

TWGHs Sun Hoi Directors' College
Guidelines on Application for Secondary One Discretionary Places
Admission in September 2023

1. Application period :

Date : **3/1/2023 (Tuesday) to 17/1/2023 (Tuesday)**

Time : Monday to Friday: 9:00am – 12:30 pm, 2:30pm – 5:00 pm

Saturday: 9:00 am- 12:00nn

- 2.** The application form can be obtained at our General Office or can be downloaded from our website (<https://www.shd.edu.hk/>) starting **from 26 November 2022 (Saturday) to 17 January 2023 (Tuesday)**.

3. Admission requirements

- i. Current P6 students from primary schools participating in Secondary School Places Allocation
- ii. Good academic performance
- iii. Good conduct

4. Application procedures

Applicant may choose one of the following methods to submit the application:

A. in person or by an authorized person

B. by post[#]

C. via SSPA e-Platform⁺

The following documents should be returned to our General Office in person, by an authorized person or by post[#] to TWGHs Sun Hoi Directors' College, Wu King Estate, Tuen Mun.

- i. Completed 'Application Form for Admission to Secondary One' from the school
- ii. Photocopy of the HKID card *
- iii. Photocopies of school reports for P.5 and P.6 (First Term) *
- iv. Photocopies of no more than 4 selected relevant certificates, awards and/or proof of extra-curricular activities *
- v. Original copy of 'Application Form for Secondary One Discretionary Places' issued by EDB
- vi. An addressed envelope with sufficient postage for in-person submission (Two addressed envelopes with sufficient postage for postal submission)

Remarks:

【Recommendation letters from primary schools are not required.】

* For in-person submission, the original copies of ii,iii and iv should be produced for checking.

[#] For postal application, please specify on the envelope with 'Application for Secondary One Discretionary Places'. A registered email is recommended to avoid postal delay. Upon receipt of the application, the Parent's Copy will be returned to be the applicant for retention and record. An email of receipt will be sent to all applicants within 7 days if email address is provided in the application form.

+ Applicant may choose to submit applications via the SSPA e-Platform (<https://esspa.edb.gov.hk>). For more details, please refer to EDB's SSPA e-Platform Parent's Guide (https://www.edb.gov.hk/tc/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/sspa_eplatform_parents_guide.html).

5. Interview arrangements

- i. Interviews will be arranged for ALL applicants.
- ii. An invitation letter will be mailed to all applicants on or before 17 February 2023 (Friday).
- iii. The tentative date for the interview will be 4 March 2023 (Saturday).
- iv. Interviews will be conducted to BOTH parents and students in English and Cantonese.

6. Admission Criteria and Weightings for S1 Discretionary Places

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| i. Rank Order provided by EDB | 50% |
| ii. Conduct in Primary 5 and 6 | 15% |
| iii. Extra-curricular Activities and Awards | 15% |
| iv. Interview Performance | 20% |

7. Number of discretionary places: 40

8. Release of results

Our school will notify parents of successful applicants both by telephone and by mail on **31 March 2023 (Friday)**. These notification arrangements are not applicable to reserve and unsuccessful applicants, nor are the notifications the allocation results. Students will be notified of their allocation results on **11 July 2023 (Tuesday)**, the same time as those who are allocated Secondary One Places through Central Allocation. Please do not enquire about the allocation results before then.

Remarks: Less than 10% of places will be reserved for applicants who excel in Sports and Arts but fail to meet the general requirements.

Sample of an addressed envelope:

Parent's name: _____ (Student's name)	STAMP
Address:	
Interview invitation	

Personal Data Collection Statement: The personal data provided through this application will only be used for the admission process of S1 Discretionary Places this year and will be submitted to EDB. All the data will be completely destroyed after the process.