元朗公立中學校友會鄧兆棠中學

YLPMSAA TANG SIU TONG SECONDARY SCHOOL

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申請中一自行分配學位(2025/2027)申請須知
Application for Secondary 1 Discretionary Places (2025/2027)

申請日期 Application date

2027 年 1 月 4 日(星期一) 至 2027 年 1 月 18 日(星期一)
4th January 2027 (Monday) to 18th January 2027 (Monday)

交表方法 Submission of Application

方法一：到校遞交報名表
Method 1: Submission of the application form in person

填妥申請表格後，請連同「教育局存根」、「學校存根」、「家長存根」三個相關部份、申請人近照一張、身份證或出世紙副本、最近兩年(小五下學期及小六上學期)的成績表副本及回郵信封兩個(貼上$2.4 郵票、寫上地址及收信人姓名)，於辦公時間內，交回本校(天水圍天盛苑側)辦理申請手續。

After completing the application form, please submit it together with the EDB's Copy, the School's Copy, and the Parent's Copy of the Application Form for S1 Discretionary Place, one recent photo, a copy of the student's HKID card / Birth Certificate, copies of school reports for the past two terms (P.5 Second Term and P.6 First Term), and two self-addressed stamped envelopes (each with a $2.4 stamp and the recipient's name and address clearly written). All documents should be handed in during office hours at our school.

方法二：透過教育局「中一派位電子平台」遞交申請
Method 2: Submission of the application form via the EDB SSPA e-platform

申請人需根據電子平台的要求輸入相關的資訊，並於「上載證明文件」位置上載：

1. 本校申請表格；
2. 最近兩年(小五下學期及小六上學期)的成績表副本；及
3. 於辦公時間內，親身遞交兩個回郵信封予本校校務處(請貼上$2.4 郵票、寫上地址及收信人姓名)

*如文件有缺漏，將影響申請人的申請成功機會。
*無須提交小學推薦信。
*關於電子平台的使用操作詳情，請向就讀小學查詢。

Applicants should input the required information and upload the following by selecting 'Upload Supporting Documents':

1. Our school's Secondary 1 Discretionary Places Application Form;
2. Report cards of P.5 Second Term and P.6 First Term; and
3. Hand in two self-addressed stamped envelopes (each with a $2.4 stamp and the recipient's name and address clearly written) in person to the school office during office hours at our school.

*Failure to provide necessary supporting documents may affect application results.

*Recommendation letters are not required.

*Please contact your primary school for enquiries on the SSPA e-platform.

辦公時間 Office hours

星期一至五：上午 9 時至下午 5 時	Monday to Friday: 9 a.m. to 5 p.m.
星期六　　：上午 9 時至中午 12 時	Saturday: 9 a.m. to 12 noon
星期日及公眾假期休息	School will be closed on Sunday and public holidays

面試及取錄原則 Interview and Admission Criteria

所有申請人均會獲安排面試。
All applicants will be invited for an interview.

本年度「自行分配學位」收生人數為 40 人，將按下列原則，取錄合適學生：
The total S.1 Discretionary Places offered this year is 40. Admission criteria will be determined by:

1. 教育局提供之「學生名次等第名單」(30%)
   Rank Order List of the Discretionary Place applicants provided by the EDB (30%)
2. 面試表現 (40%)
   Performance at the interview (40%)
3. 校內成績(小五、小六成績表)及操行 (20%)
   Academic performance at school (P.5 and P.6 report cards) and conduct (20%)
4. 校內及校外活動參與獲獎紀錄 (10%)
   Internal and external awards (10%)

面試安排 Interview arrangement

面試日期：2027 年 3 月 6 日(星期六)。確實的時間將另函通知，而面試將以廣東話、英語進行。
Date of interview: 6th March 2027 (Saturday). The exact time will be notified separately, and the interview will be conducted in Cantonese and English.

正取生通知 Notification of Successful DP applications

本校將於 2027 年 3 月 31 日 (星期三) 透過書面及電話，通知所有正取學生的家長。家長亦可透過「中一派位電子平台」接收自行分配學位正取學生的通知。
Successful Discretionary Places (DP) applicants will be notified by phone and by post on 31st March 2027 (Wednesday). Alternatively, parents may also log in to the SSPA e-platform to check the admission results.

----------收集個人資料聲明----------

1. 學校收集個人資料作以下用途：處理有關甄選 2027-2028 年度中一自行分配學位之申請。所收集之個人資料(通訊地址、聯絡電話及電郵)只用作通知申請者面試時間以及獲納入自行分配學位正取學生名單。
2. 學校會因應實際情況及需要，將上述申請者所提交的資料，包括個人資料送交教育局或相關的政府部門。
3. 提供個人資料是必須的。如沒有提供或欠缺部分資料，學校可能無法處理有關申請。
4. 根據《個人資料(私隱)條例》第 18 及 22 條，申請人有權查閱和更正已向本校提供的個人資料。有關要求須透過書面向本校校長提出。
5. 不獲學位之申請人資料將於派位結果公布後三個月銷毀。

----------**Personal Information Collection Statement** ----------

1. The personal data collected will be used for processing applications for Secondary One Discretionary Places (DP) Admission for the 2027–2028 school year. The information provided (including correspondence address, contact telephone number, and email address) will be used solely for arranging interviews and notifying applicants of admission results.
2. Where necessary, the school may transfer the information provided, including personal data, to the Education Bureau or other relevant government departments.
3. Provision of personal data is obligatory. Failure to provide the required information or providing incomplete information may render the school unable to process the application.
4. In accordance with Sections 18 and 22 of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal data submitted to the school. Such requests should be made in writing to the principal.
5. Personal data of applicants who are not offered a place will be destroyed within three months after the announcement of allocation results.