



3rd December 2020

Notice 37 /2020-2021

To parents and guardians of P.6 pupils,

Secondary School Places Allocation (SSPA) 2019/2021

Applications for Secondary 1 (S1) Discretionary Places (DP)

The procedures for Primary 6 students applying for secondary 1 discretionary place is as follow:

1. Application Forms

The following documents will be distributed to you for applying Secondary 1 discretionary places on **7th December, 2020 (Monday) from 2:00 p.m. to 4 p.m.** at the school hall:

- i. Application Form for S1 Discretionary Place (2 copies for each student)
- ii. Notes for Parents on Application for S1 Discretionary Places
- iii. Primary 6 Student Record Form

In view of the COVID-19 epidemic, should P.6 students/ parents be unable to return to school and collect the relevant documents in person, please authorize in writing a representative to collect documents from the school on behalf of your child. Parents please remind your authorized representative to collect the relevant documents from school in person on **7th December, 2020 (Mon) 2:00 p.m. to 4:00 p.m.**, bringing along the duly completed Letter of Authorization for Collecting Documents for Application for Secondary 1 Discretionary Place (sample at [Annex](#)), a copy of the student's identity document and the original identity document of the authorized representative.

2. Application Period

The DP application period for the 2019/2021 allocation cycle is from **4 January (Monday) to 18 January 2020 (Monday), both dates inclusive.** All secondary schools participating in the SSPA System will accept applications within the same period. Parents should take note of the operating hours of individual secondary schools to ensure timely submission of their applications. Application for admission to S1 of Jockey Club Ti-I College for the 2021/2022 School Year is from 4 January 2021 to 18 January 2021. Interested students may approach the class teacher for application forms.

3. Special Arrangement on the Submission of the Application Form for Secondary One Discretionary Place by Post

- (a) In view of the COVID-19 epidemic, the EDB has specially allowed the submission of DP applications by post for the SSPA cycle. Should you have genuine difficulties in submitting the Application forms for Secondary One Discretionary Place to secondary schools you intend to apply to in person by yourselves or your authorised representatives, parents could thoroughly consider the needs and associated risks, and arrange to submit the Application Forms and other documents required by the secondary school **by post between 4 January (Monday) and 18 January (Monday), both dates inclusive** (the postmark date should not be later than the prescribed deadline). In light of the special arrangements on the submission of the Application Form for Secondary One Discretionary place by post, please be reminded to reserve the necessary time for mailing and considered to send the application by registered mail to minimize the risk of unsuccessful delivery. In addition, please visit the secondary schools' website and/or contact the secondary schools for requirements on postal application. After receiving parents' applications by post, the secondary schools concerned will return the Parent's Copy of the Application Form for Secondary One Discretionary Place to parents by post for retention.



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- (b) The procedures in submitting the Application Forms for Secondary One Discretionary Place by post:
- (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 parents' 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 by post the EDB's Copy, School's Copy and Parent's Copy that bear the same Application Number (**with all three parts intact**), together with the related documents required by the secondary school (for example, the duly completed admission form of the school) and a copy of the student's identity document, to the secondary school for verification;
 - (iv.) Enclose a self-addressed envelope for secondary schools to return the Parent's Copy bearing the school chop, school name and school code to parents by post for retention and record; and
 - (v.) Parents could contact the secondary schools, if necessary, to inform them of their postal application and make appropriate arrangements.

4. Schools to Apply

- (a) Each student may apply to **not more than two participating secondary schools**, regardless of whether they are government, aided, caput or Direct Subsidy Scheme (DSS) secondary schools participating in the SSPA. Parents may borrow the Handbook for Application for Secondary One Discretionary Places (Handbook) from the primary schools, or obtain the lists in the Handbook through the EDB's Homepage (<https://www.edu.gov.hk>) (Select: Home > Education System and Policy > Primary and Secondary School Education > School Places Allocation Systems > Secondary School Places Allocation (SSPA) System) or the 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.
- (b) DP application is not subject to restriction on districts. Each student is allowed to apply to not more than two secondary schools (excluding Jockey Club Ti-I College) listed in the Handbook, otherwise his/her chance of acquiring a DP will be forfeited. For other points to note, please refer to the note in Section 1 of the Handbook.
- (c) Apart from making DP applications to not more than two participating secondary schools, students may also apply for an S1 place at any Direct Subsidy Scheme secondary schools not participating in the Secondary Place Allocation System (NDSS secondary schools), and there is no limit to the number of NDSS secondary schools they can apply to. NDSS secondary schools have their own schedule and administrative arrangements for admission, schools should remind parents to approach these schools direct for details about the S1 application procedures.
- (d) As there is no limit to the number of NDSS secondary schools that a student may apply to, he/she may be accepted by several NDSS 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 school and the agreement to give up any other subsidised S1 places (including the S1 places of participating schools and Jockey Club Ti-I College).
- (e) DSS Schools may be fee-charging. Students admitted to DSS secondary schools may be promoted to Secondary 4 (S4) in their own schools upon completion of Secondary 3 and will not be centrally placed to S4 in other schools subvented by the EDB.

