



# 恩主教書院

## VALTORTA COLLEGE

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### 2024-25 中一自行分配學位申請須知

#### (I) 申請 2024-2025 年度中一自行分配學位指引

- 2024-2025 年度本校共 4 班中一，每班 31 人。所有班別之授課語言均為英語。
- 2024-2025 年度本校中一自行分配學位名額為 40 名。

#### (II) 派發本校申請表

- 日期: 2024 年 1 月 2 日至 2024 年 1 月 16 日
- 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 8 時 30 分至正午 12 時
- 申請人可到本校索取申請表 (無需帶任何證明文件) 或於本校網頁 ([www.valtorta.edu.hk](http://www.valtorta.edu.hk)) 下載。

#### (II) 交回本校申請表及教育局派發之「中一自行分配學位申請表」

- 家長可親自或委託他人到校遞交表格，或者透過「中一派位電子平台遞交自行分配學位申請
- 日期: 2024 年 1 月 2 日 至 2024 年 1 月 16 日
- 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 8 時 30 分至正午 12 時
- 如親臨本校遞交各項文件，請按下列次序釘妥：
  1. 已填寫本校名稱之教育局「中一自行分配學位申請表」
  2. 本校申請表
  3. 身份證明文件副本
  4. 小五、小六成績表副本
  5. 獎狀及其他活動證明文件之副本
  6. 長形回郵信封 三個 (貼上 \$2.2 本地郵票，並寫上學生之中、英文姓名及地址。)
- 所有影印本請用 A4 紙，並放入普通透明單層快勞。本校有大型釘書機可代為釘妥，但請先將文件按次序排列。按教育局指引，申請人不需要提交小學推薦信。
- 親身交表時請帶同學生身份證明文件正本，以供覆核。
- 透過「智方便+」遞交申請者，必須上載身份證明文件副本。(有關建立帳戶所需的啟動碼及相關查詢，請與貴子女就讀小學或教育局學位分配組聯絡。)
- 逾期交表或資料不齊者不作考慮。
- 填寫課外活動及獎項時，如有需要，可另加附頁繼續書寫。
- 按教育局規定，申請表一經遞交，不可撤回或取消。
- 按教育局指引，本年度學校不再處理郵寄申請。
- 本表格所收集之個人資料，用以辦理申請學位事宜，亦會呈交給政府部門，以便處理學位分配。
- 申請人已繳交之文件將不獲發還，並會於派位結果公佈後銷毀。

- 根據《個人資料(私隱)條例》，申請人有權修訂或查詢所提供之個人資料。如有需要，應以書面向本校提出。

#### (IV) 面試

- 日期: 2024年3月9日(星期六)
- 時間: 個別通知(書面)
- 所有申請人均獲面試機會。
- 面試以個人形式進行，語言為廣東話及英語。透過短講及面談，了解申請人之應對、自信、品格、思維、應變解難及英語表達等能力。
- 面試的問題將環繞個人及家庭生活、學校生活、課外活動、社會時事等方面，讓學生表達意見，抒發對中學生活的期望。
- 由於申請人數眾多，過去需安排申請人上午或下午時段進行面試，所以請預留整天時間參加面試。
- 如面試當日因天氣惡劣而教育局宣佈停課，則面試改於2024年3月16日相同時段舉行；惟最終安排按學校網頁公佈為準。
- 為防郵遞失誤，申請人地址及電話如有更改，請盡快聯絡本校。

#### (V) 公佈本校「自行分配學位正取學生名單」

- 日期: 2024年3月27日
- 時間: 個別通知(書面及電話)
- 根據教育局指引，**本校只可聯絡「正取學生」家長**。有關通知並非正式的派位結果，家長無需就有關通知作任何回應。所有參加派位學生均會如常於七月中獲通知中學學位分配辦法下的派位結果(包括自行分配學位及統一派位的結果)。

#### (VI) 教育局公佈遴選結果

- 日期: 2024年7月9日
- 中央派位結果公佈。獲取錄者須按教育局公佈之程序到本校辦理註冊手續。

#### (VII) 收生準則

學生學業成績(據校內成績及教育局提供的排名表)	50%
面試表現	20%
操行	10%
藝術、運動或服務方面表現	10%
與本校的聯繫	10%

## Application Guide for 2024-25 Secondary 1 Discretionary Places

### (I) Application Procedure of 2023-2024 S1 Discretionary Places

- There will be 4 classes in Form One in school year 2024-2025. There will be 31 new students in each class. The medium of instruction in all classes is English.
- The number of discretionary places in the school year 2024-2025 is 40.

