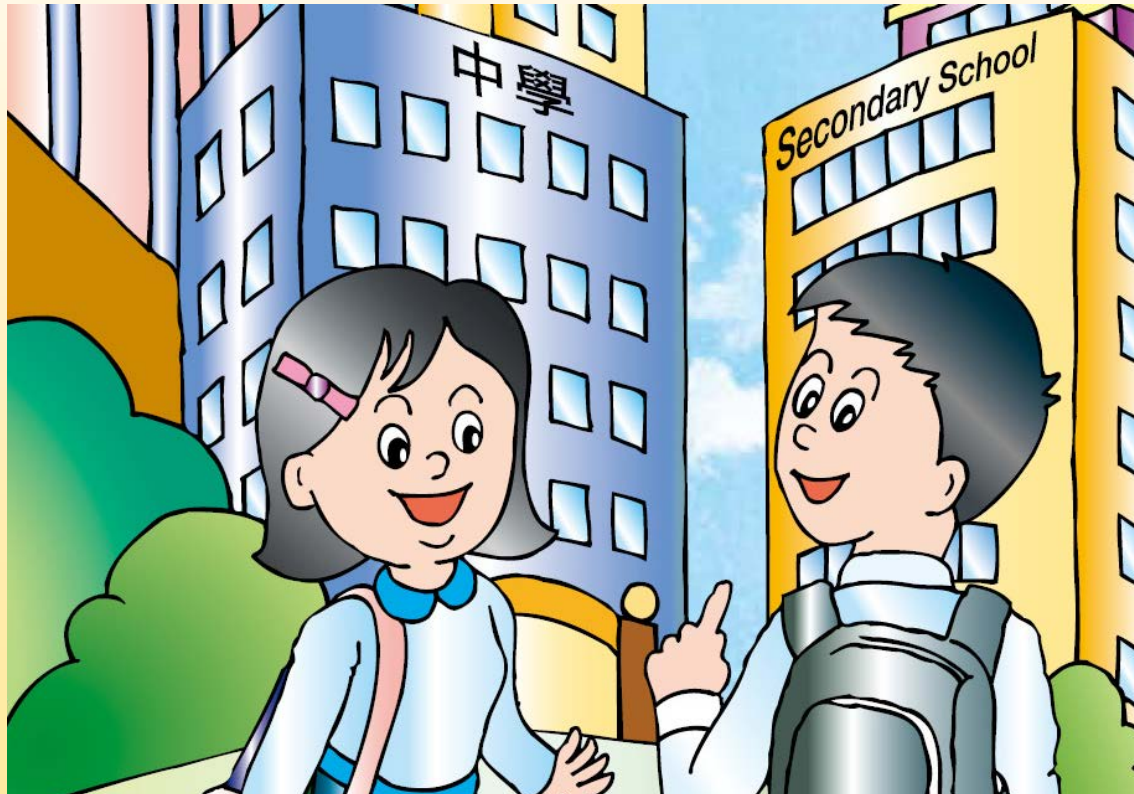


Secondary School Places Allocation (SSPA) System 2022/2024 Cycle



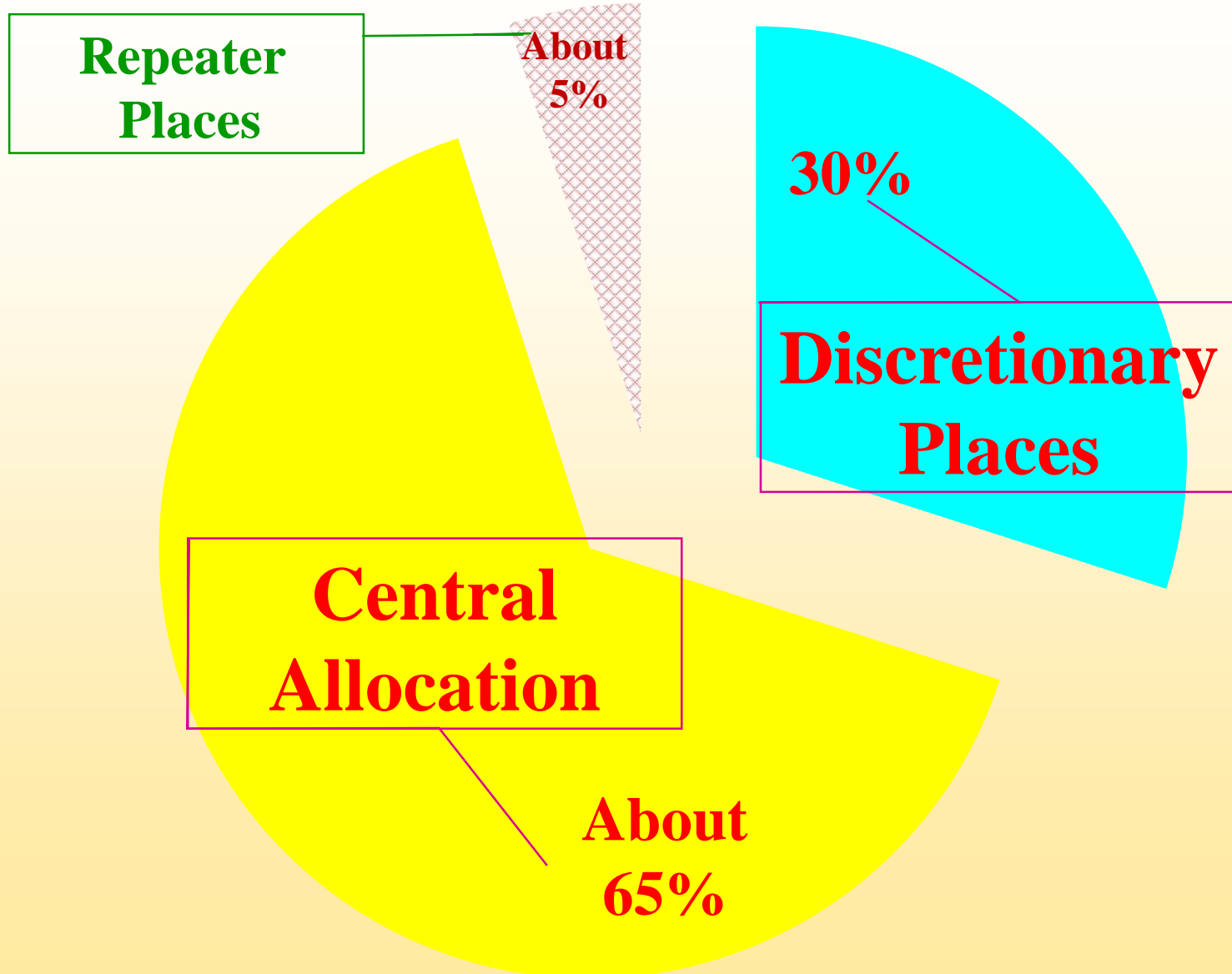
Eligibility for Participation

- Being a Hong Kong resident
 - ◆ Please refer to the EDB Circular on “Entry of Non-local Children and Children Holding a Form of Recognizance to Schools in Hong Kong” and verify that all participating students are eligible for receiving education in the public sector schools in Hong Kong
- Studying in a primary school participating in the SSPA System
- Never been allocated a Secondary 1 (S1) place

Two Stages

- Discretionary Places (DP)
- Central Allocation (CA)

Percentage of School Places



DP Stage

Parents

- Should not apply to more than two participating secondary schools, otherwise the DP applications of their child will be **rendered void**
- Application is not subject to restriction on districts
- Should consider all aspects of a school, e.g. its **educational philosophy, culture, religion, admission criteria and weightings, class structure, development and operation, and their child's characteristics, personality, abilities and interests** so as to make a suitable school choice

DP Stage

Secondary Schools

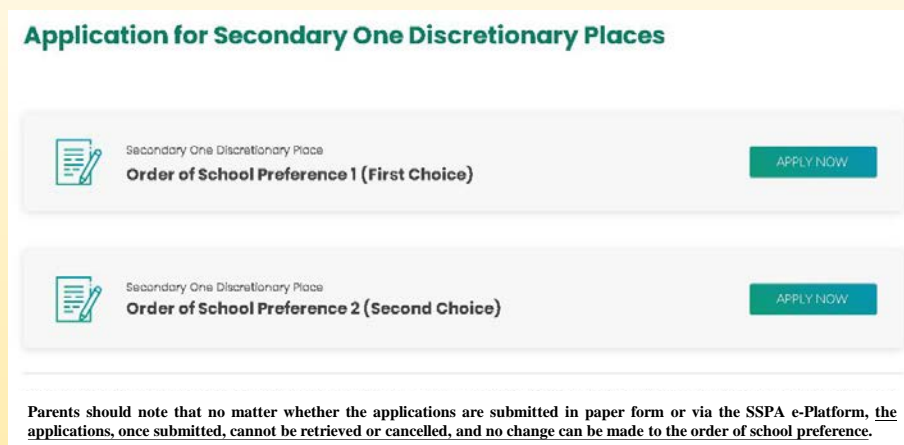
- Schools admit students according to their own admission criteria and weightings
- Criteria should be fair, just, open and educationally sound
- Schools may arrange interviews, but no written tests in any forms should be conducted, including the use of computer or questionnaires to assess the applicants' subject knowledge

DP Stage

The EDB has implemented digitalisation of S1 admissions starting from 2023. For parents registered as SSPA e-Platform users and bound their account with “iAM Smart+”, apart from the paper Application Form, they may submit DP applications via the SSPA e-Platform.

(a) Submit applications via the SSPA e-Platform

(b) Submit applications via paper Application Forms



Application for Secondary One Discretionary Places

Secondary One Discretionary Place
Order of School Preference 1 (First Choice) APPLY NOW

Secondary One Discretionary Place
Order of School Preference 2 (Second Choice) APPLY NOW

Parents should note that no matter whether the applications are submitted in paper form or via the SSPA e-Platform, the applications, once submitted, cannot be retrieved or cancelled, and no change can be made to the order of school preference.



Application Form for Secondary One Discretionary Place

Student Details: 學生編號 (Student Reference No.), 申請編號 (Application No.), 學生姓名 (Name of Student), 出生日期 (Date of Birth), 性別 (Sex).

School Preferences: 學校名稱 (School Name), 學校地址 (School Address), 學校電話 (School Phone), 學校傳真 (School Fax), 學校電郵 (School Email), 學校網址 (School Website).

Order of School Preference: 第一選擇 (First Choice), 第二選擇 (Second Choice).

*This SSPA e-Platform user interface is for reference only, and may be subject to system development changes.

