1月16日(星期四)下午4時30分，逾期恕不辦理。

(II) 經教育局中一派位電子平台

1. 申請人不受地區限制，惟只可向不多於兩所參加派位的中學提交申請。
2. 申請表格可於本校網頁(<https://www.kings.edu.hk>)下載。
3. 申請人毋須上載推薦信。
4. 申請人須清楚掃描申請表格及有關證明文件，並上載至系統中。若有欠缺文件或內容不清晰，有關申請可能不被接納。
5. 本校網上申請的確認通知書將會於申請截止後以電郵方式發出。
6. 截止報名日期為2025年1月16日(星期四)。逾期恕不辦理。
7. 已於網上提交申請者，毋須提交教育局派發的「中一自行分配學位申請表」。

5. 所須提交之文件(請按以下次序提交所需之文件)

a. 親身遞交

1. 本校「中一自行分配學位申請表」
2. 教育局派發的「中一自行分配學位申請表」
3. 小四、小五及小六成績表的影印本(請在右上角註明編號：**A1-A5**)
4. 獎項及服務崗位證明的影印本(請在右上角註明編號：**B1-B6**；**C1-C4**)
5. 寫上回郵地址及貼上郵票(\$2.2)的信封乙個
6. 出示學生身份證及成績表正本作核實

b. 經教育局中一派位電子平台

1. 本校「中一自行分配學位申請表」
2. 小四、小五及小六成績表(請在檔案名稱及文件右上角註明編號：A1-A5)
3. 獎項及服務崗位證明(請在檔案名稱及文件右上角註明編號：B1-B6； C1-C4)
4. 親身或郵遞交回寫上回郵地址及貼上郵票(\$2.2)的信封乙個

6. 中一自行分配學位結果公佈

本校將於2025年3月31日(星期一)透過書面形式及電話通知家長其子弟已獲本校納入自行分配學位正取學生名單。為免產生不必要的誤會，有關的通知安排並不包括備取及落選學生。

申請者所提供的資料只作本校2025/2026學年中一自行分配學位申請之用。程序完成後，所有申請者的資料將全部銷毀。申請者在申請表上簽署表示已閱畢、明白及同意本校就《個人資料(私隱)條例》所作出的個人資料收集。

Application Guidelines
(No need to return this part)

1. Application Period

Date	2 January 2025 (Thursday) – 16 January 2025 (Thursday)
Submission Time (In person)	Mon - Fri (8:30 a.m. – 4:30 p.m.) ; Sat (9:00 a.m. – 12:00 noon), except Sunday or public holiday
Through Secondary School Places Allocation (SSPA) e-Platform provided by EDB	The deadline is 16/1/2025 (Thursday)

2. Interview Arrangement

The interview is tentatively scheduled on 1 March 2025 (Saturday). The quota for 2025-2026 S.1 discretionary places is 43. Our school will select suitable applicants for the interview based on their academic performance (60%) and extracurricular activities (25%), service, and special talents (15%). There will be no written assessment. All applicants will be notified by mail in late February whether they are selected for interview. The interview schedule will be posted on the school website on 21 February 2025 (Friday). Please check it with the application number provided by our school. If you do not receive any notification on or before 21 February 2025 (Friday), please contact Ms. Leung at 2547 0310 for enquiry.

3. Admission Criteria and Weighting

Admission Criteria	Weighting
Performance in interview (English and Chinese proficiency, general knowledge, Mathematical skills)	40 %
Academic Performance	35 %
Extra-curricular activities, services and special talents	25 %

4. Application Methods

(I) In Person

1. Applications are not restricted by the school districts. Each applicant can apply for no more than two secondary schools for S.1 Discretionary Places.
2. Application forms can be obtained in person at the school office or downloaded from the school website. (<https://www.kings.edu.hk>)
3. Applicants **are not required** to submit a recommendation letter.
4. Applicants must submit the application forms and required photocopies of documents in person.
5. The parent's copy of the application form with our school stamp, name of school and reference number and an acknowledgement note will be issued to the applicant upon submission of application.
6. The application deadline is 16 January 2025 (Thursday), 4:30 p.m. Late applications will not be processed.

(II) Through SSPA e-Platform Provided by the EDB

1. Applications are not restricted by the school districts. Each applicant can apply for no more than two secondary schools for S.1 Discretionary Places.
2. Application forms can be downloaded from the school website (<https://www.kings.edu.hk>).
3. Applicants **are not required** to upload a recommendation letter.
4. Applicants must ensure that the all scanned documents are clear. **Application may be rejected if documents are missing or unable to be read.**
5. An acknowledgement note will be issued to the applicant through email after the application period.
6. The application deadline is 16 January 2025 (Thursday). Late applications will not be processed.
7. Please note that it is **not necessary** to submit the Education Bureau's "Secondary 1 Discretionary Places Application Form" for online application.

5. Documents required (Please submit the following documents according to the following order.)

a. In Person

1. The completed application form of our school
2. The Education Bureau's "Secondary 1 Discretionary Places Application Form"
3. Photocopies of Primary 4, Primary 5 and Primary 6 school report cards (Write down the corresponding codes **(A1-A5)** on the top right-hand corner of each photocopy)
4. Photocopies of certificates of awards and service (Write down the corresponding codes **(B1-B6 and C1-C4)** on the top right hand corner of each photocopy)
5. A stamped envelope (**\$2.2** stamp for local mail)
6. Original copy of Hong Kong I.D. Card or Report Cards will be checked for verification.

b. Through SSPA e-Platform Provided by the EDB

1. The completed application form of our school
2. Scanned copies of Primary 4, Primary 5 and Primary 6 school report cards (Name the documents by the corresponding codes **(A1-A5)** and write them down on the top right-hand corners)
3. Scanned copies of certificates of awards and service (Name the documents by the corresponding codes **(B1-B6 and C1-C4)** and write them down on the top right-hand corners)
4. Submit a stamped envelope (**\$2.2** stamp for local mail) **in person or by mail**

6. Announcement of Secondary 1 Discretionary Places Results

Our school will notify parents of successful applicants of their children's inclusion in our school's Successful List for Discretionary Places by written notice and phone on Wednesday, 31 March 2025 (Monday). These notification arrangements are not applicable to reserve and unsuccessful applicants to avoid unnecessary misunderstandings.

The personal data provided through this application will only be used for the admission process of S.1 Discretionary Places (2025/2026). All the data will be destroyed after the process. The signature on the application form implies that the applicant has read, understood and agreed to our school to collect your personal data under the "Personal Data (Privacy) Ordinance".