### (II) Distribution of Application Forms

- Date: 2<sup>nd</sup> January 2024 to 16<sup>th</sup> January 2024
- Time: Monday to Friday: 8:30 a.m. to 4:30 p.m.; Saturday: 8:30 a.m. to 12:00 noon
- Applicants may take the hardcopy of the application form in person (no identity proof is needed) or download the softcopy from the school website ([www.valtorta.edu.hk](http://www.valtorta.edu.hk)).

### (III) Submission of Application Forms

- Application can be submitted in hard copy in person or submitted in soft copy through “iAM Smart+”.
- Date: 2<sup>nd</sup> January 2024 to 16<sup>th</sup> January 2024
- Time: Monday to Friday: 8:30 a.m. to 4:30 p.m.; Saturday: 8:30 a.m. to 12:00 noon
- If application is submitted in person, please submit the stapled documents according to the following sequence.
  1. EDB application form with our school name filled in the box “Name of School Applied”
  2. Application form for our school
  3. Photocopy of identity document
  4. Photocopy of report cards of P5 and P6
  5. Photocopy of awards and proof of participation in activities
  6. **3** returning envelopes (with \$2.2 postage stamps, the Chinese and English name of the applicant and the correspondence address)
- All photocopies of documents should be **A4 in size and put in ordinary transparent single-layer folder**. According to EDB regulations, applicants **are not required** to submit the recommendation letter issued by their primary school.
- If the application is submitted in person, please bring the original copy of identity document of the applicant for verification.
- For applications submitted via iAM Smart+, a copy of the student’s identity document(s) **must be** uploaded as well.
- Late applications will not be accepted.
- Applicants may add pages listing his/her participation in extra-curricular activities if necessary.
- According to EDB regulations, applications cannot be withdrawn / cancelled after submission.
- According to the guidelines of EDB, school will no longer process applications sent by mail this year.
- The personal information submitted by the applicants will be used in the selection procedure of S1 discretionary places. It may be transferred to the government departments concerned for allocation of S1 places if necessary.

- All submitted documents will not be returned to the applicants. They will be destroyed after the announcement of S1 places allocation.
- According to the Personal Data (Privacy) Ordinance, applicants have the right to amend or inquire about the personal information that he/she submitted. Applicants should submit a letter of request if necessary.

#### (IV) Interview

- Date: 9th March, 2024 (Saturday)
- Time: exact interview time for each applicant will be informed by letter.
- All applicants will be granted an interview.
- The interview will be conducted on a personal basis, in both Cantonese and English. The assessment criteria will be based on politeness, self-confidence, personal qualities, thinking abilities and oral English abilities.
- The interview questions usually are related to the daily life / family life / school life, extra-curricular activities, social issues and expectations toward secondary school life.
- Due to the large number of applicants, applicants were required to be interviewed in the morning or afternoon sessions in the past, so please reserve a full day for the interview.
- In case of bad weather that the EDB announces any school suspension, the interview will be rescheduled to the same time slot on 16<sup>th</sup> March 2024. However, the final arrangements will be subject to the announcement on the school website.
- To ensure the applicants can receive the up-to-date information about his/her application, the applicants should inform our school immediately if there are any changes of the correspondence address and/or the contact number.

#### (V) Arrangement for Notification Successful Applicants

- Date: 27<sup>th</sup> March 2024
- Each applicant will be informed by letter and by phone.
- According to EDB regulations, **our school can only contact the parents of successful applicants.** The notification is not the official allocation result of S1 places. The parents concerned do not need to reply to the notifications. All participating students will receive the SSPA allocation results (including results at the Discretionary Places and Central Allocation Stages) in mid-July as usual.

#### (VI) Announcement of Results (by the EDB)

- Date: 9<sup>th</sup> July 2024
- All successful applicants should go to our school for registration according to the procedures announced by the EDB.

#### (VII) Admission Criteria

Academic achievements (internal school results and Education Bureau ranking)	50%
Performance at interview	20%
Conduct	10%
Performance in art, sports or service	10%
Links with our school	10%