(a) Submit applications via the SSPA e-Platform

- For parents registered as SSPA e-Platform users and bound their account with “iAM Smart+”, apart from the paper Application Form, they may submit DP applications via the SSPA e-Platform
- Parents may log in the SSPA e-Platform with “iAM Smart+”, select “Apply Now” to enter the page for DP

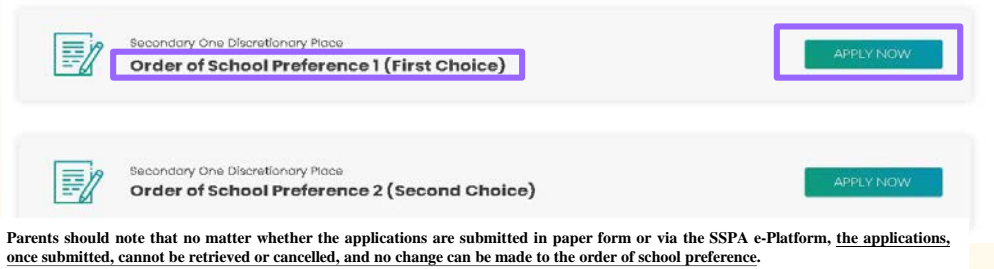


Latest News & Updates

Useful Links

- Select the order of school preference (viz. Order of School Preference 1 or Order of School Preference 2) for the secondary schools you intend to apply to

Application for Secondary One Discretionary Places



Parents should note that no matter whether the applications are submitted in paper form or via the SSPE e-Platform, the applications, once submitted, cannot be retrieved or cancelled, and no change can be made to the order of school preference.

- Select/input the “Name of Secondary School Applied to”
- Fill in the contact information required by the school, including the correspondence address, contact telephone number and email address
- Upload a copy of the student’s identity document(s) (mandatory) for secondary school’s checking
- Upload documents required by the secondary school to the corresponding folders based on the document category (e.g. Completed School-based Application Form, Copies of Report Cards and Records of Certificates and Awards)

Order of School Preference 1 (First Choice)

Name of Secondary School Applied to

001 - Wan Chai District - LUI KEE SECONDARY SCHOOL

Contact information required by the school

Secondary school may contact parents on matters related to this DP application, e.g. interview arrangements (if applicable), notification for successful DP applicants (if applicable), etc.

Correspondence address

Contact telephone number

Email address

Upload Student’s Identity Document

Upload a copy of the student’s identity document(s) (mandatory)

Files size: 25 MB or below in total for all files uploaded for the two DP applications (0.00 MB/25MB used)

The system supports PDF format and common image file formats (GIF, BMP, PNG and JPEG)

Choose File No file selected

Upload Supporting Documents

Upload documents required by the school for DP application (e.g., the duly completed admission form of the secondary school, certificates and awards)

Files size: 25 MB or below in total for all files uploaded for the two DP applications (0.00 MB/25MB used)

The system supports PDF format and common image file formats (GIF, BMP, PNG and JPEG)

Choose File No file selected

- Check that the “Name of Secondary School Applied to”, order of school preference and document(s) uploaded are accurate
- Acknowledge understanding of the “Points to Note on Application for Secondary One Discretionary Places” and agreement to the relevant “Personal Information Collection Statement” of the EDB and the secondary school being applied to
- Confirm signing digitally with “iAM Smart+”
- After signing digitally with “iAM Smart+”, click “Confirm and Submit” and then “Yes” to complete the application procedures

Confirm and submit application

Application for Secondary One Discretionary Places

Student Reference No.

Application No.

Chinese Name of Student

English Name of Student

Sex

Date of Birth (DD.MM.YYYY)

Primary School Attending

Order of School Preference 1 (First Choice)

Name of Secondary School Applied to

School Address

Edit

Contact information required by the school

Correspondence address

Contact telephone number

Email address

Edit

Uploaded Student's Identity Document

HKID.jpg

Edit

Uploaded Supporting Documents Required by the School

Edit

Declaration

I now submit the Application Form to the school for processing. I declare that the information contained in this Application Form is true and correct to the best of my knowledge and belief.

☒ I have read and fully understand the content of the Points to Note on Application for Secondary One Discretionary Places and Personal Information Collection Statement of this Application Form.

☒ I have read and fully understand the Personal Information Collection Statement on the website of the secondary school applied to.

Signature of Parent/Guardian

Signing with iAM Smart

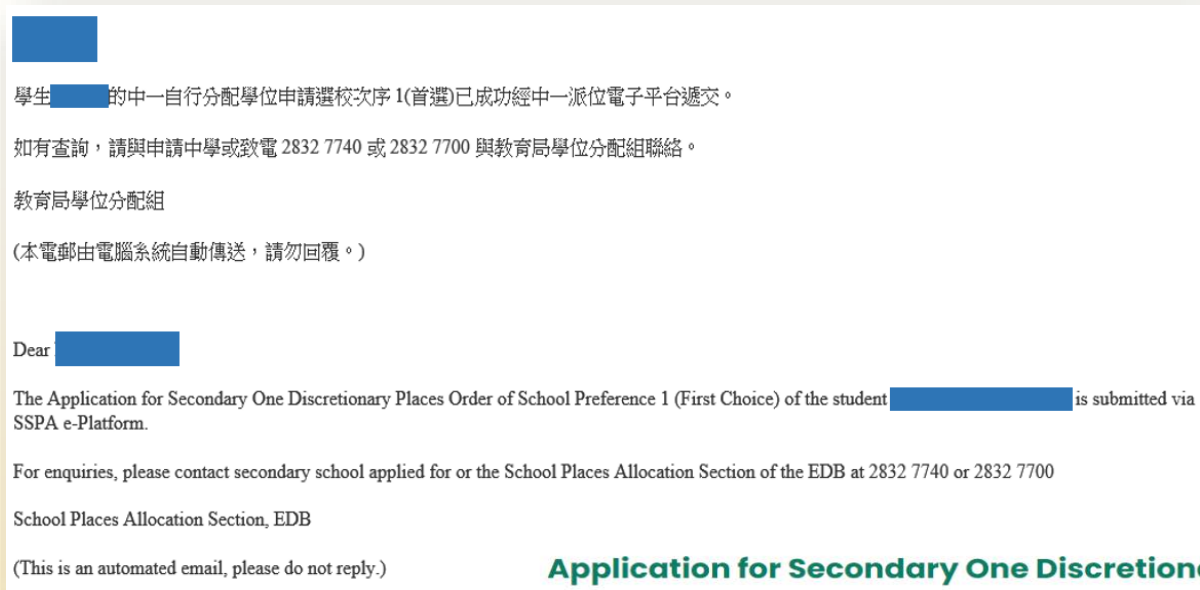
More Info >

Parents should note that once submitted, disregard in paper form or via the SSPA e-Platform, the applications cannot be retrieved or cancelled, and no change can be made to the order of school preference.

Confirm and Submit

*This SSPA e-Platform user interface is for reference only, and may be subject to system development changes.


- Check whether the application status for the application of the selected order of school preference has been changed to “Submitted” and the acknowledgement email issued by the SSPA e-Platform has been received



Application for Secondary One Discretionary Places

Points to Note on Application for Secondary One Discretionary Places >

Application Status	Status	Date Submitted
Order of School Preference		
Order of School Preference 1 (First Choice)	SUBMITTED	DD.MM.YYY HH:MM:SS

Secondary One Discretionary Place
Order of School Preference 2 (Second Choice)

APPLY NOW

- Repeat the above procedures to submit an application for the other order of school preference

(b) Submit applications via paper Application Forms

Application Form for S1 Discretionary Place (Sample)

由本局填寫
For Office Use ID C C NO 2024

教育局存根
EDB's Copy

教育局 Education Bureau
中學學位分配 Secondary School Places Allocation (SSPA)
2022/2024

中一自行分配學位申請表
(只供向參加中學學位分配辦法的中學作申請用)
Application Form for Secondary One Discretionary Place
(Only for Application to Schools Participating in SSPA)

M1234567 117477UZ 50008
學生編號 Student Reference No. 申請編號 Application No. 小學編號 PAU
SHEUNG CHUN PO 常進步 6A
學生姓名 Name of Student 班別 Class
F 14/11/2012
性別 Sex 出生日期(日/月/年) Date of Birth (D/M/Y)
LUI KEE PRIMARY SCHOOL
就讀小學 Primary School Attending
供家長填寫 To be Completed by Parent
申請中學名稱 Name of School Applied to
供中學專用 For Secondary School Use Only

由中學填下 To be detached by secondary school

學校存根
School's Copy

教育局 Education Bureau
中學學位分配 Secondary School Places Allocation (SSPA)
2022/2024

中一自行分配學位申請表
(只供向參加中學學位分配辦法的中學作申請用)
Application Form for Secondary One Discretionary Place
(Only for Application to Schools Participating in SSPA)

M1234567 117477UZ
學生編號 Student Reference No. 申請編號 Application No.
SHEUNG CHUN PO 常進步
學生姓名 Name of Student
F 14/11/2012
性別 Sex 出生日期(日/月/年) Date of Birth (D/M/Y)
LUI KEE PRIMARY SCHOOL
就讀小學 Primary School Attending
供家長填寫 To be Completed by Parent
申請中學名稱 Name of School Applied to
供中學專用 For Secondary School Use Only

由中學填下 To be detached by secondary school

家長存根
Parent's Copy

教育局 Education Bureau
中學學位分配 Secondary School Places Allocation (SSPA)
2022/2024

中一自行分配學位申請表
(只供向參加中學學位分配辦法的中學作申請用)
Application Form for Secondary One Discretionary Place
(Only for Application to Schools Participating in SSPA)

M1234567 117477UZ
學生編號 Student Reference No. 申請編號 Application No.
SHEUNG CHUN PO 常進步
學生姓名 Name of Student
F 14/11/2012
性別 Sex 出生日期(日/月/年) Date of Birth (D/M/Y)
LUI KEE PRIMARY SCHOOL
就讀小學 Primary School Attending
供家長填寫 To be Completed by Parent
申請中學名稱 Name of School Applied to
供中學專用 For Secondary School Use Only

由家長填下 To be detached by parent

家長存根
Parent must detach this part for retention before application

教育局 Education Bureau
中學學位分配 SSPA
2022/2024

選校意願
(供申請中一自行分配學位用)
School Preference
(for S1 DP Application)

M1234567
學生編號 Student Reference No.
117477UZ
申請編號 Application No.
供家長填寫 To be Completed by Parent
申請中學名稱 Name of School Applied to
選校次序
Order of School Preference

