

Secondary School Places Allocation System 2020/2022
Notes for Parents on Application for Secondary One Discretionary Places
(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.

Requirements

2. Each student may apply to **not more than two** participating secondary schools listed in the Handbook for Application for Secondary One Discretionary Places (Handbook), otherwise his/her chance of acquiring a DP will be forfeited. The Handbook is published by the Education Bureau (EDB) and will be provided to the primary schools for parents' reference on the day when the Application Forms and Notes for Parents are distributed. Parents may also visit the EDB's Homepage (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.
3. Apart from making DP applications to not more than two participating secondary schools, students may also apply to Jockey Club Ti-I College¹ and Direct Subsidy Scheme (DSS) secondary schools not participating in the SSPA System (NDSS secondary schools)² for an S1 place.

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). Each participating Primary 6 student receives two Application Forms through the primary school attending.

¹ The application period for S1 admission to Jockey Club Ti-I College is from 3 January (Monday) to 19 January 2022 (Wednesday). If students are successful in their application to Jockey Club Ti-I College, they will not be allocated a DP or a place in central allocation (CA) under the SSPA System. If they are unsuccessful in their application, they can still go through the SSPA System for allocation of an S1 place.

² NDSS secondary schools have their own schedule for application. Please contact the schools concerned direct for details. As there is no limit to the number of NDSS secondary schools that a student may apply to, he/she may be accepted by several NDSS secondary schools. However, provided the parent has surrendered the signed Parent's Undertaking and the original of the Primary 6 Student Record Form to one of the schools making the offer, this will serve as a confirmation of the acceptance of the S1 place offered by the NDSS secondary school and the agreement to give up any other subsidised S1 places (including the S1 places of participating secondary schools and Jockey Club Ti-I College) to be allocated through the SSPA System. The school will notify the EDB of the parent's decision by early June 2022. On receiving the Successful Lists of Participating Students from NDSS secondary schools, the EDB will not allocate the students on the list to other secondary schools through the SSPA System. As regards the List of DSS Secondary Schools Not Participating in SSPA 2020/2022, parents may approach their children's primary schools. Parents may also visit the EDB's Homepage (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.

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
- Primary School Attending

7. After collecting the Application Form and the Primary 6 Student Record Form³, parents are requested to check immediately whether the following pre-printed information is the same as the personal particulars on their child's identity document:

- Name of Student
- Sex
- Date of Birth

In case of discrepancies, parents should notify their child's primary school immediately to make the amendments, which should be endorsed by stamp chop of the primary school. 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 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.

³ The Primary 6 Student Record Form is used as an identity document when students are making application for S1 admission to Jockey Club Ti-I College and NDSS secondary schools.

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 primary school
- Duplicate, damaged or incomplete Application Forms

Allocation of School Places

11. Participating secondary schools may draw up their own admission criteria according to their educational 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 all successful applicants 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. If the parents who receive notifications from participating secondary schools have also successfully applied for a school place in an NDSS secondary school for their children, they may decide whether to retain the school place offered by the NDSS secondary school on or before 12 May 2022. If parents decide to retain the school place offered by the NDSS secondary school, they should disregard the notifications from participating secondary schools. If they decide to decline the offer from the NDSS secondary school, they may 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 12 May 2022 in order to retain the DP which they have successfully obtained. Once the relevant documents are retrieved, it will serve as confirmation that the parents concerned have surrendered the S1 school place previously offered by the NDSS secondary school.

14. 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 (which 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) in early May 2022.

15. The arrangements in Paragraphs 12 to 14 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, and has not accepted a school place from any NDSS secondary school, he/she will be allocated an S1 place of his/her first choice school based on his/her order of preference.

16. Students who are successful in the DP application will not be allocated a school place again in CA. Those who have not been successful in obtaining a DP will be allocated a place in CA. 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.

17. Parents who have not applied for a DP for their children, or have not received notification from participating secondary schools of their children's inclusion in the Successful Lists for Discretionary Places should submit the duly completed Secondary One Choice of Schools Form (Choice Form) to the EDB in late May 2022 through their primary schools. This is to ensure that students will still be allocated S1 places through CA if their DP applications have not been successful. Parents who are notified by participating secondary schools of their children's inclusion in the Successful Lists for Discretionary Places do not need to make school choices. They only have to cross out the parts on school choices, sign on the Choice Form after filling in the contact information and return the Choice Form to the schools their children attend. **The results of DP and CA will be released at the same time on 26 July 2022⁴.** Parents need not make enquiries to the schools they apply to before the announcement of results.

Application for Replacement of Application Form

18. Replacement of damaged or lost Application Forms can be obtained in person at the School Places Allocation (SPA) Section. Identity documents showing the applicant's Student Reference Number should be produced at the time of replacement for checking. 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

19. For further enquiries, parents may consult their children's primary schools or contact the SPA Section (SSPA) of the EDB on 2832 7740 or 2832 7700.

School Places Allocation Section
Education Bureau
February 2022

⁴ The date for primary schools to collect the allocation results is 25 July 2022. 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 26 July 2022. The announcement of allocation results will be postponed from 26 July 2022 to 27 July 2022 accordingly. If in the morning on the day of the announcement of allocation results (i.e. 26 July 2022), 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.