ST JOAN OF ARC SECONDARY SCHOOL
聖 貞 德 中 學
55 Braemar Hill Road, Hong Kong. 香港北角寶馬山道五十五號
Tel.電話: 2578 5984 2578 5570 Fax.傳真: 2578 5725 Website 網址: www.sja.edu.hk

Application for Secondary One Discretionary Places (2020-2021 Admission)
申請自行分配中一學位 (2020-2021 年度入學)
Instruction Notes
申請須知

1. Number of discretionary places: 30
   本校中一自行分配學額為 30 個。

2. Our selection criteria are as follows:
   本校根據以下準則甄選及錄取學生:

Item 項目	Percentage 百分比
Academic Performance 學業成績	40%
Conduct 操行	30%
In-school & Outside School Services 校內或校外服務	15%
Prizes Awarded 獎項	15%

3. Application Period: **2nd January 2020 to 16th January 2020**
   申請日期 : **2020 年 1 月 2 日至 2020 年 1 月 16 日**

4. Application Forms can be obtained through the following methods:
   索取表格方法：
   (1) In person – visit the General Office (1/F) during office hours
   親身到本校一樓校務處
   (2) Download the Form from the school website www.sja.edu.hk
   於本校網址下載 www.sja.edu.hk

5. **Office Hours :**
   Monday –Friday: 9:00a.m. – 5:00p.m
   Saturday: 9:00 a.m. – 1:00 p.m.

   辦公時間：
   星期一至五：上午九時至下午五時
   星期六：上午九時至下午一時

6. Documents to be submitted at the time of application:
   呈交文件：

(a)	A completed Application form 已填妥之申請表格
(b)	EDB "Application Form for S1 Discretionary Place" 教育局「中一自行分配學位申請表」
(c)	The original & photocopy of applicant's birth / identification documents (e.g. the HKID Card) 出生證明文件正本及副本 (如: 身份證)
(d)	Copies of the applicant's P.5 (annual) & P.6 (1st Exam) academic reports 小五全年及小六第一次考試成績表副本
(e)	The applicant's extra-curricular activities records / awards 課外活動表現/獎項紀錄
(f)	A copy of the applicant's Certificate of Baptism (Catholic) 領洗紙副本 (天主教同學)
(g)	2 self-addressed stamped ($2.00) envelopes 回郵信封兩個 (連郵資$2.00)

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7. Letter of recommendation from primary school is not required.
   無須遞交小學推薦信。

8. According to EDB policy, students may apply to not more than TWO secondary schools listed in the "Handbook for Application for Secondary 1 Discretionary Places". Otherwise, his chance of acquiring a discretionary place will be forfeited.
   按教育局規定，每名小六學生只可向不多於兩所中學申請中一自行分配學位。否則，其獲得自行分配學位的資格將被取消。

9. Successful applicants will be notified individually by mail and a telephone call from school on 31st March, 2020.
   如於自行分配學位階段獲取錄的申請者，校方將於二零二零年三月三十一日以信件及電話作個別通知。

10. According to EDB policy, application for S1 discretionary places cannot be cancelled or retrieved once it is submitted.
    按教育局規定，所有已遞交的自行分配中一學位申請將不能撤回或取消。

11. Each applicant will be invited to an interview in mid-February, 2020.
    所有申請者均會獲安排面試，面試時間大約於二零二零年二月中旬。