Two Application Forms for each student (Only applicable to application to participating secondary schools; Not applicable to application to non-participating secondary schools)

由本局填寫
For Office Use ID C C NO 2024

教育局存根
EDB's Copy

教育局 Education Bureau
中學學位分配 Secondary School Places Allocation (SSPA)
2022/2024

中一自行分配學位申請表
(只供向參加中學學位分配辦法的中學作申請用)
Application Form for Secondary One Discretionary Place
(Only for Application to Schools Participating in SSPA)

M1234567 247063ZR 50008
學生編號 Student Reference No. 申請編號 Application No. 小學編號 PAU
SHEUNG CHUN PO 常進步 6A
學生姓名 Name of Student 班別 Class
F 14/11/2012
性別 Sex 出生日期(日/月/年) Date of Birth (D/M/Y)
LUI KEE PRIMARY SCHOOL
就讀小學 Primary School Attending
供家長填寫 To be Completed by Parent
申請中學名稱 Name of School Applied to
供中學專用 For Secondary School Use Only

由中學填下 To be detached by secondary school

學校存根
School's Copy

教育局 Education Bureau
中學學位分配 Secondary School Places Allocation (SSPA)
2022/2024

中一自行分配學位申請表
(只供向參加中學學位分配辦法的中學作申請用)
Application Form for Secondary One Discretionary Place
(Only for Application to Schools Participating in SSPA)

M1234567 247063ZR
學生編號 Student Reference No. 申請編號 Application No.
SHEUNG CHUN PO 常進步
學生姓名 Name of Student
F 14/11/2012
性別 Sex 出生日期(日/月/年) Date of Birth (D/M/Y)
LUI KEE PRIMARY SCHOOL
就讀小學 Primary School Attending
供家長填寫 To be Completed by Parent
申請中學名稱 Name of School Applied to
供中學專用 For Secondary School Use Only

由中學填下 To be detached by secondary school

家長存根
Parent's Copy

教育局 Education Bureau
中學學位分配 Secondary School Places Allocation (SSPA)
2022/2024

中一自行分配學位申請表
(只供向參加中學學位分配辦法的中學作申請用)
Application Form for Secondary One Discretionary Place
(Only for Application to Schools Participating in SSPA)

M1234567 247063ZR
學生編號 Student Reference No. 申請編號 Application No.
SHEUNG CHUN PO 常進步
學生姓名 Name of Student
F 14/11/2012
性別 Sex 出生日期(日/月/年) Date of Birth (D/M/Y)
LUI KEE PRIMARY SCHOOL
就讀小學 Primary School Attending
供家長填寫 To be Completed by Parent
申請中學名稱 Name of School Applied to
供中學專用 For Secondary School Use Only

由家長填下 To be detached by parent

家長存根
Parent must detach this part for retention before application

教育局 Education Bureau
中學學位分配 SSPA
2022/2024

選校意願
(供申請中一自行分配學位用)
School Preference
(for S1 DP Application)

M1234567
學生編號 Student Reference No.
247063ZR
申請編號 Application No.
供家長填寫 To be Completed by Parent
申請中學名稱 Name of School Applied to
選校次序
Order of School Preference
第2選擇
SECOND CHOICE

- Each Application Form is divided into four parts. Students' particulars are pre-printed in all parts

The image displays four versions of the 'Application Form for Secondary One Discretionary Place (Only for Application to Schools Participating in SSPA)' for the year 2024. Each form is for a student named SHEUNG CHUN PO, born on 14/11/2012, attending LUI KEE PRIMARY SCHOOL. The forms are labeled as follows:

- EDB's Copy:** The first form, with a blue header. The school name 'Lui Kee Secondary School' is circled in red.
- School's Copy:** The second form, with a green header. The school name 'Lui Kee Secondary School' is circled in red.
- Parent's Copy:** The third form, with a red header. The school name 'Lui Kee Secondary School' is circled in red.
- Order of School Preference:** The fourth form, with a red header. It shows the school name 'Lui Kee Secondary School' circled in red and lists it as the 'FIRST CHOICE'.

Below each form, a colored arrow points to a label: a blue arrow to 'EDB's Copy', a green arrow to 'School's Copy', a pink arrow to 'Parent's Copy', and a pink arrow to 'Order of School Preference'.

- Parents should write the name of the secondary school they wish to apply to according to their order of preference in all parts of the Application Form
- Method of submission: Must be submitted in person within the application period (submission by mail will not be accepted)
- Parents should tear off the part containing the order of preference before submitting the application (There is no need for parents to disclose their order of preference to the secondary schools they apply to)

- Parents should submit the Application Form (with the remaining three parts intact) in person directly to the secondary school, together with the related documents required by the secondary school (for example, the duly completed school-based application form). They should also produce the original of the student's identity document for verification by the secondary school
- After verifying and confirming that the student information is correct, the school will enter the school name and school code, and stamp the school chop in the spaces provided in each part of the Application Form
- Applicants will then be given the Parent's Copy as acknowledgement

由本局填寫

For Office Use

ID

C

C_NO

2024

教育局存根

EDB's Copy

教育局 Education Bureau

中學學位分配 Secondary School Places Allocation (SSPA)

2022 / 2024

中一自行分配學位申請表

(只供向參加中學學位分配辦法的中學作申請用)

Application Form for Secondary One Discretionary Place

(Only for Application to Schools Participating in SSPA)

M1234567

247063ZR

50008

學生編號 Student Reference No.

申請編號 Application No.

小學編號 PAU

SHEUNG CHUN PO

常進步

6A

學生姓名 Name of Student

班別 Class

F

14/11/2012

性別 Sex

出生日期 (D/M/Y) Date of Birth (D/M/Y)

LUI KEE PRIMARY SCHOOL

就讀小學 Primary School Attending

供家長填寫 To be Completed by Parent

申請中學名稱 Name of School Applied to

Lui Kee Secondary School

供中學專用 For Secondary School Use Only

學校編號 School Code

學校名稱及蓋章 School Name and Chop

001

呂祺中學

LUI KEE SECONDARY SCHOOL

Lui Kee Secondary School

學校存根

School's Copy

教育局 Education Bureau

中學學位分配 Secondary School Places Allocation (SSPA)

2022 / 2024

中一自行分配學位申請表

(只供向參加中學學位分配辦法的中學作申請用)

Application Form for Secondary One Discretionary Place

(Only for Application to Schools Participating in SSPA)

M1234567

247063ZR

學生編號 Student Reference No.

申請編號 Application No.

SHEUNG CHUN PO

常進步

學生姓名 Name of Student

F

14/11/2012

性別 Sex

出生日期 (D/M/Y) Date of Birth (D/M/Y)

LUI KEE PRIMARY SCHOOL

就讀小學 Primary School Attending

供家長填寫 To be Completed by Parent

申請中學名稱 Name of School Applied to

Lui Kee Secondary School

供中學專用 For Secondary School Use Only

學校編號 School Code

學校名稱及蓋章 School Name and Chop

001

呂祺中學

LUI KEE SECONDARY SCHOOL

Lui Kee Secondary School

請參閱隨附的《申請中一自行分配學位家長須知》及本表背頁的注意事項 Please read the accompanying Notes for Parents on Application for Secondary One (S1) Discretionary Places (DP) and the Points to Note overleaf of this Form

家長存根

Parent's Copy

教育局 Education Bureau

中學學位分配 Secondary School Places Allocation (SSPA)

2022 / 2024

中一自行分配學位申請表

(只供向參加中學學位分配辦法的中學作申請用)

Application Form for Secondary One Discretionary Place

(Only for Application to Schools Participating in SSPA)

M1234567

247063ZR

學生編號 Student Reference No.

申請編號 Application No.

SHEUNG CHUN PO

常進步

學生姓名 Name of Student

F

14/11/2012

性別 Sex

出生日期 (D/M/Y) Date of Birth (D/M/Y)

LUI KEE PRIMARY SCHOOL

就讀小學 Primary School Attending

供家長填寫 To be Completed by Parent

申請中學名稱 Name of School Applied to

Lui Kee Secondary School

供中學專用 For Secondary School Use Only

學校編號 School Code

學校名稱及蓋章 School Name and Chop

001

呂祺中學

LUI KEE SECONDARY SCHOOL

Lui Kee Secondary School

Once submitted, the Application Form cannot be retrieved or cancelled and no change can be made to the order of school preference

14

Notes on Submission of Applications

- If parents have submitted an application via the SSPA e-Platform, they **should not** submit a duplicate application to a secondary school in paper Application Form, and vice versa
- If parents submit duplicate applications (i.e. submitting applications bearing the same application number to the same secondary school in both paper form and via the SSPA e-Platform), these applications **will be regarded as one application only**. Hence, duplicate applications will not increase the chance of a student being allocated to the school

Application for Secondary One Discretionary Places
Order of School Preference 1 (First Choice)
(For Application to Schools Participating in the SSPA System only)

Student Reference No.	M1234567
Application No.	117477UZ
Chinese Name of Student	常進步
English Name of Student	SHEUNG CHUN PO
Sex	FEMALE
Date of Birth (DD.MM.YYYY)	14/11/2012
Primary School Attending	LUI KEE PRIMARY SCHOOL

1st Choice of School Preference

Name of Secondary School Applied to	001 - LUI KEE SECONDARY SCHOOL
-------------------------------------	--------------------------------

**will be
regarded as
one
application
only**

Notes on Submission of Applications

- Parents **should not** submit applications bearing the same application number to two different secondary schools via the SSPA e-Platform and in paper form. Otherwise, the DP applications of their child **will be rendered void**

The image shows three screenshots of the SSPA e-Platform application forms. The first screenshot is the 'Application Form for Secondary One Discretionary Places (Only for Application to School Participating in SSPA)'. It contains fields for Student Reference No. (M1234567), Application No. (117477UZ), Chinese Name of Student (常進步), English Name of Student (SHEUNG CHUN PO), Sex (FEMALE), Date of Birth (14/11/2012), and Primary School Attending (LUI KEE PRIMARY SCHOOL). The second screenshot is the 'Application for Secondary One Discretionary Places Order of School Preference 1 (First Choice)'. It contains fields for Student Reference No. (M1234567), Application No. (117477UZ), Chinese Name of Student (常進步), English Name of Student (SHEUNG CHUN PO), Sex (FEMALE), Date of Birth (14/11/2012), and Primary School Attending (LUI KEE PRIMARY SCHOOL). The third screenshot is the '1st Choice of School Preference' dropdown menu, showing '999 - HONG KONG SECONDARY SCHOOL' as the selected option.

