



Chiu Lut Sau Memorial Secondary School
Secondary School Places Allocation (SSPA) 2023/2025
Application for Secondary 1 Discretionary Places
(Admission in September 2025)
Application Guideline

1. General Information

- 1.1 In accordance with the Secondary School Places Allocation (SSPA) 2023/2025 *Applications for Secondary 1 Discretionary Places*, each student may apply to **not more than two** participating secondary schools listed in the *Handbook for Application for S1 Discretionary Places* issued by the Education Bureau (EDB). Otherwise, his/her chance of acquiring a discretionary place will be forfeited. The Application Form cannot be retrieved or cancelled once submitted.
- 1.2 The personal data provided by means of this form will be used for processing application for an S1 discretionary place. They may be disclosed to the Education Bureau, if necessary. The provision of personal data by means of this form is obligatory. If an applicant does not provide sufficient information, the school may not be able to process the application. The applicant has the right to request access or correction of his/her personal data in light of the Personal Data (Privacy) Ordinance. Should there be any enquiries, please contact us at 2477 8237.

2. Number of S1 Discretionary Places: 43

3. Ways to obtain the Application Form

- 3.1 Date: **14 December 2024 to 16 January 2025**
- 3.2 Application Form can be downloaded from the school website (<http://www.clsmss.edu.hk>) or obtained in the School General Office.
Office hours: Monday to Friday: 9:00 am to 5:00 pm
Saturday: 9:00 am to 12:00 noon

4. Filling in the Application Form

- 4.1 Applicants can fill in the form using either Chinese or English in block letters.
- 4.2 Please fill in the applicant's personal particulars carefully. If an applicant does not provide sufficient information, the school may not be able to process the application.
- 4.3 Please paste a recent photo of the applicant on the designated place of the Application Form.
- 4.4 Please note that the Student Reference Number (STRN) can be found on the Primary 6 Student Record Form issued by the Education Bureau (EDB).

5. Submission of Application Form

- 5.1 Date: **2 January 2025 to 16 January 2025 (Both dates inclusive)**
- 5.2 Venue: School General Office
- 5.3 Time: Monday to Friday: 9:00 am to 5:00 pm
Saturday: 9:00 am to 12:00 noon
- 5.4 Please submit the following documents:
- 5.4.1 Application Form for S1 Discretionary Places (23/25) issued by the Education Bureau.
- 5.4.2 The CLSMSS Application Form for S1 Discretionary Places (With a recent photo)
- 5.4.3 **Copies of certificates and awards** listed in the CLSMSS Application Form (Please arrange them in order, e.g. 01, 02, 03, 04, 05,)
- 5.4.4 A **copy** of HKID card (Please also bring along the original HKID card for verification)
- 5.4.5 **Copies** of Academic Reports in P5 (1st Term and Annual) and P6 (1st Term)
- 5.4.6 **Copies** of documentary proof, if applicable, showing that applicant's parent/sibling who has attended/is attending the school, e.g. Leaving Certificate or Academic Reports
- 5.4.7 One **self-addressed** envelope (DL size: 110mm x 220mm) affixed with a postage stamp (HKD \$2.2). If the application form is submitted via the SSPA e-Platform, the school will contact the parents to arrange the envelope submission after receiving the application form.

Note: Applicant need not submit any recommendation letter from the primary school.

6. **For student applicant whose parent / guardian has applied the Talent Admission Scheme and been issued with an acknowledgement letter stating that his / her application is pending approval, please present to us the valid visa / entry permit issued to the student applicant on / before 12 March 2025. Failure to do so will result in the student applicant's DP application being rendered invalid.**

7. Selection and Admission Criteria

The school will select or interview a candidate according to the applicant's conduct, academic and non-academic performances and connection with the school.

