

南亞路德會沐恩中學

申請中一自行分配學位須知 (二零二三年九月入學)

- 一、 本年度本校中一自行分配學位名額為 **40** 名。
- 二、 家長可以瀏覽本校網頁 www.ilc.edu.hk 進一步了解本校，而自行分配學位報名表，可於二零二二年十二月三日至二零二三年一月十七日於學校辦公時間內到本校校務處索取或於本校網頁上下載。如有任何查詢請致電校務處 2667 3129。
- 辦公時間： 星期一至五 — 上午九時至下午四時三十分
 星期六 — 上午九時至正午十二時
 (星期六下午、星期日及公眾假期休息)
- 三、 申請日期：二零二三年一月三日(星期二)至二零二三年一月十七日(星期二)
- 四、 申請方法：以下三項方法，請選擇**其中一種**，切勿重複申請，否則有關申請或被取消。

	(1) 親身到校	(2) 郵寄申請	(3) 網上申請
方法 細則	於學校辦公時間內親自往本校校務處遞交自行分配學位申請。	於上述申請日期內，把申請表連所需的文件投寄至本校。(截止日期以郵戳日期為準) 本校地址：香港新界大埔大元邨南亞路德會沐恩中學 (在信封上請註明：申請中一自行分配學位)	如家長已登記成為「中一派位電子平台」用戶並以「智方便+」綁定帳戶，可於上述申請日期內透過「中一派位電子平台」遞交自行分配學位申請。
所需 文件	<p>**請用活頁夾或長尾夾把以下1-5之文件依次序排列並牢固**</p> <ol style="list-style-type: none"> 1. 本校申請表 2. 教育局派發的中一自行分配學位申請表〔存根紅、藍、綠三色〕正本 (請勿撕開) 3. 學生小五全年及小六上學期成績表副本 (若未有小六上學期成績表，可容後補交) 4. 學生在校內/校外服務、活動或獎項的紀錄證明文件副本 (只需現有資料或文件，申請人無需提交小學推薦信) 5. 已寫上學生姓名和香港通訊地址的回郵信封兩個，其中一個須貼上\$2.2 郵票 6. 學生的身份證明文件正本 (供校方即時查閱) 	<ol style="list-style-type: none"> 1. 本校申請表 2. 教育局派發的中一自行分配學位申請表〔存根紅、藍、綠三色〕正本 (請勿撕開) 3. 學生小五全年及小六上學期成績表副本 (若未有小六上學期成績表，可容後補交) 4. 學生在校內/校外服務、活動或獎項的紀錄證明文件副本 (只需現有資料或文件，申請人無需提交小學推薦信) 5. 已寫上學生姓名和香港通訊地址的回郵信封三個，其中兩個須貼上\$2.2 郵票 6. 學生的身份證明文件副本 	<p>**以下文件，請依次序，儲存於同一個PDF內，並上傳至網站之指定位置，並以申請學生之英文姓名作為檔案名稱**</p> <ol style="list-style-type: none"> 1. 本校申請表 2. 學生的身份證明文件副本 3. 學生小五全年及小六上學期成績表副本 (若未有小六上學期成績表，可容後補交) 4. 學生在校內/校外服務、活動或獎項的紀錄證明文件副本 (只需現有資料或文件，申請人無需提交小學推薦信)
確認 通知	家長會即時獲發回已蓋上本校校印、名稱及編號之「家長存根」，以作確認。	本校收到有關申請及檢查文件後，會把已蓋上本校校印、名稱及編號之「家長存根」，以附上之回郵信封寄回申請人，以作存照。	本校收到有關申請及檢查文件後，會透過電郵通知家長。

- 五、 所有申請人將會被邀請參加面試。面試日期為二零二三年三月四日(星期六)，形式為中、英文口試(不設筆試)。二零二三年二月十五日至二零二三年二月十七日將有專函(郵寄/電郵)通知面試時間。如遇惡劣天氣，學校須停課，面試日期將改為二零二三年三月十一日(星期六)，詳情將於學校網頁發放。
- 六、 在完成處理自行分配學位的申請後，本校會根據教育局的指定日期二零二三年三月三十一日(星期五)，透過書面及電話通知所有正取學生的家長，其子女已獲納入本校自行分配學位正取學生名單。如家長已登記成為「中一派位電子平台」用戶，家長亦可於當天透過電子平台接收自行分配學位正取學生通知。有關的通知安排不包括備取及落選學生，亦非派位結果，家長毋須就通知回應本校。
- 七、 根據教育局規定，取錄結果須於二零二三年七月十一日(星期二)中央派位一併公布，屆時，家長可到 貴子弟就讀小學查閱，本校將不另行通知。
- 八、 由於自行分配學額有限而申請者眾，故欲增加 貴子弟入讀本校的機會，請於日後填寫選校志願表時以本校作為優先志願。
- 九、 本校將根據個人私隱保障條例規定，處理 台端向本校所遞交之個人資料。本校只會將有關資料作甄選學生及轉送教育局中一學位分配組進行學位安排之用。
- 十、 以下為本校收生甄選準則：

項 目	大約比重
小五、小六學業成績(基本要求為中、英、數三科成績在 B 級或以上)及教育局提供之學生名次	50%
面試表現	25%
操行、課外活動、服務、獎項、專長、才能	25%

(如因疫情而取消面試，甄選準則將有所更動，本校將於校網公布更動之內容，家長敬請留意。)

SALEM-Immanuel Lutheran College
Notes for Parents on Application for
Secondary 1 Discretionary Places (Admission in September 2023)

- The number of discretionary places provided by our school is **40** this year.
- Parents may visit the school website www.ilc.edu.hk for further information. Parents may obtain the Application Form from the school office during office hours or download it from the school website from **3 December 2022** to **17 January 2023**. For any enquiries, please contact the school office by phone (Telephone: 2667 3129).