**DP applications
will be
rendered void**

- Parents should note that no matter whether the applications are submitted in paper form or via the SSPA e-Platform, **the applications, once submitted, cannot be retrieved or cancelled, and no change can be made to the order of school preference**
- To efficiently handle the large number of applications, **each login session to the SSPA e-Platform is limited to 30 minutes**. Please complete the application procedures within 30 minutes. If necessary, parents may use the “Save as Draft” function and continue with submitting the application by retrieving the draft in a new login session

*This SSPA e-Platform user interface is for reference only, and may be subject to system development changes.

Arrangements for Notifying Successful DP Applicants

- All participating secondary schools are required to, after processing DP applications, **notify parents of successful applicants** of their children's inclusion in the **Successful Lists for Discretionary Places** by letter and phone on 27 March 2024
- These notification arrangements **are not applicable to reserve and unsuccessful** applicants
- The parents concerned **do not need to** reply to the secondary schools on whether they would accept the offers
- For parents registered as SSPA e-Platform users, they may also view the notifications for successful DP applicants via the SSPA e-Platform **starting from 10 a.m. on the same day**

Sample Notification Letter

Date

Dear Mr/Ms Name of Parent :

Application for Secondary One Discretionary Places

Thank you for applying for the discretionary places (DP) of our school in SSPA 2024 (for admission to Secondary 1 in September 2024). Our school has concluded all selection procedures for DP applications. We would like to inform you that your child (Name of student) has been selected as a successful DP applicant and hence included in the Successful Lists for Discretionary Places of our school. Please note that this notification may not be the final DP application results under SSPA. The school to which your child will eventually be allocated will be announced concurrently with Central Allocation result on 9 July. Parents do not need to reply to this notification.

For enquiries, please contact our staff (*or name of the designated staff member/teacher*) at (enquiry hotline of the school).

Yours sincerely,

Name of Principal

Name of Secondary School

Arrangements for Notifying Successful DP Applicants

- The notification arrangements are **administrative measures**. The prevailing SSPA mechanism and procedures **remain unchanged**
 - ◆ Parents do not have to disclose their order of school preference to the participating secondary schools
 - ◆ The applications, **once submitted, cannot be retrieved or cancelled, and no change can be made to the order of school preference**
 - ◆ All students who are allocated with DP will not be allocated other school places at the CA stage

Arrangements for Notifying Successful DP Applicants

- Based on the Successful Lists for Discretionary Places submitted by participating secondary schools, the EDB will provide each participating primary school with its respective list of students notified as successful DP applicants in early April
(The list will not show the names of the secondary schools concerned and whether the students are selected as successful applicants by one or two secondary schools)
- All students will receive the SSPA **allocation results in July as usual**

Non-participating Direct Subsidy Scheme (NDSS) secondary schools

- Admission arrangements
 - ◆ without any restriction on admission timeframe and district
 - ◆ according to their school-based S1 admission arrangements
- The number of NDSS secondary schools that a student may apply to
 - ◆ no limit

NDSS secondary schools

- If parents decide to accept the offer of an S1 school place from one of the NDSS secondary schools
 - ◆ sign **the Parent's Undertaking**
 - ◆ submit **the original of the Primary 6 Student Record Form**



Give up any other subsidised S1 places
(Give up S1 places to be allocated through the SSPA System)

Arrangements for Notifying Successful DP Applicants

- If students notified by participating secondary schools as successful DP applicants have also been admitted by an NDSS secondary school, parents should decide whether to retain the school place of the NDSS secondary school **on or before 10 April 2024**

Arrangements for Notifying Successful DP Applicants

- If parents decide to **retain** the school place offered by the NDSS secondary school, they should disregard the notifications from participating secondary schools. Their children will eventually be **allocated to the NDSS secondary school concerned** according to the existing SSPA mechanism
- The **DP** of the successful applicants concerned will be **forfeited**

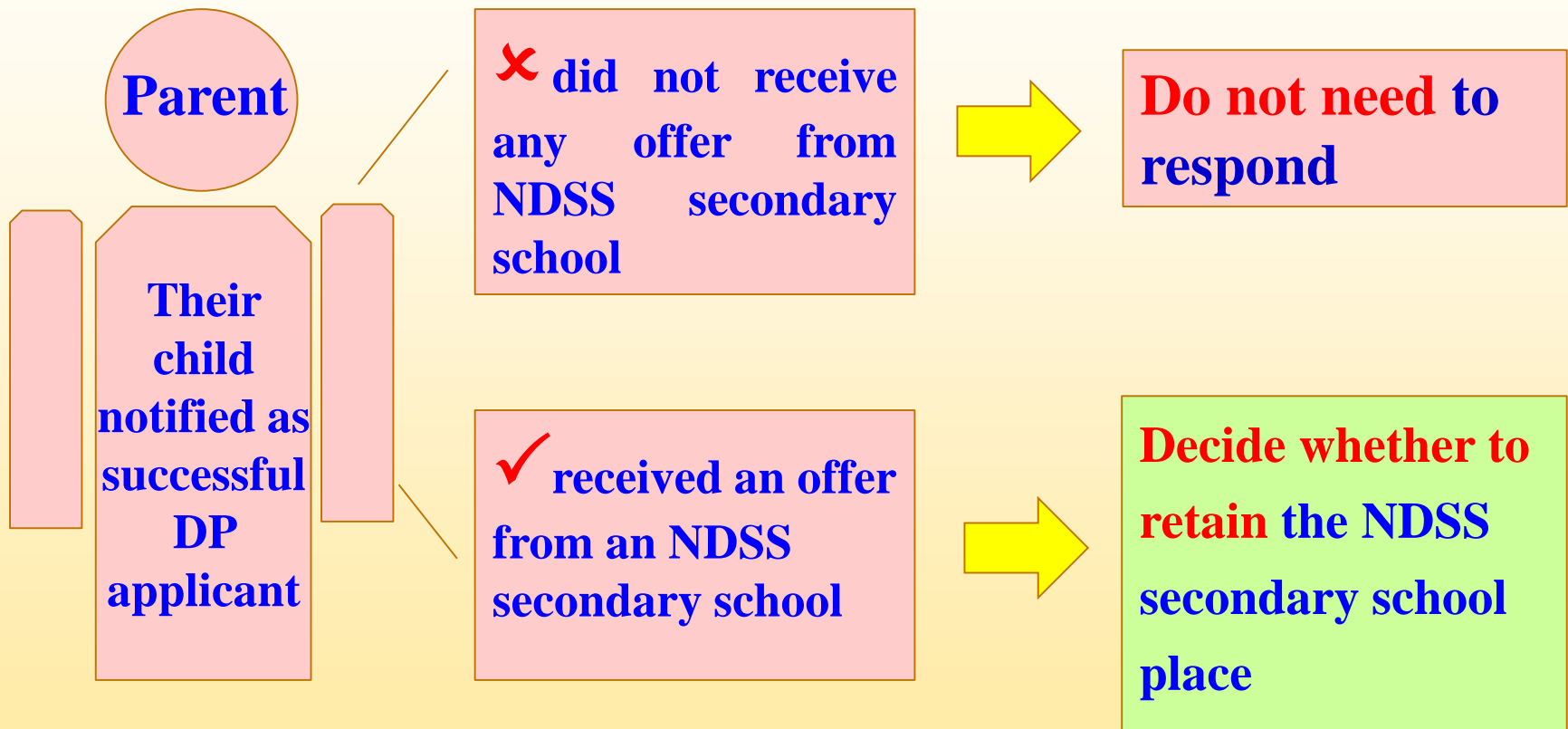
Arrangements for Notifying Successful DP Applicants

- If the parents concerned decide to **decline** the offer from the NDSS secondary school, they should notify the NDSS secondary school concerned and retrieve the signed Parent's Undertaking and the original of the Primary 6 Student Record Form **on or before 10 April 2024**
- Their children will eventually be **allocated with the DP in the participating secondary school** according to the existing SSPA mechanism

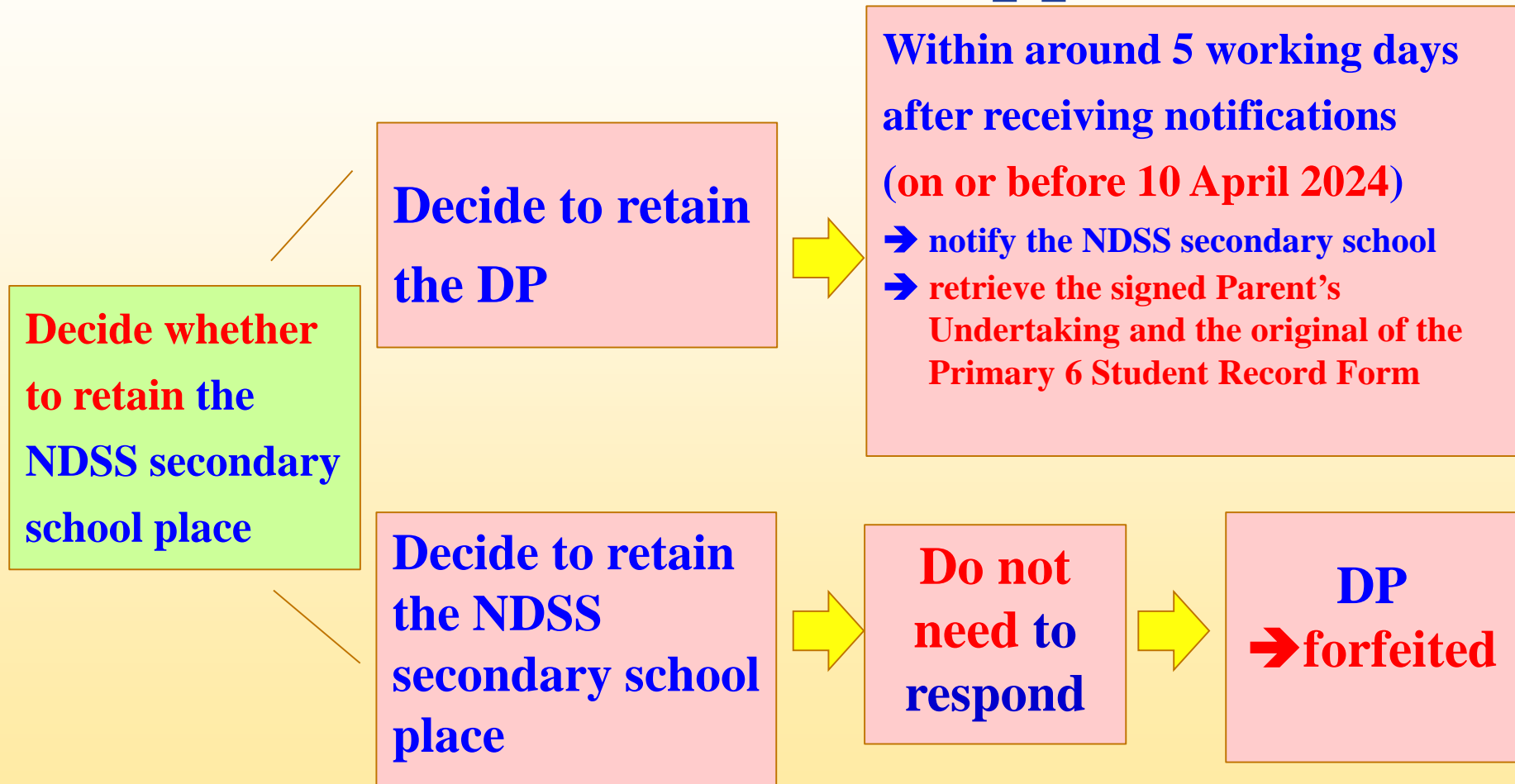
Arrangements for Notifying Successful DP Applicants

