

Po Leung Kuk Mrs. Ma Kam Ming-Cheung Fook Sien College

Application for Secondary One Discretionary Places

Notes for Parents

- 1 Each applicant may apply to **NOT MORE THAN TWO** secondary schools participating in the SSPA.
- 2 Withdrawal and cancellation are not allowed once the application is made.
- 3 Number of S.1 Discretionary Places of our school in 2025-26 is 40. (30% of all S.1 places)
- 4 To enhance the chance of admission, applicants are advised to select our school as your first choice in your applications for Central Allocation.
- 5 Please **provide the following documents** and arrange them in the following order when **submitting your application**:
 - 5.1 Application Form for S1 Discretionary Places issued by EDB including the EDB's Copy, School's Copy and Parent's Copy
 - 5.2 A photocopy of the HKID Card of the applicant
 - 5.3 Photocopies of report cards in all school terms in P.5 and the first term in P.6 (**Recommendation letters of primary school are not required**)
 - 5.4 Photocopies of relevant certificates of awards in academic, services and extra-curricular activities (if any)
 - 5.5 ONE self-addressed and stamped reply envelopes with the applicant as the addressee
- 6 Submission of Application Form and Other Documents
 - 6.1 Parents can submit application in person or by authorized representatives. Our office is open from 9:00 a.m. to 5:00 p.m. from Monday to Friday, and from 9:00 a.m. to 12:00 noon on Saturday.
 - 6.2 Parents can also submit application via the SSPA e-Platform provided by the EDB.

7 Selection Criteria

For Interviews

The school will select qualified students for interviews based on the following criteria:

1. Conduct requirement: Grade B or above in all school terms of P.5 and P.6.
2. Academic requirement: An overall average of Grade B (B+/B/B-) or above in Chinese, English and Math in the Final Term Examination in P.5 and the First Term Examination in P.6.

For Admission

The school will select qualified students for admission based on the following criteria:

1. Academic results (based on the rank order provided by EDB) comprising 40%
 2. Group and individual interviews will be conducted in Chinese and English, comprising 40%
 3. Extra-curricular activities comprising 20%
- 8 If applicants with excellent academic performance and conduct have not been allocated a place in our school after the release of SSPA results in July, they may visit our school after registering at their allocated school. Qualified students would be notified as soon as places are available.
- 9 Important Dates:

◆ 2 December 2024 onwards	Collection of Application Form The Application Form can be obtained from our school or downloaded from our school website https://www.plkcf.edu.hk/ (Please use A4 white paper to print the form)
◆ 2 January 2025 to 16 January 2025	Submission of Application Form and Other Documents Late applications will not be handled.
◆ 22 January 2025	Testing Email A testing email will be sent to all applicants on 22 January 2025 to confirm the email addresses we have on file. If this email is not received, please contact our staff at 2109-1133 to report the issue on or before 24 January 2025.
◆ 6 February 2025	Notification of Interviews All qualified applicants will be notified to attend the interview by email.
◆ 1 March 2025	Interview Date 【Fallback date: 2 March 2025】
◆ 31 March 2025	Notification of Successful Applications Students included in the Successful List for Discretionary Places will be notified by phone and by email. <i>(These notification arrangements are not applicable to reserved and unsuccessful applicants, nor are the notifications of the allocation results. The parents concerned do not need to reply to the notifications.)</i>
◆ 8 July 2025	Release of Allocation Results

保良局馬錦明夫人章馥仙中學
中一自行分配學位申請
家長注意事項

1. 每名學生只可向**不多於兩所**中學申請自行分配的中一學位。
2. 申請表一經遞交，不可撤回或取消。
3. 2025-26 學年本校〈中一自行分配學位〉數目為 **40** 個。 (佔中一全級學位 **30%**)
4. 申請者如欲提高入讀本校機會，可於統一派位申請階段填寫中學選校表時，考慮以本校為第一志願。
5. 遞交申請表時，請順序附上以下文件：
 - 5.1 教育局發出的「中一自行分配學位申請表」(包括教育局、學校及家長存根)
 - 5.2 申請者身份證副本
 - 5.3 小五上、下學期及小六上學期成績表副本，**毋須附推薦信**
 - 5.4 學術、服務或課外活動獎項證明文件副本 (如適用)
 - 5.5 回郵信封一個 (須貼上足額郵票，並填妥郵寄地址及申請人姓名)
6. 遞交申請表及證明文件副本：
 - 6.1 家長可親自或委託他人遞交表格。本校辦公時間為星期一至五，上午九時至下午五時，星期六，上午九時至中午十二時。
 - 6.2 家長亦可透過教統局設立的「中一派位電子平台」遞交申請。

7. 甄選準則：

獲面試準則

本校根據以下準則，選擇合資格學生參與面試：

1. 操行：五、六年級各學期操行須達 **B** 級或以上
2. 學業表現：五年級下學期及六年級上學期考試，中英數整體成績平均達 **B** 級(**B+**/**B**/**B-**)或以上

取錄準則

本校根據以下準則取錄學生：

1. 學業成績(參考教育局提供之成績次第) 佔 40%
 2. 小組及個人面試以中文及英文形式進行，佔 40%
 3. 課外活動表現佔 20%
8. 分派中學學位結果將於七月公佈，學業成績及品行優良的申請者如未能獲派本校，可先到所派中學註冊，再到本校登記。如有中一新生放棄學位，本校會盡快通知合資格的同學。
9. 重要日期：

◆ 2024 年 12 月 2 日起	索取申請表 可親臨本校索取或到本校網頁下載 http://www.plkcfs.edu.hk (請用 A4 白紙編印)
◆ 2025 年 1 月 2 日至 2025 年 1 月 16 日	遞交申請表及證明文件副本 所有逾時遞交之申請表將不獲處理。
◆ 2025 年 1 月 22 日	測試電郵 為確保電郵地址正確，本校將於 1 月 22 日向所有申請者發出測試電郵。如未能收到上述電郵，請於 1 月 24 日前致電 2109-1133 聯絡本校職員，以便跟進。
◆ 2025 年 2 月 6 日	面試通知 所有符合獲面試準則的申請學生均會安排面試，將以電郵通知合資格申請者。
◆ 2025 年 3 月 1 日下午	面試日 【後備面試日：3 月 2 日】
◆ 2025 年 3 月 31 日	公佈派位結果(正取) 已獲納入自行分配學位之正取學生，將接獲電話及電郵通知。 (上述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。)
◆ 2025 年 7 月 8 日	公佈派位結果