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- (f) Parents may refer to the Secondary School Profiles 2020/2021 published by the Committee on Home-School Co-operation when selecting schools for their children. The Profiles provide basic information about the school such as school characteristics, facilities, class structure, extra-curricular activities, fee, etc.

5. Arrangement for Notifying Successful Discretionary Places Applicants

- (a) All participating secondary schools (including Jockey Club Ti-I College) are required to, after processing DP applications, notify parents of all successful applicants of their children's inclusion in the Successful Lists of Discretionary Places by letter and phone on 31 March 2021. Secondary schools will inform parents of the notification arrangements, and collect necessary contact information from parents beforehand. These notification arrangements are not applicable to reserve and unsuccessful applicants, **nor are the notification the allocation results**. The parents concerned do not need to reply to the schools if they would accept the DP offers or not.
- (b) The SSPA mechanism remains unchanged under the notification arrangements. If individual students are selected as successful DP applicants by two participating secondary schools at the same time, they will eventually be allocated with an S1 place in school of their first choice. Some students may be notified of their successful DP applications by the school of their second choice and selected as reserve applicants by the school of their first choice. They may eventually be allocated to the school of their first choice in the capacity of reserve applicants. Besides, students who have not been notified as successful DP applicants may still be allocated with a DP in the capacity of reserve applicants.
- (c) If the parents who receive notifications from participating secondary schools have also successfully applied for a school place in an NDSS secondary school for their children, and decide to surrender the places offered by the NDSS secondary schools, they may notify the NDSS secondary school concerned and retrieve the signed undertaking and the original of the Primary 6 Student Record Form **on or before 12 April 2021** in order to retain the DP which they have successfully obtained. Once the relevant documents are retrieved, it will serve as confirmation that the parents concerned have surrendered the S1 school place previously offered by the NDSS secondary school.

6. Announcement of Results

The notification arrangements as mentioned above are administrative measures. There is no change to the existing SSPA mechanism. Students participating in SSPA will still be allocated with S1 places in accordance with the current mechanism, and the final results of DP and CA will be released at the same time on **6 July 2021**.

7. Applying for Hong Kong I.D. Card

Please be reminded that students need to apply H.K. Identity Card from the Immigration Department when they reach the age of 11. If they still have not applied for the ID card, please do so as soon as possible. Please also hand in a photocopy of the student ID card to the class teacher when you obtain the I.D. card. (No later than the end of February)

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8. Application of Cross-net Allocation

Please note that the application for cross-net allocation in the SSPA 2019/21 is now open to Primary 6 students. If you would like your child to change the school net due to **home moving or residing in another district**, you may apply for cross-net allocation through our school. The deadline for application is early February 2020. Please approach the class teacher for assistance if you wish to make such application.

For enquiries, please contact us at 25773489. Thank you.

(Ms YU Hing-yin)

Headmistress

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SSPA Schedule for Major Events

Date	Outline of work
4 - 18 January 2021	Discretionary Places Application
8 - 11 March 2021	P.6 Final Examination
Mid-April 2021 20 April 2021	<ul style="list-style-type: none">✧ Distribute choice of School Form for Central Allocation✧ Another Parental talk will be arranged, notice will be given in due course
6 July 2021	Publication of Allocation Results
8 - 9 July 2021	Registration with the Secondary School

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Reply Slip

Notice No.37/20-21

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Applications for Secondary 1 (S1) Discretionary Places (DP)

Date: _____

To: Headmistress,

I have read the School Notice No. 37/20-21 dated 3-12-2020 and fully understand its contents.

I do not wish to apply for cross-net allocation.

I wish to apply for cross-net allocation. (I live in _____ District.)

(Please submit address proof to the class teacher for verification.)

Pupil's Name: _____ Class: _____ ()

Parent/Guardian's signature: _____

Parent/Guardian's name in BLOCK LETTERS: _____

*Please put a ✓ in the of your choice

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Annex

Education Bureau
Secondary School Places Allocation 2019/2021
Letter of Authorisation for Collecting Documents for
Application for Secondary 1 Discretionary Place

(To be completed by the Parent/Guardian)

To: Headmistress

This is to authorise Mr/Ms _____ (holder of H.K. Identity Card/Passport No. _____) to report to you on behalf of my son/daughter _____ (Student Reference No. _____) to collect the Application Forms for Secondary One Discretionary Place and related documents.

_____ (Signature of Parent/Guardian)

_____ (Name of Parent/Guardian)

Full Name in BLOCK letters

_____ (Date)

Notes:

- (1) This Letter of Authorisation is to be used in case the student/parents/guardian are (1) unable to collect the Application Forms for Secondary One Discretionary Place (Application Forms) and related documents from school in person.
- (2) The authorised representative should submit this Letter of Authorisation to the attending primary school, bringing along his/her original identity document and the copy of the student's identity document such as the Hong Kong Birth Certificate or the juvenile identity card for verification by the attending primary school when collecting the Application Forms and the related documents. In case of inaccuracies in the pre-printed student's particulars on the Application Forms, the authorised representative should notify the student's attending primary school immediately for amendments.

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