Criteria for Shortlisting Applicants for Interview

Criteria	Weighting
Conduct Requirement: Grade B or above in P5 and P6	
1. Academic Performance (Rank Order provided by EDB)	60%
2. Extra-curricular activities, services and talents	30%
3. Connection with school (The applicant's parents and/or siblings were/are currently studying in our school.)	10%
Total	100%

Admission Criteria

Criteria	Weighting
Conduct Requirement: Grade B or above in P5 and P6	
1. Interview performance	40%
2. Academic Performance (Rank Order provided by EDB)	30%
3. Extra-curricular activities, services and talents	20%
4. Connection with school (The applicant's parents and/or siblings were/are currently studying in our school.)	10%
Total	100%

8. Interview

- 8.1 A list of applicants for interviews will be released on **28 February 2025 (Friday)**.
- 8.2 A notice of date and time of interview will be sent by post to selected applicants. The interview list will also be posted on the school website on **28 February 2025 (Friday)**. Only the CLSMSS **Application Number** and the **first 4 letters or numbers** of the SSPA Student **Reference Number** of the applicant will be shown.
- 8.3 Date of Interview: **8 March 2025 (Saturday)**
- 8.4 Format of Interview: Individual face-to-face interview will be conducted. The interview is divided into three sessions, using both English and Cantonese, to assess students' language proficiency and logical ability in Mathematics and Science.
- 8.5 The latest interview arrangements will be posted on the school's website if the interview day is affected by adverse weather or other unpredictable incidence.
- 8.6 No make-up interviews will be arranged for late-comers or absentees.
- 8.7 Applicants who wish to change their scheduled time of interview please contact Ms. YU Chi-ying or Ms. NGAI Chau-mei (Tel: 2477 8237) **before 5:00 pm on 3 March 2025 (Monday)**.

9. Announcement of Results

- 9.1 Parents of successful applicants will be notified by letter and phone on **31 March 2025 (Monday)**.
- 9.2 The results of Discretionary Places application and Central Allocation will be released on **8 July 2025 (Tuesday)** by the EDB.

- 10. For applicants who may wish to apply for our Secondary 1 places (September 2025) after the release of Central Allocation results in July, please keep a copy of the completed application form, and other participation records of the activities organized by us (if any).**



趙聿修紀念中學
二零二三/二零二五年度中學學位分配
中一自行分配學位申請
(於二零二五年九月入讀中一)
填表須知

1. 一般事項

- 1.1 根據教育局二零二三至二零二五年度中學學位分配辦法之「申請中一自行分配學額程序」指示，每位小六學生可向不多於兩所在《申請中一自行分配學位手冊》內列出的中學申請，否則，其獲得自行分配學位的機會將被取消。中一自行分配申請表一經遞交，不可撤回或取消。
- 1.2 申請表格所收集的資料，將用以辦理「中一自行分配學位申請」有關事宜。本校可能會把這些資料向教育局披露，用以處理相關事宜。申請人必須在本表格提供個人資料，如提供的資料不足，本校可能無法處理有關申請程序。申請人有權按照《個人資料(私隱)條例》，查閱及改正個人資料。如欲查詢，請致電 2477 8237 與本校教職員聯絡。

2. 中學自行分配學額: 43 名

3. 索取申請表格

- 3.1 日期: **2024 年 12 月 14 日至 2025 年 1 月 16 日**
- 3.2 領取辦法: 可於本校網頁(<http://www.clsms.edu.hk>)下載表格或親臨本校校務處領取。
辦公時間: 星期一至五: 上午 9:00 至下午 5:00
星期六: 上午 9:00 至中午 12:00

4. 填寫表格

- 4.1 申請人可以中文或正楷英文填寫表格。
- 4.2 請仔細填寫〈申請表〉內的資料，如有錯漏，本校可能無法處理有關申請程序。
- 4.3 請於〈申請表〉上貼上學生近照。
- 4.4 「學生編號」(Student Reference Number [STRN]) 可見於教育局印發的「小六學生資料表」(Primary 6 Student Record Form)。

