

# 慕光英文書院

## 2023-2024 年度中一自行分配學位申請須知

- (一) 申請日期：2023年1月3日(星期二)至1月17日(星期二)(包括首尾兩日)
- (二) 教育局規定每位申請人最多只能向兩間中學提出申請，否則其申請作廢。
- (三) 按教育局指示，學校將不處理有關申請表：
- 逾期遞交的申請表
  - 派位年度、學生編號及申請編號經塗改的申請表
  - 學生姓名、性別及出生日期經塗改而未附有小學校印的申請表
  - 影印、損毀或欠完整的申請表
- (四) 請把填妥的「中一自行分配學位申請表」連同下列文件於1月17日下午4:30之前交回/寄抵本校，或於1月17日晚上11:59之前透過「中一派位電子平台」遞交：
- (1) 小學五年級上、下學期成績表及小六上學期成績表副本
  - (2) 課外活動優良紀錄(證書或獎狀)副本
  - (3) 已貼上郵票及清楚書寫通訊地址的回郵信封一個(只適用於親身遞交或郵遞寄送)
  - (4) 面試時須出示上列文件的正本供本校職員核對資料
- (五) 申請者無需遞交小學校長推薦信。
- (六) 面試日期為2023年2月11日(星期六)
- (七) 本校以郵遞或電話方式通知申請人面試時間。
- (八) 取錄準則：
- |                 |     |
|-----------------|-----|
| (1) 學業成績        | 40% |
| (2) 面試表現        | 25% |
| (3) 操行及態度       | 20% |
| (4) 課外活動表現/學校聯繫 | 15% |
- (九) 本校於2023年3月31日以郵遞及電話方式通知所有正取學生的家長。
- (十) 本校自行收生名額為40位。
- (十一) 所填報資料及遞交的文件副本，只供用作本學年中一自行分配學位之用，待中一自行分配學位程序完成後，有關資料及文件副本將被銷毀。

**Mu Kuang English School**  
**2023-2024 Secondary One Discretionary Places**  
**Notes for Parents on the Application**

- (1) Date of Application : 3 - 17 January, 2023 (first and last day inclusive)
- (2) **Please note that candidates may apply to NOT MORE THAN TWO secondary schools listed in the “Handbook for Application for Secondary 1 Discretionary Places”, otherwise his/her chance of acquiring a discretionary place will be forfeited.**
- (3) According to the instructions from EDB, schools **WILL NOT** proceed the application forms that are
  - submitted later than the deadline;
  - with year of allocation, student number and application number altered;
  - with student name, sex and date of birth altered without approval from applicant’s primary school;
  - photocopied, damaged or incomplete.
- (4) The duly completed application form, together with the required documents, should be submitted to our school in person / by post **on / before 4:30 p.m., 17 January**, or via the SSPA e-Platform **on / before 11:59 p.m., 17 January**.

Documents to be included are:

1. Photocopies of school academic reports for Primary 5 (first Term and second Term) and Primary 6 (first Term)
  2. Photocopies of relevant certificates, awards and/or proof of extra-curricular activities
  3. A self-addressed and stamped envelope
  4. Original copies of the above documents should be provided for verification upon request
- (5) Recommendation letters from primary schools are not required.
  - (6) The tentative date for interview will be 11 February 2023 (Saturday).
  - (7) Applicants will be notified for interview by letter or phone.
  - (8) The Secondary 1 Discretionary Places admission criteria and weighting are as follows:

Academic Performance	40%
Interview Performance	25%
Conduct and Personality	20%
Extra-curricular Activities and Connection with School	15%

- (9) Parents of successful applicants will be notified by letter and phone on 31<sup>st</sup> March 2023.
- (10) The number of discretionary places of our school is **40**.
- (11) All submitted personal information and photocopies of documents will only be used for the application procedures, and will be destroyed after the completion of all procedures.