

A. Applicant Information 申請者資料

(*刪去不適用者 / * Please delete as appropriate)

English Name				Photograph 照片
中文姓名				
HKIC Number 香港身份證號碼				
Student No. 學生編號	(STRN)			
Date of Birth 出生日期	(DD/MM/YYYY) (日/月/年)	Sex 性別		
Place of Birth 出生地方		Nationality 國籍		
Spoken Language at Home 家庭常用語言		Ethnicity 種族		
Telephone No. 電話號碼	_____ (Home /住宅) _____ (Mobile Phone /手提電話)			
Residential Address 住 址				

B. Parent / Guardian Information 家長及監護人資料

The first contact person: * Mother / Father / Guardian 首位聯絡人：* 母親 / 父親 / 監護人

(Our school will send the interview or admission result to the email address of the first contact person only.

本校只會將面試或取錄結果，寄給首位聯絡人的電郵地址。)

Mother 母親

English Name			
中文姓名		Occupation 職業	
Telephone No. 電話號碼	_____ (Home /住宅) _____ (Mobile Phone /手提電話)		
E-mail 電郵	(For receiving interview and admission result) (用作接收面試及取錄結果)		

Father 父親

English Name			
中文姓名		Occupation 職業	
Telephone No. 電話號碼	_____ (Home /住宅) _____ (Mobile Phone /手提電話)		
E-mail 電郵	(For receiving interview and admission result) (用作接收面試及取錄結果)		

Guardian 監護人 (If Applicable 如適用)

English Name		Relationship with applicant 與申請者關係	
中文姓名		Occupation 職業	
Telephone No. 電話號碼	_____ (Home /住宅) _____ (Mobile Phone /手提電話)		
E-mail 電郵	(For receiving interview and admission result) (用作接收面試及取錄結果)		

Po Leung Kuk Mrs. Ma Kam Ming-Cheung Fook Sien College

Application for Secondary One Discretionary Places

Notes for Parents

- 1 Each applicant may apply to **NOT MORE THAN TWO** secondary schools participating in the SSPA.
- 2 Withdrawal and cancellation are not allowed once the application is made.
- 3 Number of S.1 Discretionary Places of our school in 2023-24 is 40. (30% of all S.1 places)
- 4 To enhance the chance of admission, applicants are advised to select our school as your first choice in your applications for Central Allocation.
- 5 Please **provide the following documents** and arrange them in the following order when **submitting your application**:
 - 5.1 Application Form for S1 Discretionary Places issued by EDB including the EDB's Copy, School's Copy and Parent's Copy
 - 5.2 A photocopy of the HKID Card of the applicant
 - 5.3 Photocopies of report cards in all school terms in P.5 and the first term in P.6 (**Recommendation letters of primary school are not required**)
 - 5.4 Photocopies of relevant certificates of awards in academic, services and extra-curricular activities (if any)
 - 5.5 ONE self-addressed and stamped reply envelopes with the applicant as the addressee
- 6 Submission of Application Form and Other Documents
 - 6.1 Parents can submit application in person or by authorized representatives. Our office is open from 9:00 a.m. to 5:00 p.m. from Monday to Friday, and from 9:00 a.m. to 12:00 noon on Saturday.
 - 6.2 Parents can also submit application via post. Parents should make sure that all required documents are included. An **extra** return envelope should be included, the school will post the Parent's Copy of the application form back to the parents for retention. (The postmark date should not be later than the prescribed deadline)
 - 6.3 Parents can also submit application via the SSPA e-Platform provided by the EDB.

7 Selection Criteria

For Interviews

The school will select qualified students for interviews based on the following criteria:

1. Conduct requirement: Grade B or above in all school terms of P.5 and P.6.
2. Academic requirement: An overall average of Grade B (B+/B/B-) or above in Chinese, English and Math in the Final Term Examination in P.5 and the First Term Examination in P.6.


For Admission

The school will select qualified students for admission based on the following criteria:

1. Academic Results (based on the rank order provided by EDB) comprising 40%
2. Individual Interviews will be conducted in Chinese and English, each comprising 20%
3. Extra-curricular Activities comprising 20%

- 8 If applicants with excellent academic performance and conduct have not been allocated a place in our school after the release of SSPA results in July, they may visit our school after registering at their allocated school. Qualified students would be notified as soon as places are available.

9 Important Dates:

◆ 1 December 2022 (Thur) onwards	Collection of Application Form The Application Form can be obtained from our school or downloaded from our school website http://www.plkcfs.edu.hk/ (Please use A4 white paper to print the form)	
◆ 3 January 2023 (Tue) to 17 January 2023 (Tue)	Submission of Application Form and Other Documents Late applications will not be handled.	
◆ 10 February 2023 (Fri)	Notification of Interviews All qualified applicants will be notified to attend the interview by email or postal mail.	
◆ 4 March 2023 (Sat) (P.M.)	Interview Date 【Fallback date: 5 March 2023 (Sun)】	
◆ 31 March 2023 (Fri)	Notification of Successful Applications Students included in the Successful List for Discretionary Places will be notified by phone and by email or postal mail (only if no email address can be provided). <i>These notification arrangements are not applicable to reserved and unsuccessful applicants, nor are the notifications of the allocation results. The parents concerned do not need to reply to the notifications.</i>	
◆ 11 July 2023 (Tue)	Release of Allocation Result	