- NDSS secondary schools may admit other students in accordance with their waiting lists to fill the vacancies by late April
- NDSS secondary schools are required to complete all admission procedures by late April 2024 and submit their Successful Lists of Participating Students and copies of the signed Parent's Undertaking to the EDB

Parent of a student **who is notified by participating secondary schools as a successful DP applicant**



Parent of a student **who is notified by participating secondary schools as a successful DP applicant**



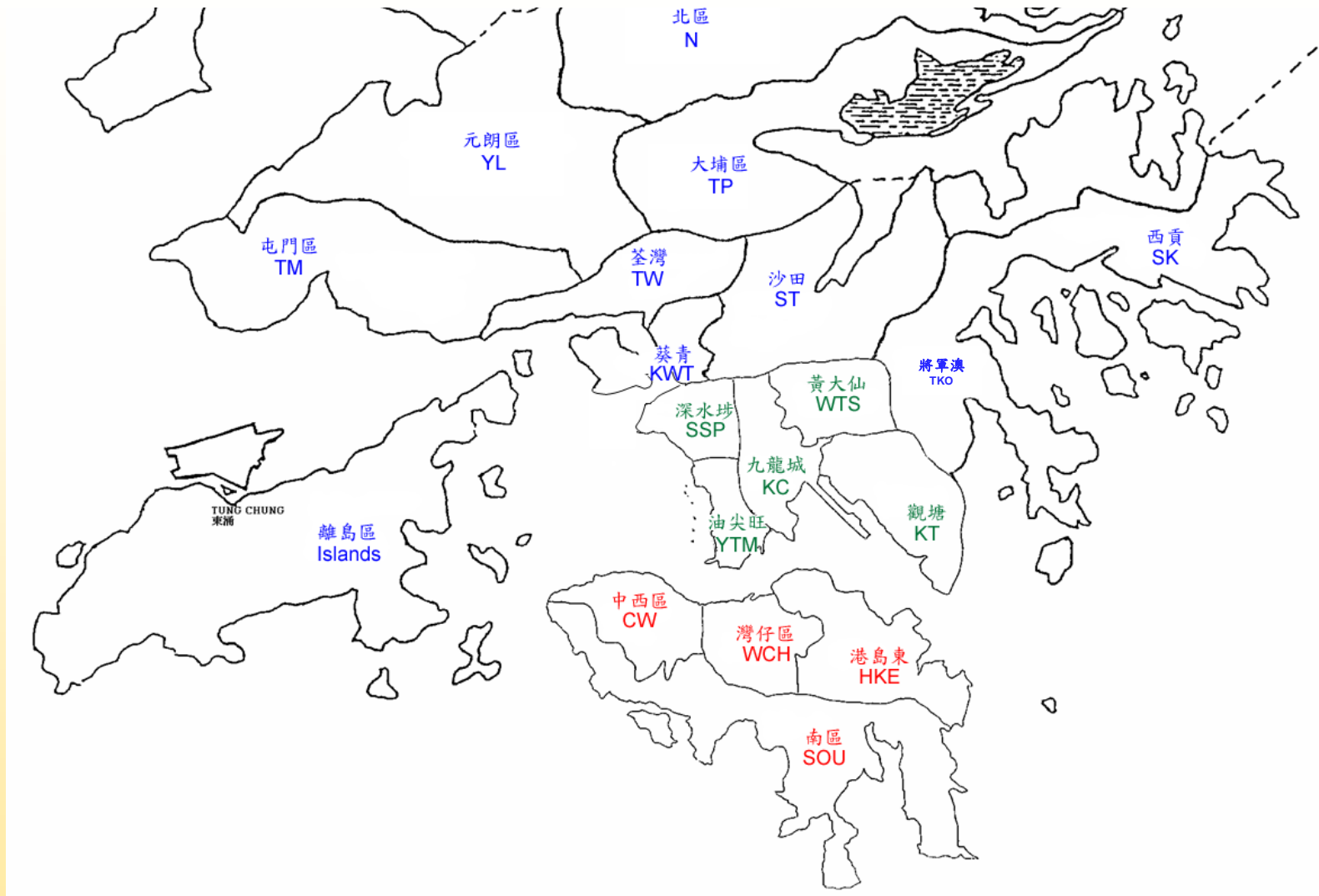
Allocation of DP

Parent	School	EDB
<p>ONE School Choice (Order of School Preference 1)</p> <p>OR</p> <p>TWO School Choices (Order of School Preference 1 & 2)</p>	<ul style="list-style-type: none"> ■ Successful/Reserve Lists for Discretionary Places by participating secondary schools ■ Successful Lists of Participating Students by NDSS secondary schools 	<p>If students are not on the Successful Lists of Participating Students:</p> <ul style="list-style-type: none"> ■ Matching of the parent's preference against the school's Successful/Reserve Lists for Discretionary Places ■ Allocation will be based on the parent's order of preference

CA Stage

- After the deduction of repeater and discretionary places, the remaining places in a secondary school are used for CA:
 - ◆ **10%** for **Part A** Unrestricted School Choices (choose one to three schools from any school nets, including the student's own net)
 - ◆ **90%** for **Part B** Restricted School Choices (choose a maximum of 30 schools from the student's own net)

Demarcation of School Nets



In line with the administrative districts, the whole territory is divided into 18 school nets for the allocation of places in Part B (Restricted School Choices) of CA. In principle, the school net to which a student belongs is determined by the physical location of the primary school he/she attends.

Application for Cross-net Allocation

- If application for cross-net allocation is necessary, parents may apply to the EDB through the primary school **before early March 2024**
- A successful applicant will participate in Part B of CA in the new school net for which he/she is approved
- For parents registered as SSPA e-Platform users and bound their account with “iAM Smart+”, apart from the paper application form, they may submit application for cross-net allocation via the SSPA e-Platform

(a) Submit applications via the SSPA e-Platform

Application for Cross-Net Allocation

If your child would like to change his/her school net, you may apply for cross-net allocation via his/her primary school by completing the application form below. Please read the "Notes on How to Complete the Application Form" before completing the application form.

Application Period:

- 1st Batch: DD/MM/YYYY to DD/MM/YYYY
- Final Batch: DD/MM/YYYY to DD/MM/YYYY

APPLY NOW

Notes on How to Complete the Application Form

(b) Submit applications via paper Application Forms

2022/2024 年度中學學位分配 Secondary School Places Allocation 2022/2024
跨網派位申請表格 Application Form for Cross-Net Allocation

填寫此表格前請先參閱後頁的填表須知
Please read the notices enclosed before completing the form

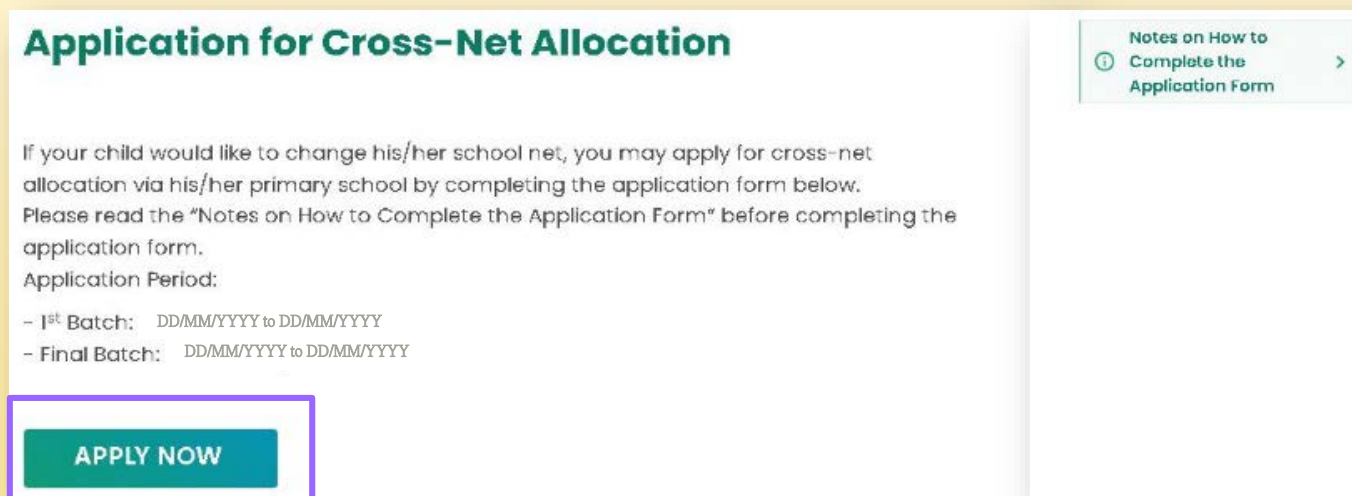
致: Headmaster/Headmistress of 小學校長

(以下所有項目必需填寫 All items below must be filled)

學生中文姓名: 學生性別 Sex: 男 M / 女 F
English Name of student: 學生編號 Student Reference No.:
班級/班別 Class name: 家長或監護人姓名(中文/英文) Name of parent or guardian (applicant):
申請人與學生的關係 Relationship: 申請人聯絡電話 Contact tel no.:
申請跨網派位的原因 Reasons for applying cross-net allocation:
學生於申請中一時的居住地址 Residential address of student when applying at S1:
申請跨網的地區(統一填註) District applied for (Central Allocation):
(如申請中一/中二) (If applying for S1/S2)
申請跨網的原因(統一填註) Reasons for applying cross-net allocation:
申請人簽署 Applicant's Signature: 日期 Date:

(a) Submit application via the SSPA e-Platform

- For parents registered as SSPA e-Platform users and bound their account with “iAM Smart+”, apart from the paper application form, they may submit application for cross-net allocation via the SSPA e-Platform
- After logging in with “iAM Smart+”, parents may select “Application for Cross-net Allocation” on the left, and select “Apply Now” to enter the page for Application for Cross-net Allocation



The screenshot displays the 'Application for Cross-Net Allocation' page. The title is in green. Below it, a paragraph explains that parents can apply for cross-net allocation via their primary school by completing the form. It instructs users to read the 'Notes on How to Complete the Application Form' before proceeding. The 'Application Period' is listed with two batches: '1st Batch' and 'Final Batch', both with date ranges in DD/MM/YYYY format. A green 'APPLY NOW' button is highlighted with a purple border. On the right side, there is a link titled 'Notes on How to Complete the Application Form' with a right-pointing arrow.

