



The Church of Christ in China Heep Woh College

Application Guidelines for Secondary One Discretionary Places Admission 2021-2022

I. Number of Secondary One Discretionary Places : 40

II. Application Procedure

1. Ways to obtain Application Forms

- ◆ From 1/12/2020 to 18/1/2021: Forms can be downloaded from the school website:
<http://www.ccchwc.edu.hk>
- ◆ From 4/1/2021 to 18/1/2021: Forms can be obtained at the school Main Entrance during office hours
Monday to Friday: From 9 a.m. to 5 p.m.
Saturday: From 9 a.m. to 12 noon
Closed on Sundays and Public Holidays

We do not accept any applications by mail / facsimile.

2. Submission of Application Forms

The following documents should be submitted to the school by hand (or by post *) during the period 4/1/2021 to 18/1/2021. In view of the COVID-19 epidemic, the EDB has specially allowed submission of DP applications by post for this SSPA cycle. Should parents have genuine difficulties in submitting the Application Forms by themselves or by their authorized representatives, parents could thoroughly consider the needs and associated risks, and to arrange to submit the Application Forms and other documents required by post between 4/1/2021 and 18/1/2021, both dates inclusive (the postmark date should not be later than the prescribed deadline). After receiving parents' applications by post, the Parent's Copy of the Application Form will be returned to parents by post for retention.

- 1) Application form of EDB for S1 Discretionary Place (with School Copy, EDB Copy and Parent Copy of the Application Form intact, bearing the same Application Number).
- 2) Completed application form of CCCHWC with a photocopy of the following documents (A4 paper and double-sided, total number of pages not exceeding 10 pages, clipped with a binder clip)
 - i) Birth Certificate or Hong Kong Identity Card
 - ii) Primary Five and Six academic reports
 - iii) Extra-curricular activity records
 - iv) Certificates of awards and achievements, etc.

Please note that recommendations from teachers/principal of primary school are not required.

- 3) **Two (Three for application by post)** self-addressed (name and address of the applicant supplied) and stamped envelopes

III. Admission Criteria and Weighting:

	Admission criteria	Weighting (%)
1.	Interview performance	35 %
2.	Academic Performance (Rank Order provided by EDB, internal assessment of P5 & P6)	50 %
3.	Extra-curricular activities, awards and achievements	15 %
4.	Conduct (Grade B or above)	

IV. Interview:

- (1) Interviews will only be arranged for applicants with conduct grade B or above. Our school will give a score to the applicant according to the admission criteria and weighting (items 2 and 3 in the above table). At most 360 applicants will be shortlisted for the interviews. Whether the applicants are shortlisted for interviews or not, they will receive a written notification from 10th March to 16th March, 2021. Please do not call us to inquire about the application status in order to avoid extra workload for the school staff.
- (2) Interview Date : 27th March, 2021 (Saturday)
- (3) Interviews will be conducted in Chinese and English.

V. Release of the result of DP application:

Parents will be notified to know if their children are included in the Successful Lists for Discretionary Places by letter and phone on 31st March 2021 (Wednesday). Please do not call us to inquire about the application status in order to avoid extra workload for the school staff.

VI. Release of SSPA allocation results:

The results of Discretionary Places will be released by EDB on 6th July 2021.

Remark:

Concerning Secondary 1 Discretionary Places Application, according to the EDB regulation, a Primary Six student may apply for not more than two secondary schools, whether it is a government school, subsidized school, or per caput or DSS school; irrespective of school nets; otherwise, his/her chance of acquiring a DP will be forfeited.

中華基督教會協和書院
2021-2022 年度自行分配中一學位申請注意事項

I. 本校自行分配中一學位名額：40

II. 申請程序：

1. 索取申請表格途徑

- ◆ 於 1/12/2020 至 18/1/2021 期間，在本校網頁<http://www.ccchwc.edu.hk>下載
- ◆ 於 4/1/2021 至 18/1/2021 期間，在下列辦公時間親身到本校正門詢問處索取
星期一至五：上午九時正至下午五時正
星期六：上午九時正至中午十二時正
星期日及公眾假期休息

2. 交回表格

於 4/1/2021 至 18/1/2021 期間，親身將有關文件交回本校，或如因 2019 冠狀病毒病疫情有實際困難而未能親身或授權代表遞交申請表，家長如有需要及衡量相關風險後，可於上述期間透過郵寄方式向中學遞交申請表及所需文件（截止日期以郵戳日期為準）。學校在收到郵遞申請後，會把《中一自行分配學位申請表》的「家長存根」寄回給家長以作保存。遞交申請表須連同以下所需文件：

- 1) 教育局發出的「中一自行分配學位申請表」（須連同載有相同申請編號的「教育局存根」、「學校存根」及「家長存根」的三個相聯部份）。
- 2) 本校申請表格及下列所需文件之副本（請盡量雙面影印，總頁數不得超過十頁紙，並用一個魚尾夾將資料夾好），文件包括：
 - i) 出生證明書或身份證
 - ii) 小五及小六成績表
 - iii) 參與課外活動紀錄
 - iv) 獎項及成就等資料根據教育局指引，申請人請勿提交小學推薦信。
- 3) 貼有郵票之回郵信封兩個（郵遞申請者則需三個），信封面須清楚寫上學生姓名及地址。

III. 自行分配學位的收生準則及比重：

收生準則		比重(百分比)
1.	面試表現	35 %
2.	學業表現(參考教育局提供的「申請學生成績次第名單」、小五及小六校內成績)	50 %
3.	課外活動、校內及校外獎項/成就	15 %
4.	操行乙級或以上	

IV. 面試：

- (1) 操行達乙級或以上的申請者方符合面試資格。本校將根據上表所列收生準則之 2. 至 3. 項進行評分，比重依上表計算，最多 360 人會獲甄選進行面試。無論是否獲得面試安排，申請者均於 2021 年 3 月 10 日至 3 月 16 日接獲書面通知。煩請不要來電查詢，以免加重校務處職員工作量。
- (2) 面試日期：2021 年 3 月 27 日(星期六)
- (3) 面試以粵語及英語進行

V. 公佈自行分配學位結果：已獲學校納入其自行分配學位正取學生名單申請者均於 2021 年 3 月 31 日接獲書面及電話通知。煩請不要來電查詢，以免加重校務處職員工作量。

VI. 公佈中學學位分配結果：教育局將於 2021 年 7 月 6 日公佈。

附註：

有關自行分配中一學位，據教育局規定，每名小六學生只可向不多於兩所參加中學學位分配辦法的中學申請，無論其為官立、資助、按額津貼或參加派位的直資計劃學校，否則，其獲得自行分配學位的權利將被取消。