



Po Leung Kuk Lee Shing Pik College
保良局李城璧中學

Discretionary Places Admission Criteria
2023 - 2024 (2023/09 Admission)

Address : 12-20, On Yin ST, Tsuen King Circuit, Chai Wan Kok West, Tsuen Wan, N.T.
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Office hours : Mon to Fri 08:00- 17:00, Sat 09:00-12:00

A. Application for Discretionary Secondary One Places in 2023/2024

1. Application Acceptance Date

Beginning January 3, 2023, applications will be accepted.

2. Application Submission Deadline

January 17, 2023, 12:00 noon (The mailing's postmark date shall prevail.)

3. Eligibility

Students in Primary 6 who are enrolled in primary schools that participate in Central Allocation

4. Application Procedures

Method 1: Submit the application on paper

1. Beginning today, parents can obtain an application form at our school office or download one from the school website:
2. The application must be submitted to the school in person or by mail during office hours before the deadline for submission.
3. Please prepare the following documents prior to submitting your application:
 - A. Application Form for S1 Discretionary Place issued by the Education Bureau (The initial three copies of stubs should be retained.)
 - B. Application form for admission to our school
 - C. Photocopy of the applicant's identity card
 - D. Photocopies of each term's report card for Primary 5 and 6
 - E. Photocopies of certificates or awards for extracurricular activities received in Primary 5 and 6 (If available, a maximum of three copies may be submitted.)
 - F. Two self-addressed envelopes with postage of \$2.2 (the envelope must clearly indicate the student's name and address)
 - G. Do not submit a letter of recommendation from the primary school.

Method 2: Submit the application via the SSPA e-Platform

1. The Education Bureau will implement a fully electronic application process for admission to Secondary 1 in phases beginning in 2023.
2. Following the submission of an application via this method, parents must also submit two self-addressed envelopes with \$2.20 postage to our school. (The envelope must clearly indicate the student's name and address.)
3. The application form must be scanned and uploaded to the SSPA e-Platform along with all other required documents.

Only one of the above methods may be used to submit an application.

All information will be used solely for the purposes of our school's and the Education Bureau's records or reference and will not be returned once submitted.

5. Interview Arrangements

1. **All applicants who submit an application form will be offered an interview.**
2. The interview will take place on March 4, 2023 (Saturday) and will cover basic life knowledge. Candidates will be required to respond in both English and Cantonese.
3. The date and time of the interviews, as well as other relevant details, will be announced via mail in mid-February.
4. If there is a postal delay, parents may call our school in late February.

6. Notification of Admission

1. On March 31, 2023, our school will notify parents of successful DP applicants of their children's inclusion in the Successful Lists for Discretionary Places by phone and in writing.
2. The Education Bureau's Central Allocation notification, which will be issued on July 11, 2023, will determine the final acceptance of first-choice applicants as well as the remaining applicants. **Parents do not need to contact our school to learn about the outcome.**
3. The remaining applicants may continue to select our school as their first choice during the Central Allocation school selection stage, which will help facilitate their admission.

7. Others

1. Based on past allocation results, parents are advised to complete the Education Bureau's Discretionary Places Application Form with our school as the first preference in order to facilitate admission.
2. On July 12, 2023, our school will begin accepting applications for S1 transfer. By that time, parents may bring photocopies of their child's Primary 5 and 6 report cards for each term, as well as other supporting documentation, to our school for application.

B. Admission Criteria and Weighting for S1 Discretionary Places

1. Number of S1 discretionary places : 40

2. Admission Criteria and Weighting

| Admission Criteria | Weighting |
|--|-----------|
| A. EDB rank order | 40% |
| B. Academic results | |
| C. Conduct | 15% |
| D. Extracurricular activities (Relevant to our school's existing extracurricular activities) | 15% |
| E. Awards | |
| F. Performance at interview | 30% |
| Total Score | 100% |

Note: As instructed by the Education Bureau, no Primary 6 student may apply to more than two secondary schools for 'Discretionary Places,' or he or she will forfeit the right to obtain such places.