- Fill in applicant information
- Fill in the application form and upload the supporting documents
 - ◆ Reason for applying cross-net allocation
 - ◆ Residential address of student when studying at S1
 - ◆ District applied for (CA)
 - ◆ Whether to cancel the discretionary place application(s) that the student has applied
 - ◆ Upload supporting documents (mandatory)

Application for Cross-Net Allocation

1 Personal Information 2 Cross-Net Information 3 Confirmation

To: Headmaster / Headmistress

Student Information

Student Reference No. 80068636

Name of Student

學生姓名

Sex

Primary School Attending

Class

Applicant Information

Name of Parent or Guardian (Applicant)

Relationship

Please Select

Contact Tel. No.

Application for Cross-Net Allocation

1 Personal Information 2 Cross-Net Information 3 Confirmation

Reason for applying cross-net allocation

Residential Address of Student when studying at S1

District applied for {Central Allocation}

Please Select

Whether to cancel the discretionary place application(s) that the student has applied.

☐ Yes ☐ No ☒ Not Applicable

Upload Supporting Documents

Upload soft copy of any Hong Kong residential address proof, and other related documents (including discretion place application cancellation letter(s), if any) for school's vetting.

Allow maximum 5mb of total files upload for Cross-net Applications

Accept PDF and Image file only

Choose File No file selected

*This SSPA e-Platform user interface is for reference only, and may be subject to system development changes.

■ Check the application information and confirm signing digitally with “iAM Smart+”

Application for Cross-Net Allocation

1 Personal Information

2 Cross-Net Information

3 Confirmation

To: Headmaster / Headmistress

Student Information

Student Reference No

80068636

Name of Student

SHEUNG CHUN PO

學生姓名

常進步

Sex

FEMALE

Primary School Attending

NORTH POINT GOVT PRI SCH (CLOUD VIEW RD)

Class

6A

Applicant Information

Name of Parent or Guardian (Applicant)

SHEUNG FINE LOT

Relationship

Father

Contact Tel. No.

81234567

Edit

Cross-Net Information

Reason for applying cross-net allocation

456

Residential Address of Student when studying at SI

123456789

District applied for (Central Allocation)

CENTRAL & WESTERN DISTRICT

Whether to cancel the discretionary place application(s) that the student has applied.

Not Applicable

Uploaded Supporting Documents

SSPA e-Platform (Primary Schools).pdf

Edit

Declaration

I now submit the application form with copies of relevant proof documents to the school for onward transmission to the Education Bureau for processing. To the best of my knowledge and belief, the information contained in this form is true and correct.

Signature of Parent/Guardian

Signing with iAM Smart

☒ I have read and acknowledged the Notes on How to Complete the Application Form and Personal Information Collection Statement

Confirm and Submit

■ Check whether the application status for the application has been changed to “Submitted” and the acknowledgement email issued by the SSPA e-Platform has been received

致 [REDACTED]

學生 [REDACTED] 的跨網派位申請已成功經中一派位電子平台遞交。

如有查詢，請與子女就讀小學聯絡。

教育局學位分配組

(本電郵由電腦系統自動傳送，請勿回覆。)

Dear [REDACTED]

The Application for Cross-Net Allocation of the student [REDACTED] is submitted via SSPA e-Platform.

For enquiries, please contact your child's attending primary school

School Places Allocation Section, EDB

(This is an automated email, please do not reply.)

Application for Cross-Net Allocation

Application History

Form Name	Status	Date Submitted
Application for Cross-Net Allocation	SUBMITTED	DD/MM/YY HH:MM:SS

If your child would like to change his/her school net, you may apply for cross-net allocation via his/her primary school by completing the application form below.

Please read the "Notes on How to Complete the Application Form" before completing the application form.

Application Period:

- 1st Batch: DD/MM/YYYY to DD/MM/YYYY

- Final Batch: DD/MM/YYYY to DD/MM/YYYY

*This SSPA e-Platform user interface is for reference only, and may be subject to system development changes.

(b) Submit application via paper Application Form

- After completing the paper application form, parents should submit copy of the relevant supporting documents
- Parents are also required to present the original of the documents to the child's attending primary school for verification

附件一
Annex I

2022/2024年度中學學位分配 Secondary School Places Allocation 2022/2024
跨網派位申請表格 Application Form for Cross-Net Allocation

填寫此表格前請先參閱後頁的填表須知
Please read the notices overleaf before completing the form

致：_____ 小學校長
To: Headmaster/Headmistress of _____

(以下所有項目必需填寫 All items below must be filled)

學生中文姓名： English Name of student:		學生性別 Sex: 男 M / 女 F
就讀班別 Class name:	學生編號 Student Reference No.:	
家長或監護人姓名(申請人) Name of parent or guardian (applicant):		
申請人與學生的關係 Relationship:	申請人聯絡電話 Contact tel no.:	
申請跨網派位的原因 Reason for applying cross-net allocation		
學生於升讀中一時居住地址 Residential address of student when studying at SI:		
		申請轉往的地區(統一派位) District applied for (Central Allocation):
		(請參閱背面附註) (Please refer to Notes overleaf)
會否替上述學生取消之前向中學提交的自行分配學位申請 Whether to cancel the discretionary place application(s) that the student has applied Yes / No / Not Applicable *		
如「會」: 請取消之前向[一所/兩所]中學提交的自行分配學位申請, 並已去信通知有關中學, 隨附上向有關中學取消申請的信件副本, 請代轉交教育局跟進。 If 'Yes': Please cancel the discretionary place application(s) that the student has made to [one / two] secondary school(s) before. Cancellation letter(s) has/have been sent to relevant secondary school(s). I attach herewith copies of the cancellation letter(s) for your onward transmission to the Education Bureau for processing.		

(*) 請圈出適用者 Please circle the appropriate one

本人現向貴校呈交此申請表格及有關證明文件的副本, 請代轉交教育局跟進。本人謹此聲明此表格內的所有資料均正確無訛。
I now submit the application form with copies of relevant proof documents to the school for onward transmission to the Education Bureau for processing. To the best of my knowledge and belief, the information contained in this form is true and correct.

申請人簽署
Applicant's Signature: _____

日期
Date: _____

Notes on Submission of Applications

- If parents have submitted an application for cross-net allocation via the SSPA e-Platform, they **should not** submit a duplicate application to the child's attending primary school in paper application form, and vice versa
- Parents should note that once the application for cross-net allocation is approved, it is **irrevocable**
- Acceptable Hong Kong residential address proof documents include stamped tenancy agreement, demand note for rates and/or government rent, tenancy agreement or tenant's rent card issued by the public housing authorities, residential telephone bill, and the bills from various utility companies, like Towngas, Hong Kong Electric Company Ltd., Water Supplies Department, etc. Other documents such as bank's statements and mobile phone bills will not be accepted
- The name and address of the parent (i.e. the payee) must be printed on the Hong Kong residential address proof document
- To efficiently handle the large number of applications, **each login session to the SSPA e-Platform is limited to 30 minutes**. Please complete the application procedures within 30 minutes. If necessary, parents may use the "Save as Draft" function and continue with submitting the application by retrieving the draft in a new login session

School Choices Within the Net

- To ensure all the nets have sufficient places to meet the demand for CA, each school net comprises:
 - ◆ **all** participating secondary schools located in their **own district**; and
 - ◆ **a number of** participating secondary schools in **other districts** *
- * the number of secondary schools and school places provided from other districts **may vary from year to year** according to the demand and supply situation

CA Stage

- For parents registered as SSPA e-Platform users and bound their account with “iAM Smart+”, apart from the paper Choice Form, they may submit CA application via the SSPA e-Platform.

(a) Submit applications via the SSPA e-Platform

Secondary One Choice of Schools Form

The CA stage is divided into two parts:

Part A “Unrestricted School Choices”: for parents to choose a maximum of three secondary schools from any school nets (including students school net);

Part B “Restricted School Choices”: for parents to choose a maximum of 30 secondary schools from the student's school net.

Once allocation is completed, there will be no re-allocation. Parents should therefore consider carefully before making school choices. Advice from their child's school should also be sought.

If parents have enquiries about completion of the Choice Form, they should approach the child's school. In case of further enquiries, parents may contact the School Places Allocation Section (Secondary School Places Allocation) of the EDB at 2832 7740 or 2832 7700.



