



# 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 (2025-2026 Admission)

#### 申請自行分配中一學位 (2025-2026 年度入學)

#### A. Instruction Notes

##### 申請須知

1. Number of discretionary places: 30  
本校中一自行分配學額：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	20%
Extra-curricular activities 課外活動	10%
Performance in the Interview (Communication Skills in English & Chinese, Logical Thinking and Comprehension Ability, Attitude, etc.) 面試表現 (中英溝通能力、邏輯思維、理解能力及態度等)	30%

3. Application Period: **2<sup>nd</sup> January 2025 to 16<sup>th</sup> January 2025**  
申請日期：2025 年 1 月 2 日至 2025 年 1 月 16 日
4. **Application Forms can be obtained through the following methods:**  
索取申請表格方法：
  - (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](http://www.sja.edu.hk)  
於本校網址下載 [www.sja.edu.hk](http://www.sja.edu.hk)
5. **Application Forms can be submitted through the following methods:**  
遞交申請表格方法：
  - (1) In person – visit the General Office (1/F) during office hours  
親身到本校一樓校務處
  - (2) SSPA e-Platform — Parents who have registered as SSPA e-Platform users and bound their account to "iAM Smart+" ([www.iamsmart.gov.hk/reg](http://www.iamsmart.gov.hk/reg)) may submit DP applications and check application results via the SSPA e-Platform.  
中一派位電子平台 — 如家長已登記成為「中一派位電子平台」用戶並以「智方便+」([www.iamsmart.gov.hk/reg](http://www.iamsmart.gov.hk/reg)) 綁定帳戶，可透過「中一派位電子平台」遞交自行分配學位申請及查閱申請結果。
6. **Office Hours :**  
Monday – Friday: 9:00 am – 5:00 pm  
Saturday: 9:00 am – 1:00 pm

##### 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

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

申請時須呈交以下文件：

(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 (1 <sup>st</sup> 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 (\$2.20) envelopes 回郵信封兩個 (連郵資\$2.20)

8. Letter of recommendation from primary school is not required.  
無須遞交小學推薦信。
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。
10. Successful applicants will be notified individually by mail and a telephone call from school on 31<sup>st</sup> March 2025.  
如於自行分配學位階段獲取錄的申請者，校方將於二零二五年三月三十一日以信件及電話作個別通知。
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。

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

正常情況下，所有申請者均會獲安排面試，面試於二零二五年二月二十二 (星期六)日進行。

**B. Personal Information Collection Statement**  
**收集個人資料聲明**

1. All personal data collected in the application forms of the school will only be used for processing the related application.  
學校所有申請表格內所收集的個人資料只會用於處理有關申請。
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.  
申請人有責任向校方提供準確及最新的資料，表格內的資料如有變更，申請人須儘早聯絡校方。
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.  
除非有關人士已明確同意改變資料的用途，或該等用途得到法律准許，否則本校不會把已收集的個人資料轉移予第三方。
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@sj.edu.hk](mailto:info@sj.edu.hk).  
申請人有權查閱或修正其個人資料，如需查閱或修正已提交的個人資料，請透過電郵向本校行政主任提出，電郵地址：[info@sj.edu.hk](mailto:info@sj.edu.hk)