

**Secondary School Places Allocation System 2020/2022**  
**Notes for Parents on Application for Secondary One Discretionary Places**  
(Applicable to **Non-participating** Students)  
**(Updated in February 2022)**

Parents of Primary 6 students who wish to apply for a Secondary 1 (S1) discretionary place (DP) through the Secondary School Places Allocation (SSPA) System 2020/2022 are advised to read carefully this document (Notes for Parents) and make reference to the Application Form for Secondary One Discretionary Place (Application Form) and the Points to Note thereof.

2. The student applicants must be a Hong Kong resident (i.e. eligible for receiving education in public sector schools in Hong Kong); have never been allocated an S1 place through SSPA; have never studied in any government, aided, caput, Direct Subsidy Scheme (DSS) and English Schools Foundation secondary schools in Hong Kong; not study in a primary school participating in SSPA; have never been issued the Application Form for Secondary One Discretionary Place for current allocation cycle; and have completed primary education in August 2022. Should there be changes as regards any of the status above, the student applicant should contact the School Places Allocation (SPA) Section of the Education Bureau (EDB) immediately, and all his/her related applications for DP may be forfeited.

### **Requirements**

3. Each student may apply to **not more than two** participating secondary schools listed in the Handbook for Application for Secondary One Discretionary Places (Handbook) published by the EDB, otherwise his/her chance of acquiring a DP will be forfeited. Parents may visit the EDB's Homepage ([www.edb.gov.hk](http://www.edb.gov.hk)) (Select: Home > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Secondary School Places Allocation (SSPA) System) to download the lists or call the EDB's 24-hour Automatic Telephone Enquiry System on 2891 0088 (Press 2 (English) > 5 (Fax Services) > 04 (Secondary School Places Allocation System: School Lists)) to obtain the lists by fax.

### **Application Period**

4. The DP application period will be the same for all participating secondary schools, starting **from 3 January (Monday) to 17 January 2022 (Monday), both dates inclusive**. As for the operating hours of individual schools, enquiries should be made to the schools direct.

### **Application Form**

5. The Application Form is specially designed for students' use in making DP application to government, aided and caput secondary schools as well as DSS secondary schools participating in the SSPA System (i.e. schools listed in the Handbook)<sup>1</sup>. Each student receives two Application Forms.

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<sup>1</sup> The Application Form is not applicable to application to Jockey Club Ti-I College and DSS secondary schools not participating in the SSPA System (NDSS secondary schools). The application period for S1 admission to Jockey Club Ti-I College is from 3 January (Monday) to 19 January 2022 (Wednesday). As regards the List of DSS Secondary Schools Not Participating in SSPA 2020/2022, parents may visit the EDB's Homepage ([www.edb.gov.hk](http://www.edb.gov.hk)) (Select: Home > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Secondary School Places Allocation (SSPA) System) to download the List or call the EDB's 24-hour Automatic Telephone Enquiry System on 2891 0088 (Press 2 (English) > 5 (Fax Services) > 04 (Secondary School Places Allocation System: School Lists)) to obtain the List by fax. As NDSS secondary schools have their own schedule for application, please contact the schools concerned direct for details.

6. Each Application Form is divided into four parts: EDB's Copy (in blue), School's Copy (in green), Parent's Copy (in red) and Order of School Preference (Order of School Preference 1 stands for the first choice and Order of School Preference 2 stands for the second choice) (in red). Student particulars have been pre-printed on each part of the Application Form. Take the Parent's Copy as an example, the pre-printed information includes:

- Allocation Cycle
- Student Reference Number
- Application Number
- Name of Student
- Sex
- Date of Birth

7. If amendments on the personal particulars are needed after the collection of the Application Forms, parents should make the amendments through the SPA Section of the EDB immediately. Parents should not amend any pre-printed information on the Application Form by themselves, and the secondary schools they apply to will not amend the pre-printed information for them at the time of receiving the Application Form, neither.

