

# **Secondary School Places Allocation System 2019/2021**

## **Notes for Parents on Central Allocation**

### **Arrangements for Central Allocation**

#### Current Arrangement

1. According to the current arrangement, the Central Allocation (CA) Stage is divided into two parts:
  - Part A “Unrestricted School Choices”: for parents to choose a maximum of 3 secondary schools from any school nets (including the student’s school net).
  - Part B “Restricted School Choices”: for parents to choose a maximum of 30 secondary schools from the student’s school net.

The computer will process all students’ school choices in Part A first. The school choices in Part B will then be processed if students are not allocated school places in Part A.

For secondary schools participating in the Secondary School Places Allocation (SSPA) System, after the deduction of repeater and discretionary places (DP), the remaining Secondary 1 (S1) places are used for CA. Of the CA places, 10% are assigned for allocation of unrestricted school choices in Part A, and the remaining 90% are assigned for restricted school choices in Part B<sup>1</sup>. Parents should note that the number of S1 places for DP and CA stages of individual schools are estimated figures only. The final number of places for allocation may be subject to adjustments.

#### School Places Allocation Principle

2. The CA is based on a student’s allocation band, parental choice of schools and random number.

#### Internal Assessments

3. Students’ standardised school internal assessment (IA) results at the end of Primary 5, and both in mid-year and at the end of Primary 6 are the basis for determining their allocation bands. However, in view of the impact of the COVID-19 epidemic, the Education Bureau (EDB) has decided to allow schools to, if necessary, submit the Primary 5 second term and Primary 6 first term IA scores or order of merit of their students in a combined way in the SSPA 2019/2021. The IA results of each school will be subject to scaling under the same mechanism.

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<sup>1</sup> Open places of feeder / nominated / through-train secondary schools in Parts A and B are calculated after deducting the places reserved for their linked primary schools. For details, please refer to paragraphs 17 and 18 of this Note.

### Scaling Mechanism

4. As different schools may have different curricula and the standard of assessment may vary among schools, it is not appropriate to use the IA results of all schools directly to form an order of merit for the purpose of allocation. Hence, a scaling mechanism is used to scale the IA results of all participating schools so that their scaled marks can be compared. For CA in the SSPA 2019/2021, the average of the sampled results of the Pre-Secondary One Hong Kong Attainment Test in 2016 and 2018 of the school are used as the scaling tool.

### Allocation Bands

5. Students are put into an order of merit according to their scaled marks and divided into three allocation bands. In processing the Unrestricted School Choices in Part A, the scaled marks of all students in the territory will be put into an order of merit. Then the students will be equally divided into three Territory Bands, each consisting of 1/3 of the total number of participating primary students in the territory. In processing the Restricted School Choices in Part B, the scaled marks of all students within the same school net will be put into an order of merit. Then the students will be equally divided into three Net Bands, each consisting of 1/3 of the total number of participating primary students in the school net. The allocation band of individual students will not be retained after the allocation procedure is completed.

### Random Number

6. The random number, which is generated by the computer before running the allocation program, is used to determine the order of allocation of students 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 within the same allocation band will be allocated a place first. The random number has no connection with the Student Reference Number or the student's personal data, and will not be retained after the allocation procedure is completed.

### Parental Choice of Schools and School Nets

7. Parents may choose a maximum of 3 secondary schools from any school nets in Part A "Unrestricted School Choices" and a maximum of 30 secondary schools from the net to which the student belongs in Part B "Restricted School Choices".
8. In line with district administration boundaries, the whole territory is divided into 18 school nets. Except for students whose applications for cross-net allocations are approved, the school net to which a student belongs is determined by the location of the primary school the student is enrolled but not the district that the student resides. Each school net comprises all the participating primary and secondary schools physically located in the district and secondary schools in other districts providing school places for the net. The secondary schools and school places from other districts may vary from year to year.

