Notes for Parents on Application for Secondary 1 Discretionary Places

Parents 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.

Requirements

2. Each student may apply to not more than two participating secondary schools listed in the Handbook for Application for Secondary 1 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 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.

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 (non-participating DSS 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 (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 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.

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:

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1 The application period for S1 admission to Jockey Club Ti-I College is from 3 January (Thursday) to 21 January 2019 (Monday). 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 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 Non-participating DSS 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 non-participating DSS secondary schools that a student may apply to, he/she may be accepted by several non-participating DSS secondary schools. However, provided the parent has surrendered the signed 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 non-participating DSS 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). The school will notify EDB of the parent’s decision by mid-April 2019. On receiving the successful lists from non-participating DSS secondary schools, EDB will not allocate the students on the lists to other secondary schools through the SSPA System. As regards the List of DSS Secondary Schools Not Participating in SSPA 2017/2019, parents may approach their children’s primary schools. Parents may also 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.
7. After collecting the Application Form and the Primary 6 Student Record Form, parents are requested to check immediately whether the following pre-printed information is the same as the personal particulars issued 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, 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:

   (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 other documents required by the school (including the school’s admission form duly completed).
   (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, 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

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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 non-participating DSS secondary schools.
· 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. 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 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 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. Students who are successful in the DP application will not be allocated a school place again in central allocation (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. Irrespective of whether students have applied for a DP or not, they should submit the duly completed Secondary One Choice of Schools Form to EDB in early May 2019 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. 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 CA on 9 July 2019. Schools will not notify the applicants of the application results individually. Parents need not make enquiries to the schools they apply to before the announcement of results.

Application for Replacement of Application Form

13. Replacement of damaged or lost Application Forms can be obtained in person at the School Places Allocation 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 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

14. For further enquiries, parents may consult their children’s primary schools or contact the School Places Allocation 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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4 The date for primary schools to collect the allocation results is 8 July 2019. If 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 2019. The announcement of allocation results will be postponed from 9 July 2019 to 10 July 2019 accordingly. If in the morning on the day of the announcement of allocation results (i.e. 9 July 2019), 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.