SSPA Central Allocation 2024

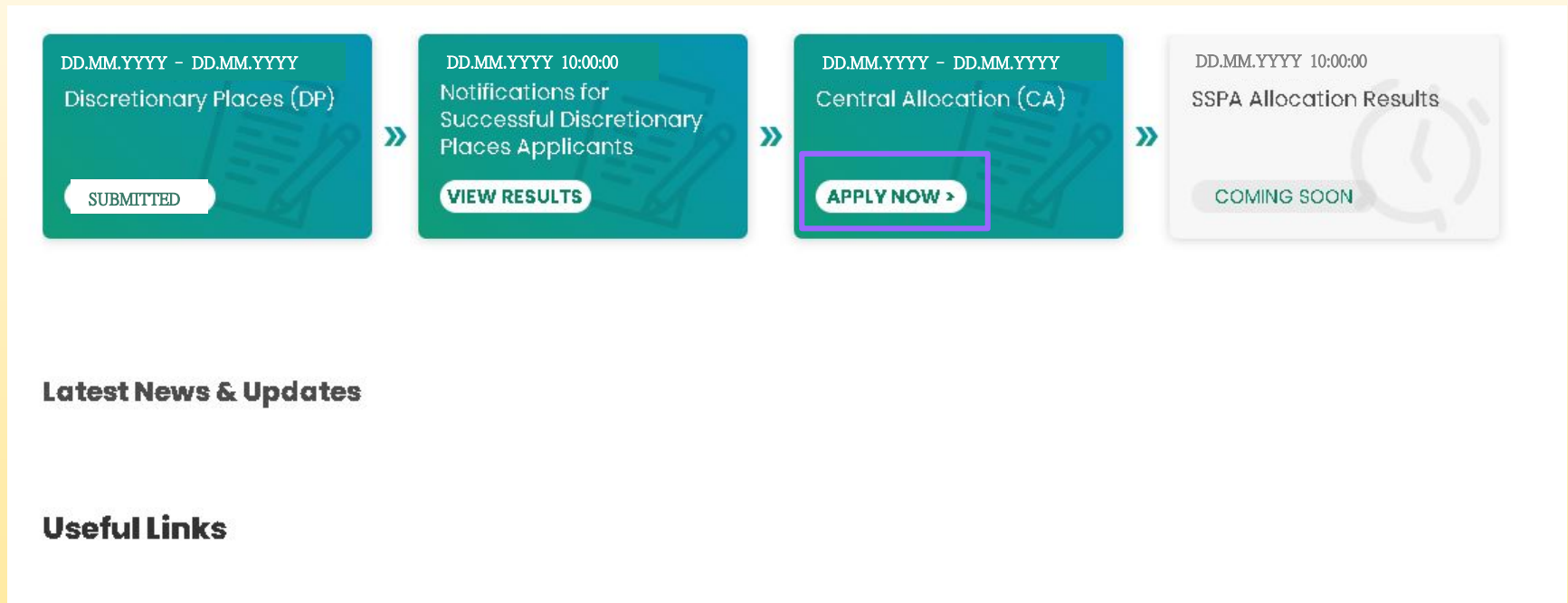
Secondary One Choice of Schools

Apply Now

(b) Submit applications via paper Choice Forms

(a) Submit applications via the SSPA e-Platform

- For parents registered as SSPA e-Platform users and bound their account with “iAM Smart+”, apart from the paper Choice Form, they may submit CA applications via the SSPA e-Platform
- Parents may log in the SSPA e-Platform with “iAM Smart+”, select “Apply Now” to enter the page for CA



■ **Fill in the information of parent/guardian**

Parent / Guardian Information

Name of Parent / Guardian
SHEUNG FINE LOT

Email

Home Address

Contact Tel. No.

☐ Consent is given for the Education Bureau to inform me of the allocation results of the student via SMS message. My mobile phone number which can receive SMS is provided in the box below (please leave the box blank if you do not wish to receive SMS).

Mobile Phone No. to receive SMS message

■ **Select whether you have to fill in the parts on school choices according to your child’s circumstances**

Not notified as successful DP applicant

Notified as successful DP applicant/Admitted by NDSS secondary school

Not participating in SSPA System

Apply for Central Allocation

☐ Make school choices on the Secondary One Choice of Schools Form

☐ Do NOT need to make school choices on the Secondary One Choice of Schools Form as the child has been notified as successful Discretionary Places applicant or admitted by Direct Subsidy Scheme secondary schools not participating in the SSPA System (i.e. give up participating in Central Allocation)

☐ Do NOT need to be allocated a subsidised S1 place through the SSPA System (i.e. give up participating in the SSPA System)

*This SSPA e-Platform user interface is for reference only, and may be subject to system development changes.

■ Select Part A – Unrestricted School Choices

Part A – Unrestricted School Choices

Parents may choose not more than three different schools from ANY school nets, including the student's school net. Please refer to the "Handbook for Unrestricted School Choices" and enter the School Codes in order of preference. The school choices in Part A will be processed first.

FIRST Choice ☐ Not Applicable

SECOND Choice ☐ Not Applicable

THIRD Choice ☐ Not Applicable

Search by School Code or School Name

**Enter the
School Code or
keyword of the
School Name**

Territory-wide School List for Part A - Unrestricted School Choices

Territory-wide School List for Part A - Unrestricted School Choices

School Net: Please Select

School Code:

Name of School:

School Type: Please Select

Finance Type: Please Select

Religion: Please Select

Search

Reset

**Add the school
to Choice**

HONG KONG SECONDARY SCHOOL
香港中學

School Net: XX DISTRICT

School Type: CO-EDUCATIONAL

Finance Type: GOVERNMENT

Religion: NOT APPLICABLE

Planned S1 Places for all Nets: 7

School Code: 999

Add to Choice

■ Select Part B – Restricted School Choices

Part B – Restricted School Choices

Student's School Net: Wan Chai District

Please refer to the "Secondary School List" and enter the School Codes within student's school net in order of preference. The school choices in Part B will be processed if students are not allocated school places in Part A.

Parents should fill up the 30 choices as far as possible in this part. If a student is not allocated a place after all his/her school choices have been exhausted, the computer will allot a place to him/her from other schools with remaining places in his/her own school net.

Order of Preference

**Move the choice
up or down**

**Remove the
choice**

1 Search by School Code or School Name

2 Search by School Code or School Name

3 Search by School Code or School Name

**Enter the
School Code or keyword of
the School Name**

Secondary School List (WAN CHAI DISTRICT) for Part B - Restricted School Choices

School Net: Wan Chai District

School Code:

Name of School:

School Type: Please Select

Finance Type: Please Select

Religion: Please Select

Search

Reset

**Add the school
to Choice**

LUI KEE SECONDARY SCHOOL
呂祺中學

School Net: WANCHAI DISTRICT

School Type: CO-EDUCATIONAL

Finance Type: GOVERNMENT

Religion: NOT APPLICABLE

Planned S1 Places for this Net: 75

Open places: 75

Feeder / Nominated Places:

School Code: 001

Add to Choice

(b) Submit applications via paper Choice Forms

Secondary One Choice of Schools Form (Sample)

Part A - Unrestricted School Choices

(Refer to the Handbook for Unrestricted School Choices, choose a maximum of 3 schools)

Part B - Restricted School Choices

(Refer to the Secondary School List of the student's own net, choose a maximum of 30 schools)

教育局
EDUCATION BUREAU
2022/2024 年度中學學位分配
SECONDARY SCHOOL PLACES ALLOCATION 2022/2024
中一派位選擇學校表格
Secondary One Choice of Schools Form
填寫本表格前請參閱家長存根背頁的注意事項
Please read the Points to Note overleaf of the Parent Copy

教育局存根
EDB Copy
For Office Use
ID **C**
PAU 50008

學生編號
Student Reference No. **M1234567**

學生姓名
Name of Student **SHEUNG CHUN PO**

性別
Sex **F**

班別
Class **6A**

就讀小學
Primary School Attending **LUI KEE PRIMARY SCHOOL**

甲部 不受學校網限制的學校選擇
Part A Unrestricted School Choices

這部分可選擇任何學校網的學校，包括學生所屬學校網。請參閱《不受學校網限制選校手冊》，並依選擇的優先次序填上學校編號。電腦會先處理甲部的學校選擇。
You may select schools from ANY school nets, including the student's school net. Please refer to the "Handbook for Unrestricted School Choices" and enter the School Codes in order of preference. The school choices in Part A will be processed first.

第一選擇
First Choice
學校編號
School Code **11**

第二選擇
Second Choice
學校編號
School Code **12**

第三選擇
Third Choice
學校編號
School Code **13**

乙部 按學校網的學校選擇
Part B Restricted School Choices

請參閱學生所屬學校網的《中學一覽表》，並依選擇的優先次序填上網內的學校編號。學生如未獲分配甲部選擇的學校，電腦便會處理乙部的學校選擇。
Please refer to the "Secondary School List" and enter the School Codes within student's school net in order of preference. The school choices in Part B will be processed if students are not allocated school places in Part A.

選擇次序
Order of Preference **1** **2** **3** **4** **5** **6** **7** **8** **9** **10**

學校編號
School Code **11** **12** **13** **14** **15** **16** **17** **18** **19** **20**

選擇次序
Order of Preference **21** **22** **23** **24** **25** **26** **27** **28** **29** **30**

學校編號
School Code **21** **22** **23** **24** **25** **26** **27** **28** **29** **30**

本人聲明：我/我所填的學校為本人閱讀《統一派位家長須知》後自願填寫的。
I certify that I have read the "Notes for Parents on Central Allocation" and I have made the above choices at my own will.

本人同意教育局透過電話短訊形式(SMS)通知學生的派位結果予本人。本人可接收 SMS 的手提電話號碼已填寫在右邊的方格內(如不同意接收 SMS 請留空此方格)。
Consent is given for the Education Bureau to inform me of the allocation results of the student via SMS message. My mobile phone number which can receive SMS is provided in the box on the right (please leave the box blank if you do not wish to receive SMS).

家長/監護人簽署
Signature of Parent/Guardian _____

家長/監護人姓名(請用正楷填寫)
Name of Parent/Guardian (In BLOCK Letters) _____

住址
Home Address _____

聯絡電話
Contact Tel. No. _____

日期
Date _____

EDB 140 30 307

- Should complete and submit the **Secondary One Choice of Schools Form** to the EDB in early May through the primary school irrespective of whether application for DP has been made
- **CAN** repeat the same school choice in both Part A and Part B if it is in the student's own net
- **DO NOT** make repeated choices in the same part
- **DO NOT** choose only a few favourite schools in Part B. This will not increase the chance of the student being allocated to the school(s)

Parents of students who **have been notified** as successful applicants

- Will receive the Secondary One Choice of Schools Forms and the relevant Secondary School Lists for the CA stage in April
- Parents **do not need** to make school choices
- Parents only have to cross out the parts on school choices, and sign on the Choice Form after filling in contact information

甲部 不受學校網限制的學校選擇
Part A Unrestricted School Choices

這部分可選擇任何學校網的學校，包括學生所屬學校網。請參閱《不受學校網限制選校手冊》，並依選擇的優先次序填上學校編號。電腦會先處理甲部的學校選擇。
You may select schools from ANY school nets, including the student's school net. Please refer to the "Handbook for Unrestricted School Choices" and enter the School Codes in order of preference. The school choices in Part A will be processed first.

