



ST JOAN OF ARC SECONDARY SCHOOL

圣贞德中学

55 Braemar Hill Road, Hong Kong 香港北角宝马山道五十五号
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Application for Secondary One Discretionary Places (2025-2026 Admission)

申请自行分配中一学位 (2025-2026 年度入学)

A. Instruction Notes

申请须知

1. Number of discretionary places: 30
本校中一自行分配学额: 30 个
2. Our selection criteria are as follows:
本校根据以下准则甄选及录取学生:

Item 项目	Percentage 百分比
Academic Performance 学业成绩	40%
Conduct 操行	20%
Extra-curricular activities 课外活动	10%
Performance in the Interview (Communication Skills in English & Chinese, Logical Thinking and Comprehension Ability, Attitude, etc.) 面试表现 (中英沟通能力、逻辑思维、理解能力及态度等)	30%

3. Application Period: **2nd January 2025 to 16th January 2025**
申请日期: **2025 年 1 月 2 日至 2025 年 1 月 16 日**
4. **Application Forms can be obtained through the following methods:**
索取申请表格方法:
 - (1) In person – visit the General Office (1/F) during office hours
亲身到本校一楼校务处
 - (2) Download the Form from the school website www.sja.edu.hk
于本校网址下载 www.sja.edu.hk
5. **Application Forms can be submitted through the following methods:**
递交申请表格方法:
 - (1) In person – visit the General Office (1/F) during office hours
亲身到本校一楼校务处
 - (2) SSPA e-Platform — Parents who have registered as SSPA e-Platform users and bound their account to "iAM Smart+" (www.iamsmart.gov.hk/reg) may submit DP applications and check application results via the SSPA e-Platform.
中一派位电子平台 — 如家长已登记成为「中一派位电子平台」用户并以「智方便+」(www.iamsmart.gov.hk/reg) 绑定账户, 可透过「中一派位电子平台」递交自行分配学位申请及查阅申请结果。
6. **Office Hours :**
Monday – Friday: 9:00 am – 5:00 pm
Saturday: 9:00 am – 1:00 pm

办公时间:

星期一至五: 上午九时至下午五时

星期六: 上午九时至下午一时

7. Documents to be submitted at the time of application:

申请时须呈交以下文件:

(a)	A completed Application Form 已填妥之申请表格
(b)	EDB “Application Form for S1 Discretionary Place” 教育局「中一自行分配学位申请表」
(c)	The original & photocopy of applicant’s birth / identification documents (e.g. the HKID Card) 出生证明文件正本及副本 (如: 身份证)
(d)	Copies of the applicant’s P.5 (annual) & P.6 (1 st Exam) academic reports 小五全年及小六第一次考试成绩表副本
(e)	The applicant’s extra-curricular activities records / awards 课外活动表现/奖项纪录
(f)	A copy of the applicant’s Certificate of Baptism (Catholic) 领洗纸副本 (天主教同学)
(g)	2 self-addressed stamped (\$2.20) envelopes 回邮信封两个 (连邮资\$2.20)

8. Letter of recommendation from primary school is not required.

无须递交小学推荐信。

9. 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.

按教育局规定，每名小六学生只可向不多于两所中学申请中一自行分配学位。否则，其获得自行分配学位的资格将被取消。

10. Successful applicants will be notified individually by mail and a telephone call from school on 31st March 2025.

如于自行分配学位阶段获取录的申请者，校方将于二零二五年三月三十一日以信件及电话作个别通知。

11. According to EDB policy, application for S1 discretionary places cannot be cancelled or retrieved once it is submitted.

按教育局规定，所有已递交的自行分配中一学位申请将不能撤回或取消。

Under normal circumstance, each applicant will be invited to an interview on **22nd February 2025 (Saturday)**.

正常情况下，所有申请者均会获安排面试，面试于二零二五年二月二十二(星期六)日进行。

B. Personal Information Collection Statement
收集个人资料声明

1. All personal data collected in the application forms of the school will only be used for processing the related application.
学校所有申请表格内所收集的个人资料只会用于处理有关申请。
2. The applicant is responsible for providing correct and up-to-date information to the school. In case of any changes to the information in the application forms, the applicant should contact the school as soon as possible.
申请人有责任向校方提供准确及最新的数据，表格内的数据如有变更，申请人须尽早联络校方。
3. The school will not transfer the personal data collected to any third party unless the individual concerned has given consent for a change of use of data or such use is permitted by law.
除非有关人士已明确同意改变资料的用途，或该等用途得到法律准许，否则本校不会把已收集的个人资料转移予第三方。
4. The applicant has the right to request access to and correction of their personal data. For access to and correction of personal data submitted, please contact the School Executive Officer through email, info@sja.edu.hk.
申请人有权查阅或修正其个人资料，如需查阅或修正已提交的个人资料，请透过电邮向本校行政主任提出，电邮地址：info@sja.edu.hk