Office Hours: Monday to Friday — 9:00 a.m. to 4:30 p.m.
 Saturday — 9:00 a.m. to 12:00 noon
 (Close on Saturday afternoons, Sundays and public holidays)

- Application period:
Starting from **3 January 2023 (Tuesday)** to **17 January 2023 (Tuesday)**, both dates inclusive.
- Submission of application form: Please choose **one** of the methods **ONLY**. Duplicated application may risk disqualification.

	(1) In Person	(2) By Post	(3) Via e-platform
Details	Submit the Application Form in person during office hours.	The postmark date should not be later than the prescribed deadline. School address: SALEM-Immanuel Lutheran College, Tai Yuen Estate, Tai Po, N.T., Hong Kong (On the envelope, please write: "S1 Discretionary Places Application").	Parents who have registered on SSPA e-platform and linked the account to their iAM smart+ account can submit their application via SSPA e-platform within the application period.
Documents required	<p>**Please staple in the order listed below (No.1-5) with a spiral binder or binder clips. **</p> <ol style="list-style-type: none"> Application Form provided by our school. The Application Form issued by the EDB: the EDB's Copy (blue), School's Copy (green) and Parent's Copy (red) that bear the same application number (with all three parts intact) Copies of School Reports: Primary 5 (whole year) and Primary 6 (first term) *Parents may submit a copy of the applicant's school report (Primary 6, first term) later if it is not yet available. Copies of relevant certificates, awards and/or proof of extra-curricular activities (if available) *There is no need to provide recommendation letters of the primary schools. Two envelopes with the name of applicant and correspondence address in Hong Kong, one of which is stamped with a \$2.2 stamp. The original copy of the applicant's identity document. (for checking purpose) 	<ol style="list-style-type: none"> Application Form provided by our school. The Application Form issued by the EDB: the EDB's Copy (blue), School's Copy (green) and Parent's Copy (red) that bear the same application number (with all three parts intact) Copies of School Reports: Primary 5 (whole year) and Primary 6 (first term) *Parents may submit a copy of the applicant's school report (Primary 6, first term) later if it is not yet available. Copies of relevant certificates, awards and/or proof of extra-curricular activities (if available) *There is no need to provide recommendation letters of the primary schools. Three envelopes with the name of applicant and correspondence address in Hong Kong, two of which are stamped with a \$2.2 stamp. Photocopy of the applicant's identity document. 	<p>**Please scan the documents listed below and save them in ONE PDF file. The file name should be the English name of the applicant. **</p> <ol style="list-style-type: none"> Application Form provided by our school. Photocopy of the applicant's identity document. Copies of School Reports: Primary 5 (whole year) and Primary 6 (first term) *Parents may submit a copy of the applicant's school report (Primary 6, first term) later if it is not yet available. Copies of relevant certificates, awards and/or proof of extra-curricular activities (if available) *There is no need to provide recommendation letters of the primary schools.
Verification	Parents will be given the receipt of the Parent's Copy bearing the school chop, school name and school code for retention and record.	After the application has been verified and confirmed, the Parent's Copy bearing the school chop, the school name and the school code will be returned to parents by post with the self-addressed envelope for retention and record.	After the application has been verified and confirmed, an e-mail will be sent to parents for notification.

5. All applicants will be invited to attend an interview on **4 March 2023 (Saturday)**. The interview will be conducted in Chinese and English. No written test will be given. A notification letter of the time of the interview will be sent to applicants between **15 February 2023** and **17 February 2023**. In case of bad weather conditions, the interview will be postponed to **11 March 2023 (Saturday)**. Please check our school website for bad weather arrangements for the interview in due course.
6. Our school will conclude all the selection procedures and notify parents of successful applicants of their children’s inclusion in the Successful Lists for Secondary One Discretionary Places via phone calls and letters on **31 March 2023 (Friday)**, a date specified by the EDB. Parents may check the result via SSPA e-platform if they have registered before. These notification arrangements are not applicable to reserve and unsuccessful applicants. Parents who have received notifications of successful applications do not need to reply to the notifications.
7. According to the EDB’s regulation, the results of Discretionary Places will be released together with the results of Central Allocation on **11 July 2023 (Tuesday)**. Our school will not notify the applicants of the application results individually. For any enquires, parents should contact their children’s primary schools.
8. Our school has a large number of applicants for a small number of discretionary places. To boost the chances of being accepted, parents should put our school as “Preference 1” on their Secondary One Choice of Schools Forms.
9. Our school will follow the Personal Data (Privacy) Ordinance. The information collected in the Application Form will be used for the application for S1 places in this school and will be submitted to the School Places Allocation Section of the Education Bureau.
10. Admission Criteria & Weighting

Items	Weighting
P5 and P6 Academic Results (Basic Requirements: B or above in Chinese, English and Mathematics) and Rank Order on the List Provided by the EDB	50%
Performance at Interview	25%
Conduct, Extra-curricular Activities, Services, Awards, Expertise and Talents	25%

(In case the interview is cancelled due to the COVID-19 epidemic, the admission criteria and weighting will be adjusted. The adjustment will be posted on the school website.)