第一選擇 First Choice 第二選擇 Second Choice 第三選擇 Third Choice

學校編號 School Code

乙部 按學校網的學校選擇
Part B Restricted School Choices

學生所屬學校網 Student's School Net **HK2**

請參閱學生所屬學校網的《中學一覽表》，並依選擇的優先次序填上網內的學校編號。學生如未獲分配甲部選擇的學校，電腦便會處理乙部的學校選擇。
Please refer to the "Secondary School List" and enter the School Codes within student's school net in order of preference. The school choices in Part B will be processed if students are not allocated school places in Part A.

選擇次序 Order of Preference	1	2	3	4	5	6	7	8	9	10
學校編號 School Code										

選擇次序 Order of Preference	11	12	13	14	15	16	17	18	19	20
學校編號 School Code										

選擇次序 Order of Preference	21	22	23	24	25	26	27	28	29	30
學校編號 School Code										

本人聲明，表內所填的學校為本人閱讀《統一派位家長須知》後自願填寫的。
I certify that I have read the "Notes for Parents on Central Allocation" and I have made the above choices at my own will.
本人同意教育局透過電話短訊形式(SMS)通知學生的派位結果予本人。本人可接收 SMS 的手機電話號碼已填寫在右邊的方格內（如不同意接收 SMS 請留空此方格）。
Consent is given for the Education Bureau to inform me of the allocation results of the student via SMS message. My mobile phone number which can receive SMS is provided in the box on the right (please leave the box blank if you do not wish to receive SMS).

家長/監護人簽署 Signature of Parent/Guardian **XXX** 日期 Date **XX/XX/2024**

家長/監護人姓名（請用正楷填寫） Name of Parent/Guardian (In BLOCK Letters) **XXX**

住址 Home Address **Flat XX, XX Floor, XX Building, XX Road, HK**

聯絡電話 Contact Tel. No. **XXXX XXXX**

EDB 149 SO 207

Parents of students who **have not been notified** as successful applicants

- Need to **fill out the Secondary One Choice of Schools Forms** for their children to participate in the CA stage in April

教育局
EDUCATION BUREAU
2021/2023 年度中學學位分配
SECONDARY SCHOOL PLACES ALLOCATION 2021/2023
中一派位選擇學校表格
Secondary One Choice of Schools Form
填寫本表格前請參閱家長存根寄回的注意事項
Please read the Points to Note overleaf of the Parent Copy

教育局存根
EDB Copy
For Office Use
ID C
PAU 50008

學生編號
Student Reference No. M1234567

學生姓名
Name of Student SHEUNG CHUN PO 性別
Sex F 班別
Class 6A

就讀小學
Primary School Attending LUI KEE PRIMARY SCHOOL

甲部 不受學校網限制的學校選擇
Part A Unrestricted School Choices

這部分可選擇任何學校網的學校，包括學生所屬學校網。請參閱《不受學校網限制學校手冊》，並依選擇的優先次序填上學校編號。電腦會先處理甲部的學校選擇。
You may select schools from ANY school nets, including the student's school net. Please refer to the "Handbook for Unrestricted School Choices" and enter the School Codes in order of preference. The school choices in Part A will be processed first.

第一選擇
First Choice
學校編號
School Code X X X

第二選擇
Second Choice
學校編號
School Code X X X

第三選擇
Third Choice
學校編號
School Code X X X

乙部 按學校網的學校選擇
Part B Restricted School Choices

學生所屬學校網
Student's School Net HK2

請參閱學生所屬學校網的《中學一覽表》，並依選擇的優先次序填上該網內的學校編號。學生如未獲分配甲部選擇的學校，電腦便會處理乙部的學校選擇。
Please refer to the "Secondary School List" and enter the School Codes within student's school net in order of preference. The school choices in Part B will be processed if students are not allocated school places in Part A.

順序次序
Order of Preference
學校編號
School Code

1	2	3	4	5	6	7	8	9	10
X	X	X	X	X	X	X	X	X	X

順序次序
Order of Preference
學校編號
School Code

11	12	13	14	15	16	17	18	19	20
X	X	X	X	X	X	X	X	X	X

順序次序
Order of Preference
學校編號
School Code

21	22	23	24	25	26	27	28	29	30
X	X	X	X	X	X	X	X	X	X

本人聲明：表內所選擇的學校為本人閱讀《統一派位家長通知》後自願填報的。
I certify that I have read the "Notes for Parents on Central Allocation" and I have made the above choices at my own will.
本人同意將有關透過電話和訊形式(SMS)通知學生的短位結果予本人。本人可接收 SMS 的手提
電話號碼請填寫在右邊的方格內（如不同意接收 SMS 請留空此方格）。
Consent is given for the Education Bureau to inform me of the allocation results of the student via SMS
message. My mobile phone number which can receive SMS is provided in the box on the right
(please leave the box blank if you do not wish to receive SMS).

家長電話人簽署
Signature of Parent/Guardian XXX 日期
Date XX/XX/2024

家長電話人姓名（請用正楷填寫）
Name of Parent/Guardian (In BLOCK Letters) XXX

住址
Home Address Flat XX, XX Floor, XX Building, XX Road, HK

聯絡電話
Contact Tel. No. XXXX XXXX

EDB 140 643 107

Notes on Submission of Applications

- If parents have submitted a Choice Form via the SSPA e-platform to their child's primary school, they **should not** submit a duplicate application in paper Choice Form, and vice versa
- To efficiently handle the large number of applications, **each login session to the SSPA e-Platform is limited to 30 minutes**. Please complete the application procedures within 30 minutes. If necessary, parents may use the “Save as Draft” function and continue with submitting the application by retrieving the draft in a new login session

Criteria for Central Allocation

Part A

Unrestricted School Choices

- Student's Allocation Band*
(Territory Band)
- Parental Choice of Schools
(a maximum of 3)
- Random Number #

Part B

Restricted School Choices

- Student's Allocation Band*
(Net Band)
- Parental Choice of Schools
(a maximum of 30)
- Random Number #

* Allocation Band: Under the allocation process of SSPA, students' standardised internal assessment results at the end of P5, and both in mid-year and at the end of P6 are scaled, then divided equally into 3 allocation bands with a view to determining the order of allocation

Random Number: It is used to determine the order of allocation within the same allocation band. If the demand for school places of a certain secondary school exceeds the supply, the student possessing a smaller random number will be allocated a place first
(Every student bears the same random number for both Part A & B)

Subjects included in the internal assessments (IA) for submission of scores by primary schools

- Chinese Language, English Language, Mathematics, General Studies, Visual Arts, Music

- Subject weighting:

<u>Subject</u>	<u>Weighting</u>	<u>Subject</u>	<u>Weighting</u>
Chinese Language	9	English Language	9
Mathematics	9	General Studies	6
Visual Arts	3	Music	2

- Schools may include Religious Education (Weighting: 2) and Putonghua (Weighting: 1) in the IA

Scaling Mechanism of Internal Assessments Scores

- Scaling tool: Pre-Secondary One Hong Kong Attainment Tests (Pre-S1 HKATs)
- Conduct in allocated secondary schools in mid-July
- Scaled marks of students in the current cohort are obtained by referring to the average of the corresponding sampled results of the previous two cohorts in the Pre-S1 HKAT
 - Reduced the incentive of drilling

CA

Computerised Procedures

- A random number is first assigned to each student by the computer. It is used to determine the order of allocation of students for a school place within the same allocation band
- The Unrestricted School Choices in Part A will be processed first, to be followed by the Restricted School Choices in Part B

Part A : Allocation Process

- The computer will first process the school choices of students in **Territory Band 1**,
- then the choices of students in **Territory Band 2**, and
- finally the choices of **Territory Band 3** students

Only after the computer **has finished** processing the choices of all the students in **Part A** will the unallocated students' choices in Part B be processed

Part B: Allocation Process

- After all the students in **Net Band 1** have been allocated school places,
- the computer will follow the same procedure to allocate places to students in **Net Band 2**, and
- finally allocate places to students in **Net Band 3**

Choice-making Reference Materials for Parents

Committee on Home-School Co-operation

- **Secondary School Profiles**

(to be distributed in early December 2023)

Education Bureau

- **Handbook for Application for Secondary One Discretionary Places**

(to be distributed in early December 2023)

- **Handbook for Unrestricted School Choices and Secondary School Lists**

(to be distributed in early April 2024)

2022/2024 Schedule (2023/24 School Year)

Mid-Oct 2023	Primary schools manage the SSPA e-Platform School Accounts
Late Oct 2023	Distribution of Information Leaflets on the SSPA System
Mid-Nov 2023	Parents register for the SSPA e-Platform Parent Accounts Secondary schools manage the SSPA e-Platform School Accounts
Early Dec 2023	Distribution of Application Forms for Secondary One Discretionary Place and related documents
2 to 16 Jan 2024	All participating secondary schools accept DP applications submitted in paper form or via the SSPA e-Platform in the same period
Mar 2024 or before	Some secondary schools may conduct interviews for selection of students

- 27 Mar 2024** Participating secondary schools notify parents of successful DP applicants
- Early Apr 2024** Participating primary schools will receive “List of Students Notified as Successful DP Applicants (Primary Schools)”
- Distribution of Secondary One Choice of Schools Forms and related documents
- On or before 10 Apr 2024** If parents decide to decline the offer from the NDSS secondary school, they should notify the NDSS secondary school concerned and retrieve the signed Parent’s Undertaking and the original of the Primary 6 Student Record Form on or before 10 Apr 2024

- Early May 2024** All participating primary schools submit parents' duly completed Secondary One Choice of Schools Forms in paper form and/or via the SSPA e-Platform
- 9 July 2024** Release of allocation results
- 11 and 12 July 2024** Students register with the secondary schools allocated
- 16 July 2024** Pre-Secondary One Hong Kong Attainment Test

Note: The date for primary schools to collect the allocation results is 8 July. If the EDB has announced the closure of schools in the morning on that day owing to the issuing of the Tropical Cyclone Warning Signal Pre-No.8/No. 8 or above, the collection of allocation results will be postponed to 9 July. The announcement of allocation results will be postponed from 9 July to 10 July accordingly.

If in the morning on the day of the announcement of allocation results (i.e. 9 July), the EDB has announced the closure of schools owing to the issuing of the Tropical Cyclone Warning Signal Pre-No.8/No. 8 or above or Red or Black Rainstorm Warning Signal, the announcement of allocation results will be postponed to the next school day.

Enquiries

Website

Education Bureau (<https://www.edb.gov.hk>):

Home > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Secondary School Places Allocation

Telephone

General Enquiries 2832 7740/2832 7700

Address

Podium Floor, West Block, Education Bureau
Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong, Kowloon