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 2017/2019 are advised to read carefully this document (Notes for Parents) and make reference to the Application Form for S1 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 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 S1 Discretionary Place for current allocation cycle; and have completed primary education in August 2019. 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 1 Discretionary Places (Handbook) published by the EDB, otherwise his/her chance of acquiring a DP will be forfeited. Parents may visit EDB’s Homepage (www.edb.gov.hk) (Select: Home > Education System and Policy > Primary and Secondary School Education > School Places Allocation Systems > Secondary School Places Allocation (SSPA) System) to download the lists or call 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 (Thursday) to 17 January 2019 (Thursday), 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 for S1 Discretionary Place is specially designed for students’ use in making DP application to government, aided and caput secondary schools as well as Direct Subsidy Scheme (DSS) secondary schools participating in the SSPA System (i.e. schools listed in the Handbook). Each student receives two Application Forms.

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1 The Application Form for S1 Discretionary Place is not applicable to admission to Jockey Club Ti-I College and DSS secondary schools not participating in SSPA (non-participating DSS secondary schools). The application period for S1 admission to Jockey Club Ti-I College is from 3 January (Thursday) to 21 January 2019 (Monday). As regards the list of DSS secondary schools not participating in SSPA 2017/2019, parents may visit EDB’s Homepage (www.edb.gov.hk) (Select: Home > Education System and Policy > Primary and Secondary School Education > School Places Allocation Systems > Secondary School Places Allocation (SSPA) System) to download the list or call 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 non-participating DSS 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 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 either.

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 for S1 Discretionary Place:

(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 school direct, together with other documents required by the school (including the school’s admission form duly completed).
(iv) Produce the original of the student applicant’s identity document for checking by the school.
(v) In the end, receive from the 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 cancelled or retrieved 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, 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 sent by mail or 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 EDB
- Duplicate, damaged or incomplete Application Forms
Allocation of School Places

11. 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 make reference to the admission criteria and weightings set by the school. Schools may arrange interviews, but no written tests should be conducted.

12. Each Application Form for S1 Discretionary Place carries a unique number for identifying a student’s order of school preference. EDB will match students’ preferences against schools’ Successful and Reserve Lists. If a student is successful in both of the schools to which he/she applies, allocation will be based on the student’s 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. The results of DP of all schools (including participating secondary schools and Jockey Club Ti-I College) will be released together with the results of central allocation on 9 July 2019. Parents need not make enquiries to the schools about the application results prior to the scheduled date of announcement. 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 application results and the related arrangements on 9 July 2019, i.e. the date of announcement of the allocation results. If necessary, parents may also contact the secondary school(s) to which they have applied on the aforesaid date.

13. 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 EDB during office hours from May to August 2019, bringing along the original of their identity document. Places available after central allocation will be allocated to eligible student applicants by EDB. The results for the first batch of applications will be announced in early July, the second batch in early August, the third batch in mid-August 2019 and thereafter students will be informed individually.

Application for Replacement of Application Form

14. Replacement of damaged or lost Application Forms can be obtained 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 damaged or 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

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

Other languages: Hindi, Indonesian, Nepali, Tagalog, Thai, Urdu and Punjabi

School Places Allocation Section
Education Bureau
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