

**Tung Wah Group of Hospitals Lo Kon Ting Memorial College**

**Notes for Attention on 2025-26 S1 Discretionary Places Application**

**I. Application criteria:**

Applicants should be:

- (1) Current Primary 6 students
- (2) Obtain an average of B grade or above in both 2<sup>nd</sup> Term of Primary 5 and 1<sup>st</sup> Term of Primary 6 examinations in Chinese, English and Mathematics and in the overall average of all subjects
- (3) Good Conduct ( B or above)

**II. Application procedures:**

1. Submit the **completed** Application Form. Notice on S1 Discretionary Places Application and the Application Form can be downloaded from our webpage <http://www.lktmc.edu.hk/>, or collected in person. Parents or guardians who cannot submit an application in person can choose to make use of the SSPA e-Platform managed by the Education Bureau. For details regarding the use of the platform, please visit EDB's website: ([https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/sspa\\_eplatform\\_parents\\_guide.html](https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/sspa_eplatform_parents_guide.html)).
2. The **completed** Application Form for S1 Admission should be produced together with the following items:
  - (1) S1 Discretionary Place Application Form of the EDB.
  - (2) A copy of P.5 and P.6 school report cards.
  - (3) HKID card (**for inspection only**)
  - (4) Two self-addressed envelopes (with sufficient postage and the address and name of the recipient written on the envelope) – Size: 4” x 9”
  - (5) Supporting documents of academic prizes/scholarships (at most three).
  - (6) Supporting documents of extra-curricular activities and services awards. (at most three).
3. Application period: 02/ 01 / 2025 — 16 / 01 / 2025 inclusive  
Office hours :  
Mon. to Fri: 9:00 am-12:00 noon and 2:00 pm-4:30 pm  
Saturday : 9:00 am-12:00 noon
4. Submission of testimonial or recommendation letter from primary schools is **not** necessary.

### III. No. of S1 discretionary places in 2025-2026: 40

#### IV. Admission Criteria & Weightings:

Applicants will be selected according to the following admission criteria and weightings:

(1) Academic performance and conduct (School reports as reference):

-Academic performance **60%**

(2) Performance in Interview **35%**

(3) Extra-curricular activities/services awards **5%**

#### V. Admission procedure:

1. Applicants who have met the application criteria in Part I would be invited for interview.
2. All eligible applicants will be informed of the details of the interview by mail. It is not necessary for parents to inquire the result from the school.
3. All non-successful applicants will also be informed by mail.
4. Interviews will be held on 8 March 2025 (Saturday) at School Hall. In the event of public announcements by EDB that all schools are to be closed on 8 March as a result of adverse weather conditions, the interviews will be postponed. Please pay close attention to the school website for the most updated information and the parents concerned will also receive the details via email.
5. Applicants will forfeit the right for further consideration to be selected for our school places should they be absent themselves from the interview.
6. Applicants should bring along their original copies of their HKID Card, P.5 and P.6 school reports, certificates of academic and extracurricular awards (if any) to the interview for inspection.
7. Parents of successful applicants will be notified of their children's inclusion in the Successful Lists for Discretionary Places on 31 March 2025 by letter and phone. Should there be any changes in residential / correspondence address and phone number, please let us know at your earliest convenience.
8. The announcement of successful S1 Discretionary Places applicants will only be made by the Education Bureau together with the Central Allocation Results on 8 July 2025 (Tuesday). It is not necessary for parents to inquire the results from the school.

## **VI. Information Collection Privacy Statement**

1. The personal data provided in this application form will be treated as strictly confidential and the documents will not be returned. The data will be used by our school for:
  - (a) processing your application for S1 Discretionary Places for the 2025-2026 academic year and
  - (b) contact purposes.
2. It is necessary for you to supply the personal data as required in this form. If you fail to supply the required data; your application may not be considered.
3. The personal data provided in this form may be disclosed to our school's authorized personnel only for the purposes mentioned in point 1 above.
4. You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes obtaining a copy of your personal data provided in this form.
5. For enquiries concerning the personal data collected in this form, including requests for access and corrections, please contact our school office.