### School Places Allocation Process

9. At CA, the Unrestricted School Choices in Part A will be processed first, to be followed by the Restricted School Choices in Part B.
10. When processing the Unrestricted School Choices in Part A, the computer will first allocate school places to students in Territory Band 1. The allocation process is: the computer will first screen the first school choices under the Unrestricted School Choices made by Territory Band 1 students and allocate students to fill school places set aside for unrestricted allocation. If the places available in a school are more than the students choosing the school, all students choosing that school as the first choice will be allocated to it. If the number of students selecting a school as their first choice is more than the places available, students with smaller random numbers will be allocated to fill the places of that school. After processing the first choices of all students in Territory Band 1, the computer will screen the second choices (if any) of the unallocated students in the Band with the same procedure and, finally, their third choices (if any). When all the school choices of the students in Territory Band 1 have been screened, the computer will follow the same procedure to process the school choices of the students in Territory Band 2 and finally those of Territory Band 3.
11. The computer will proceed to process the Restricted School Choices in Part B only after choices made by all students in Part A are processed. A student successful in obtaining a school place in Part A will not be allocated a place in Part B. If students cannot be allocated school places after all their school choices in Part A have been exhausted, they will be allocated school places in Part B.
12. Allocation of school places in Part B is done by School Net. When processing the Restricted School Choices in this part, the computer will first allocate school places to students in Net Band 1. The allocation process is: the computer will screen the first school choices made by students of Net Band 1. If the places set aside for restricted allocation in a school are more than the students choosing the school, all students choosing that school as the first choice will be allocated to it. If the number of students selecting a school as their first choice is more than the places available, students with smaller random numbers will be allocated to fill the places of that school. When the first choices of all the students in Net Band 1 have been processed, the computer will screen the second choices of the unallocated students in the Band with the same procedure. The process will be repeated until each of the school choices of Net Band 1 students has been screened. For students who are not allocated a place after all their school choices have been exhausted, the computer will allocate a place to them from the remaining places of the secondary schools<sup>2</sup> in the school net. When all students in Net Band 1 have been allocated school places, the computer will follow the same procedure to process the school choices of the students in Net Band 2 and finally those of Net Band 3.

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<sup>2</sup> Excluding Direct Subsidy Scheme schools and schools with the remark “Students will not be allocated to this school unless they have included it in their choices”.

Illustration of the Allocation Procedure

13. Below is a simplified illustration of the allocation procedure:

Student

• Name:	CHAN Si Ming
• Territory Band:	Band 1
• School Net:	HK3
• Net Band:	Band 1
• School Choices:	
Part A (maximum: 3 schools)	First Choice: School A
	Second Choice: School B
	Third Choice: School C
Part B (maximum: 30 schools)	First Choice: School B
	Second Choice: School D
	Third Choice: School E
	⋮
	⋮

Part A: Unrestricted School Choices

• Number of Territory Band 1 students:	25 000
• Number of Territory Band 1 students choosing School A as the first choice:	350
• Number of school places in School A for unrestricted school choices:	15

Assuming that there are 350 Territory Band 1 students choosing School A as their first choice in Part A at CA stage. Since School A can offer only 15 school places for unrestricted allocation, the computer will allocate the first 15 students to fill the places in School A in the order of their random numbers. If CHAN Si Ming’s random number is among the first 15 students, he/she will be allocated to School A. Otherwise, he/she will not be successful in obtaining a place in the school of his/her first choice. The computer will process the first choices of all the students in Territory Band 1 before the second choice of CHAN Si Ming and other unallocated students in Territory Band 1 are processed.

14. Suppose 15 000 Territory Band 1 students are not allocated school places of their first choice. Among them, 300 (including CHAN Si Ming) select School B as their second choice. If School B has only two places unfilled after the first round allocation, the computer will allocate these places to the two students possessing the smallest random numbers. If CHAN Si Ming's random number is not among these two students, he/she will not be allocated to School B. The computer will continue to follow the procedure mentioned above to process the third choice of the unallocated students after all the second choices of Territory Band 1 students are processed. If all the places of the school of CHAN Si Ming's third choice have already been filled before the third round of allocation is conducted, CHAN Si Ming will not be allocated a place under Part A and he/she will be allocated a school place in Part B where his/her Restricted School Choices will be processed.

15. Part B: Restricted School Choices

• Student's School Net:	HK3
• Number of Net Band 1 students in HK3:	1000
• Number of Net Band 1 students in HK3 choosing School B as the first choice:	150
• Number of places available in School B for HK3:	100

After screening the Unrestricted School Choices of all students in Part A, the computer will start to process Restricted School Choices in Part B. Suppose among the students who have not been allocated places in Part A, there are 150 Net Band 1 students (including CHAN Si Ming) in School Net HK3 choosing School B as their first choice. If School B can offer only 100 school places for students in the school net, the computer will allocate the 100 students to School B in the order of students' random numbers. If CHAN Si Ming's random number is among the first 100 students, he/she will be allocated to School B. Otherwise, he/she will not be successful in obtaining a place in the school of his/her first choice. If CHAN Si Ming is not allocated to his/her first choice, his/her second choice, together with those of unallocated students, will be processed after the first choices of all Net Band 1 students are screened. Suppose 400 Net Band 1 students are not allocated places of the first choice and 30 of them (including CHAN Si Ming) select School D as their second choice. Assuming School D has only 10 places left after the first round allocation, the computer will allocate the places to students based on their random numbers. If CHAN Si Ming is not successful in obtaining a place in School D because he/she is not within the 10 students with the smallest random numbers, the computer will follow the procedure mentioned above to process the third choices of CHAN Si Ming and other unallocated students in Net Band 1, and so on until they are allocated school places.