### **Application Procedures**

8. Parents may choose whether to apply for a DP. If parents decide to make a DP application, they should follow the procedures below in submitting the Application Form:

- (i) Fill in the name of the secondary school to apply to in the space provided in all four parts of the Application Form based on the preference.
- (ii) Detach the part containing the Order of School Preference for retention and record (Students are not required to indicate their order of preference to the schools they apply to). The other three parts should be kept intact.
- (iii) Submit the EDB's Copy, School's Copy and Parent's Copy that bear the same Application Number (with all three parts intact) to the secondary school direct, together with the related documents required by the secondary school (for example, the duly completed admission form of the secondary school).
- (iv) Produce the original of the student applicant's identity document for checking by the secondary school.
- (v) In the end, receive from the secondary school the Parent's Copy bearing the school chop, school name and school code for retention and record.

**Parents should note that once submitted, the Application Form cannot be retrieved or cancelled and no change can be made to the order of school preference.**

9. If students **apply to only one secondary school**, the Application Form with Order of School Preference 1 should be used. If a student submits both of his/her Application Forms to the same school, the EDB will only process the application with Order of School Preference 1, and the application with Order of School Preference 2 will be rendered null and void. Any unused Application Form is not transferable. Parents may keep or destroy the Application Forms by themselves after the application period.

10. Under the following circumstances, the Application Forms will not be handled by the secondary school:

- Application Forms submitted after the deadline
- Application Forms with amendments to the Allocation Cycle, the Student Reference Number and the Application Number
- Application Forms with amendments to the Name of Student, Sex and Date of Birth, without stamp chop of the EDB
- Duplicate, damaged or incomplete Application Forms

## Allocation of School Places

11. Participating secondary schools may draw up their own admission criteria according to their education philosophy and culture. They must make public their admission criteria and weightings as well as the number of DP for application, which should be displayed in a prominent place of the school or provided to each student applicant in writing prior to admission. Before applying to a school, parents 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 children's abilities, inclinations and interests so as to make a suitable school choice. Schools may arrange interviews, but no written tests in any forms should be conducted.

12. All participating secondary schools (including Jockey Club Ti-I College) are required to, after processing DP applications, notify parents of successful applicants (including non-participating students) of their children's inclusion in the Successful Lists for Discretionary Places by letter and phone on 4 May 2022. Schools are required to keep parents well informed of the notification arrangements, and collect necessary contact information from parents beforehand. These notification arrangements are not applicable to reserve and unsuccessful applicants, **nor are the notifications the allocation results**. The parents concerned do not need to reply to the notifications.

13. The arrangements in Paragraph 12 are administrative measures and the existing SSPA mechanism remains unchanged. Each Application Form carries a unique number for identifying a student's order of school preference. The EDB will match students' preferences against schools' Successful/Reserve Lists for Discretionary Places. If a student is successful in both of the schools to which he/she applies, he/she will be allocated an S1 place of his/her first choice school based on his/her order of preference. If parents have applied to a secondary school which eventually will not offer S1 places under the SSPA System in this allocation cycle, that application will not be processed.

14. **The results of DP and Central Allocation (CA) will be released at the same time on 26 July 2022.** Parents need not make enquiries to the schools they apply to before the announcement of results. If non-participating students are admitted by participating secondary schools or Jockey Club Ti-I College at the DP stage, the secondary school concerned will call the parents to inform them of the official application results and the related arrangements on 26 July 2022, i.e. the date of announcement of the allocation results. Parents of non-participating students may contact the secondary school(s) to which they have applied on the date of announcement of the allocation results if needed.

15. **If non-participating students wish to be allocated a public sector S1 place in case their DP applications are unsuccessful, they have to register with the SPA Section of the EDB during office hours from May to August 2022, bringing along the original of their identity document. Places available after CA will be allocated to eligible student applicants by the EDB.** The results for the first batch of applications will be announced in late July, the second batch in mid-August and thereafter students will be informed individually.

## Application for Replacement of Application Form

16. Replacement of damaged or lost Application Forms can be obtained in person at the SPA Section with the original of the student applicant's identity document. A fee of HK\$125 will be levied per replacement. If the Application Form claimed lost is found after a replacement copy has been issued, parents should use the replacement copy and destroy the one that has been found. Parents should not use the Application Forms bearing the same Order of School Preference for application to more than one secondary school, otherwise, their children's chance of acquiring a DP will be forfeited.

## **Enquiries**

17. For further enquiries, please contact the SPA Section (SSPA) of the EDB on 2832 7740 or 2832 7700.

School Places Allocation Section  
Education Bureau  
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