東華三院盧幹庭紀念中學  
二零二五至二零二五六年度中一自行分配學位申請須知

一. 申請資格：

申請人必須

- (1) 是應屆小六學生
- (2) 在小五下學期及小六上學期考試取得中、英、數三科以及全年總平均分達乙/B級或以上
- (3) 操行良好(乙/B級或以上)

二. 申請手續：

1. 填寫本校申請表乙份。申請表格可親臨本校索取或到本校網頁下載。  
本校網址為 <http://www.ikttmc.edu.hk/>。倘若小六學生/家長未能親身或授權代表前往本校遞交申請表，家長可使用教育局的「中一派位電子平台」遞交申請表格，詳情可參看教育局網頁：  
([https://www.edb.gov.hk/tc/edu-system/primary-secondary/spa-systems/secondary-spa/gener-al-info/sspa\\_eplatform\\_parents\\_guide.html](https://www.edb.gov.hk/tc/edu-system/primary-secondary/spa-systems/secondary-spa/gener-al-info/sspa_eplatform_parents_guide.html))
2. 申請人須於辦公時間內到本校校務處交回表格，並帶備下列文件：
  - (1) 教育局「中一自行分配學位申請表」；
  - (2) 小五下學期及小六上學期成績表副本；
  - (3) 身份證(只供核對之用)；
  - (4) 附上足夠郵費之回郵信封(4" x 9")二個。
  - (5) 遞交最多三項有關學術獎或獎學金的獎狀副本。
  - (6) 遞交最多三項有關課外活動或服務的獎狀副本。
3. 申請日期為二零二五年一月二日至二零二五年一月十六日。  
辦公時間：  
  
星期一至五：早上九時至中午十二時及下午二時至四時三十分  
星 期 六：早上九時至中午十二時
4. 所有申請人均不必提交任何類型的推薦信。

三. 名額：

本校二五/二六年度中一自行分配學位名額為40名。

#### 四. 收生準則：

##### (1)學術成績及操行:

- 學術成績 **60%**

(2) 面試 **35%**

##### (3) 非學術表現

-課外活動/服務獎項 **5%**

#### 五. 審核取錄程序：

1. 凡於第一部份「申請資格」合乎要求者，將獲邀參加面試。
2. 凡符合申請資格及獲選參加面試者，將獲本校以書面通知。各家長毋須向本校查詢。
3. 若不獲面試者，亦將獲本校以書面通知。
4. 面試日期為二零二五年三月八日(星期六)上午於本校舉行。如教育局宣佈當天因惡劣天氣而需關閉學校，面試將會延期進行，請密切留意本校網頁的通告及電郵的通知以了解最新安排。
5. 凡缺席面試者，將作放棄申請學位論。
6. 面試時必須帶備身份證明文件、小六上學期及小五全年成績表及獎狀之正本（如有），以供查閱。
7. 本校會於二零二五年三月三十一日書面及電話通知正取學生的家長其子女已獲學校納入本校自行分配學位正取學生名單。若申請人居住/通訊地址和電話號碼有更改，請盡快通知本校更正。
8. 根據教育局指引，中一自行分配學位的申請結果將在二零二五年七月八日（星期二）與統一派位結果一併公佈，家長毋須向學校查詢。

#### 六. 個人資料搜集：

1. 透過本申請表所獲得的個人資料均會保密，所交文件一概不予發還。有關資料只會作下列用途：
  - (a) 處理 2025-2026 年度中一自行分配學位之用及
  - (b) 作為聯絡之用。
2. 你必須提供本申請表所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。
3. 你透過本申請表所提供的個人資料只會向本校授權人士公開，以作上述第 1 段所列的用途。
4. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本申請表所提供的個人資料副本一份。
5. 若需查閱或更正在本申請表填寫的資料，請聯絡本校校務處。