保良局馬錦明夫人章馥仙中學
中一自行分配學位申請
家長注意事項

1. 每名學生只可向**不多於兩所**中學申請自行分配的中一學位。
2. 申請表一經遞交，不可撤回或取消。
3. **2023-24** 學年本校〈中一自行分配學位〉數目為 **40** 個。(佔中一全級學位 **30%**)
4. 申請者如欲提高入讀本校機會，可於統一派位申請階段填寫中學選校表時，考慮以本校為第一志願。
5. 遞交**申請表**時，請順序附上以下文件：
 - 5.1 教育局發出的「中一自行分配學位申請表」(包括教育局、學校及家長存根)
 - 5.2 申請者身份證副本
 - 5.3 小五上、下學期及小六上學期成績表副本，**毋須附推薦信**
 - 5.4 學術、服務或課外活動獎項證明文件副本 (如適用)
 - 5.5 回郵信封一個 (須貼上足額郵票，並填妥郵寄地址及申請人姓名)
6. 遞交申請表及證明文件副本：
 - 6.1 家長可親自或委託他人遞交表格。本校辦公時間為星期一至五，上午九時至下午五時，星期六，上午九時至中午十二時。
 - 6.2 家長亦可郵寄表格，家長應確保郵寄所要求的文件，並**額外**準備一個回郵信封，以便學校在收到家長的郵遞申請後把申請表的『家長存根』寄回給家長，以作保存。(遞交日期以郵戳日期為準)
 - 6.3 家長亦可透過教統局設立的「中一派位電子平台」遞交申請。

7. 甄選準則：

獲面試準則

本校根據以下準則，選擇合資格學生參與面試：

1. 操行：五、六年級各學期操行須達 **B** 級或以上
2. 學業表現：五年級下學期及六年級上學期考試，中英數整體成績平均達 **B** 級(B+/B/B-)或以上

取錄準則

本校根據以下準則取錄學生：

1. 學業成績(參考教育局提供之成績次第) 佔 **40%**
2. 面試以個人形式進行，中文及英語能力各佔 **20%**
3. 課外活動表現佔 **20%**

8. 分派中學學位結果將於七月公佈，學業成績及品行優良的申請者如未能獲派本校，可先到所派中學註冊，再到本校登記。如有中一新生放棄學位，本校會盡快通知合資格的同學。

9. 重要日期：

◆ 2022 年 12 月 1 日 (四) 起	索取申請表 可親臨本校索取或到本校網頁下載 http://www.plkcs.edu.hk (請用 A4 白紙編印)	
◆ 2023 年 1 月 3 日 (二) 至 2023 年 1 月 17 日 (二)	遞交申請表及證明文件副本 所有逾時遞交之申請表將不獲處理。	
◆ 2023 年 2 月 10 日 (五)	面試通知 所有符合獲面試準則的申請學生均會安排面試，將以電郵或郵寄方式通知合資格申請者。	
◆ 2023 年 3 月 4 日 (六) 下午	面試日 【後備面試日：3 月 5 日 (日)】	
◆ 2023 年 3 月 31 日 (五)	公佈派位結果(正取) 已獲納入自行分配學位之正取學生，將接獲電話及電郵通知。如未能提供電郵地址，則透過已交之回郵信封通知。 (上述安排不包括備取及落選學生，亦非派位結果，家長毋須就通知回應。)	
◆ 2023 年 7 月 11 日 (二)	公佈派位結果	

C. School(s) Attended / Attending 曾/現正就讀學校名稱

School Name 學校名稱	From (MM/YYYY) 由 (月/年)	Year Level 級別	To (MM/YYYY) 至 (月/年)	Year Level 級別

D. Conduct and Academic Performance 操行與學業表現

School Term 學期 / Grades 等級	Conduct 操行	Chinese 中文	English 英文	Mathematics 數學	Official Use Only
P.5 First Term 小五上學期					
P.5 Final Term 小五下學期					
P.6 First Term 小六上學期					

E. Applicant's Achievements 申請者成就

(Please list **no more than five** outstanding awards, certificates or qualifications obtained by the applicant, including music, art, sports, academics, extracurricular activities, services, etc. Please submit copies of supporting documents.)
(請列出**不多於五項**申請者曾獲得的獎項、證書或資歷，包括音樂、藝術、運動、學術、課外活動或服務等。請附證明文件副本。)

Year 年份	Name of Award / Certificate / Qualification 所獲獎項 / 證書 / 資歷	Awarding Institute 頒發機構	Official Use Only

F. For applicants whose family members are studying/have studied in any Po Leung Colleges
 申請者家庭成員在保良局中學就讀情況

Name 姓名	Relationship with applicant 與申請人關係	School Name 學校名稱	From (MM/YYYY) 由 (月/年)	Year Level 級別	To (MM/YYYY) 至 (月/年)	Year Level 級別

G. Declaration 聲明 (For Applicant's Parent / Guardian 供申請人家長 / 監護人)

I declare

1. I am the parent/guardian of the aforementioned applicant.
2. I understand the purposes of using personal data provided in this form.
3. To the best of my knowledge and belief, the information contained in this form is true and correct.
If false information is supplied, this application will be rendered null and void.
4. I understand that an interview will be arranged for qualified applicants only. Originals of all relevant documents must be brought along for verification.
5. I submit photocopies of all relevant documents with this Application Form for reference.

本人謹此聲明

1. 本人為上述申請人之家長/監護人。
2. 本人明白此表格提供之個人資料的用途。
3. 本人確定此表格內的資料全屬正確無訛，倘若有虛報資料，本申請則作廢。
4. 本人明白只有合資格之申請人方獲安排面試，屆時須攜同所有有關證明文件之正本到校核實。
5. 本人現隨申請表格提交各有關證明文件之副本以供參考。

Signature of Applicant 學生簽署	
Signature of Parent/Guardian 家長/監護人簽署	
Name of Parent/Guardian 家長/監護人姓名	
Date 日期	

The personal data provided through this application will only be used for the admission process of S1 Discretionary Places. The data will be completely destroyed after the process.

申請者所提供的資料，只作本校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。