16. Suppose CHAN Si Ming’s schoolmate LEE Siu Man is also in Territory Band 1 and Net Band 1 and he/she has made identical school choices as CHAN Si Ming. Since the order of allocation within the same Territory or Net Band is determined by students’ random numbers, CHAN Si Ming may be allocated to a school of a lower preference than LEE Siu Man even if CHAN has better IA results than LEE. This is in line with the spirit of mixed ability teaching in secondary schools.

#### Feeder and Nominated Schools

17. A feeder secondary school has to reserve, after the deduction of repeater and DP, 85% of the remaining places for its feeder primary school(s). A nominated secondary school has to reserve, after the deduction of repeater and DP, 25% of the remaining places for its nominated primary school(s). A student studying in a feeder/nominated primary school is eligible for a reserved place if he/she is in Net Band 1 or 2 and has chosen the feeder/nominated secondary school as his/her first choice in Part B Restricted School Choices. If the number of eligible students exceeds the number of feeder/nominated places available, allocation of school places will be based on students’ Net Band and their random numbers. If a student studying in a feeder/nominated primary school is approved for cross-net allocation, he/she will not be eligible for a reserved place of the feeder/nominated secondary school(s).

#### “Through-train” Schools

18. Primary 6 students studying in “through-train” schools may choose to proceed to their linked secondary schools direct. If the students apply for S1 places of Direct Subsidy Scheme secondary schools not participating in the SSPA System (NDSS secondary schools) or DP of participating schools, or participate in CA, they will not be allowed to retain the right to proceed direct to their linked secondary schools. “Through-train” secondary schools, in principle, are required to reserve not less than 15% of their total number of S1 places for admitting students of other primary schools through DP or CA.

#### **Notes for Completing the Choice of Schools Form**

19. Parents of Primary 6 students participating in the SSPA System will be distributed a copy each of the following documents:
- Secondary One Choice of Schools Form (Choice Form) for indicating the order of preference of schools
  - Secondary School List (School List) of the student’s school net for reference when filling in Restricted School Choices in Part B of the Choice Form

20. Each primary school participating in the SSPA System will receive several copies of the Handbook for Unrestricted School Choices (Handbook). Parents should refer to the Handbook when filling in Unrestricted School Choices in Part A of the Choice Form. The Handbook will also be uploaded onto the EDB homepage (please refer to the path as shown in paragraph 32 below for the location of the Handbook).
21. The Choice Form has 3 copies, the EDB copy, school copy and parent copy. Parents should complete the form with a black ball pen.
22. Before filling in the Choice Form, parents should check that the following computer pre-printed information in the form is the same as that of their child:
- Student Reference Number: Should be the same as the Student Reference Number printed on the Primary 6 Student Record Form issued earlier.
- Name of Student: If correct, please write the student's Chinese name (if any) above the pre-printed English name.
- Sex: "M" stands for male, "F" stands for female.
- Student's School Net: Should be the same as the code printed at the top left corner of the School List; e.g. for a student studying in a primary school in the Central & Western District (i.e. school net HK1), the School List should be for HK1.
- If there is discrepancy on the information above, parents should contact their child's school immediately.
23. 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.
24. When filling in **Part A**, parents may select one to three secondary schools from any school nets (including the student's school net). Parents should refer to the **Handbook** and enter in the boxes in the Choice Form with the 3-digit School Code in the Handbook according to their order of preference. The computer will first process the school choices of all students in Part A before processing the school choices in Part B. If a student has been successfully allocated a secondary school place in Part A, the computer will not further process his/her school choices in Part B.
25. When filling in **Part B** where Restricted School Choices are made, parents should refer to the 3-digit School Code in the **School List** and enter school choices in the boxes in the Choice Form according to their order of preference. Parents can select a maximum of 30 schools and they should fill in as many schools in the school net as possible in Part B. If the computer cannot allocate a place to a student after screening all his/her choices, he/she will be allocated a secondary school<sup>3</sup> outside his/her choices.

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<sup>3</sup> Excluding Direct Subsidy Scheme schools and schools with the remark "Students will not be allocated to this school unless they have included it in their choices".

26. Parents may select schools from any school nets in Part A. They may also select the same school(s) in both Parts A and B if the school(s) is/are in the student's school net. However, parents should not make repeated choices of the same school in the same part. Choices of the same School Code within the same part will be processed by the computer once only.
27. Parents should check carefully that the School Codes entered in the Choice Form are those included in the Handbook and the School List. Invalid or incorrect school codes will not be processed. Besides, if parents have chosen a secondary school which will not offer S1 places under the SSPA System in this allocation cycle, that school choice will not be processed.
28. If the parents have been notified by the secondary schools participating in the SSPA System of their children's inclusion in the Successful Lists for Discretionary Places or their children is admitted by Jockey Club Ti-I College, they only have to sign on the Choice Form after filling in contact information and cross out the parts on school choices to indicate that they do not have to make school choices (please refer to the diagram below). On the other hand, if a student is admitted by an NDSS secondary school and his/her parent has signed an undertaking with and surrendered his/her Primary 6 Student Record Form to the school, or admitted by other schools (e.g. international schools or private schools) and decided not to participate in CA, his/her parent should sign on the Choice Form after filling in contact information and cross out the parts on school choices to indicate the intention of not participating in CA (please refer to the diagram below).