5. 遞交申請表格

- 5.1 日期: **2025 年 1 月 2 日至 2025 年 1 月 16 日(包括首尾兩日)**
- 5.2 地點: 本校校務處
- 5.3 時間: 星期一至五: 上午 9:00 至下午 5:00
星期六: 上午 9:00 至中午 12:00

5.4 遞交表格時所需文件:

- 5.4.1 香港教育局中一自行分配學位(23/25)申請表
- 5.4.2 本校申請表(貼有相片)
- 5.4.3 於本校申請表內填報的傑出表現之獎狀或證書的**證明文件副本** (請依序排列, 例如: 01、02、03、04、05.....)
- 5.4.4 申請人的香港身份證**副本** (請攜帶身份證正本以作核實)
- 5.4.5 **小五上學期、年終及小六上學期**之考試成績表**副本**
- 5.4.6 如父母親/兄姊曾經或現時就讀本校, 請呈交有關證明的**影印本**, 例如離校證書/成績表副本。
- 5.4.7 一個已貼上郵票(港幣\$2.2)並**寫上回郵地址**的信封(DL 尺寸: 110mm x 220mm), 以便本校寄回面試通知書。如申請者透過網上「中一派位電子平台」遞交申請表, 本校將於收妥申請表後與家長聯絡安排遞交信封事宜。

註: 申請者不需要提交小學推薦信。

6. 若家長/監護人已遞交人才入境計劃的申請, 並獲發通知其申請正待審批, 家長/監護人須於 **2025年3月12日或之前**向本校出示申請人獲發的有效簽證/進入許可。**否則申請人的自行分配學位申請將作廢。**

7. 甄選面試及收生準則

本校將根據申請人之操行、學業表現、非學術之表現及與本校之聯繫作出甄選, 並安排面試。

甄選面試準則

項目	比重
操行要求: 同學之小五、小六操行等第必須為乙級或以上	
1. 申請人學業表現 (教育局提供之學生「成績次第」排名)	60%
2. 申請人之課外活動、服務表現及才華	30%
3. 申請人與本校之聯繫 (申請人之父母及/或兄姊曾/正於本校就讀)	10%
合計	100%

收生準則

項目	比重
操行要求: 同學之小五、小六操行等第獲必須為乙級或以上	
1. 面試表現	40%
2. 申請人學業表現 (教育局提供之學生「成績次第」排名)	30%
3. 申請人之課外活動、服務表現及才華	20%
4. 申請人與本校之聯繫 (申請人之父母及/或兄姊曾/正於本校就讀)	10%
合計	100%

8. 面試

- 8.1 面試名單公佈日期: **2025年2月28日(星期五)**
- 8.2 公佈方法: 本校將會郵寄面試通知書, 通知申請人面試日期及時間。另外面試名單亦會於 **2025年2月28日(星期五)** 在本校網頁(<http://www.clsmss.edu.hk>)公佈。名單只顯示本校所給予之申請編號及中學學位分配學生編號之首4個英文字母及數字。
- 8.3 面試日期: **2025年3月8日(星期六)**
- 8.4 面試形式: 面試將以個別面見形式進行。面試分為三部份, 以廣東話及英語進行, 評核學生語文及數理邏輯的能力。
- 8.5 如面試當天受惡劣天氣或其他不可預測的因素影響, 本校會將最新的面試安排上載至學校網頁, 敬請留意。
- 8.6 遲到或缺席者, 恕不另行安排面試。
- 8.7 申請人如欲更改面試時間, 請於 **2025年3月3日(星期一)下午5:00前**致電本校于智盈小姐或魏秋薇小姐(電話: 2477 8237)。

9. 取錄結果

- 9.1 本校將會於 **2025年3月31日(星期一)**透過書面及電話通知正取學生的家長, 其子女已獲學校納入自行分配學位正取學生名單。
- 9.2 統一派位結果將於 **2025年7月8日(星期二)**由教育局公佈。

10. 如申請人有意於7月統一派位結果公佈後申請本校2025年9月的中一學位, 請自行保留一份已填妥的本校申請表, 及有曾參加本校舉行的活動紀錄。