**甲部 不受學校限制的学校選擇**  
Part A Unrestricted School Choices

這部分可選擇任何學校網的学校，包括學生所屬學校網。請參閱《不受學校限制制校手冊》，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      學校編號 School Code      學校編號 School Code

**乙部 按學校網的学校選擇**  
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學校編號。學生如未獲分配甲部選擇的学校，電腦將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.

學生所屬學校網 Student's School Net: HK2

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，表內所選擇的学校為本人閱讀《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.  
本人同意將常用流動電話號碼以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在右邊方格內（如不願接收 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).

常用流動電話號碼  
Signature of Parent/Guardian: Chan T M      日期 Date: XX/XX/2021  
家長/監護人姓名 (請用正楷填寫) Name of Parent/Guardian (In BLOCK Letters): Chan Tai Man  
住址 Home Address: Flat XX, XX Floor, XX Building, XX Road, HK  
聯絡電話 Contact Tel. No.: XXXX XXXX

If parents do not make any school choices and have not indicated their intention of not participating in CA on the Choice Form, and the students are neither allocated a school place at the DP stage, nor admitted by Jockey Club Ti-I College/ NDSS secondary schools, the students will be allocated school places according to the established allocation mechanism.



29. After entering the School Codes, parents should fill in the name of parent/guardian in block letter, the home address (if cross-net allocation is approved, the new home address should be provided) and contact telephone number, and then sign on the Choice Form. Please note that the Choice Form is valid only when it bears the signature of the parent/guardian.
30. Please note that in the morning of the day for announcement of allocation results this cycle, the EDB will also inform parents of their child's allocation results via SMS messages. Parents wishing to receive the related SMS message, may provide a mobile phone number which can receive SMS messages in the specified box (please refer to the diagram below) on the Choice Form. The arrangements for Primary 6 students to collect their allocation results from their attending primary schools, as well as other administration arrangements related to the announcement of allocation results, will remain unchanged.

<small>SCHOOL CODE</small> 本人聲明，表內所填填的學校為本人與讀「統一派位家長通知」後自願填填的。 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)	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">9876 XXXX</div>
家長/監護人簽署 Signature of Parent/Guardian <u>Chan T M</u>	日期 Date <u>XX/XX/2021</u>
家長/監護人姓名 (請用正楷填寫) Name of Parent/Guardian (In BLOCK Letters) <u>Chan Tai Man</u>	
住址 Home Address <u>Flat XX, XX Floor, XX Building, XX Road, HK</u>	
聯絡電話 Contact Tel. No. <u>XXXX XXXX</u>	

31. The personal data provided by parents in the Choice Form will be used for school places allocation and other education-related purposes. Data collected may also be disclosed to other government departments or the school to which the student is allocated/transferred for verification of information and other education-related purposes. Parents must provide the personal data as required in the Choice Form. If the information provided is incomplete, the EDB may not be able to process the application for school places allocation.

### Other Relevant Information

32. Before making school choices, parents should watch the DVD on the SSPA System 2019/2021 issued in October 2020. Parents may also visit the EDB homepage (<https://www.edb.gov.hk>) and follow the path below for the details of the SSPA System, the Handbook and the School Lists:

Education System and Policy > Primary and Secondary School Education > School Places Allocation Systems > Secondary School Places Allocation (SSPA) System

33. Parents may also refer to the Secondary School Profiles 2020/2021 for the information on schools. Since the printed version of the Secondary School Profiles 2020/2021 distributed in December 2020 may not include schools newly added or the latest school information, parents should refer to the web version of the Secondary School Profiles 2020/2021 (<https://www.chsc.hk/secondary/en>) for the updated information and recent development of the relevant schools, including their class structure and the subjects offered. The number of S1 classes to be operated by individual schools in the 2021/22 school year may be different from that of the current school year.

### **Important Dates**

34. Dates for announcement of allocation results and students' registration with the allocated secondary schools for the SSPA 2019/2021 are as follows:

Announcement of allocation results:	6 July 2021
Registration of students:	8 & 9 July 2021

### **Enquiries**

35. If parents have enquiries about completion of the Choice Form, they should approach the child's school. Parents may also call the EDB's automatic telephone enquiry service at 2891 0088 for information on the SSPA System. 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.

Produced by School Places Allocation Section  
Education Bureau  
(Printed in March 2021)