

嘉諾撒聖家書院
「2025-2026 年度 中一自行分配學位」收生程序及準則

一、申請日期

2025 年 1 月 2 日至 2025 年 1 月 16 日

二、辦公時間

星期一至五 上午 8 時 30 分至下午 4 時 00 分
星期六 上午 9 時 00 分至中午 12 時 00 分

三、申請辦法

- (1) 申請人可於上述日期親到本校索取「中一自行分配學位」申請表格，或於本校網址 <https://www.hfcc.edu.hk/> 下載申請表格。
- (2) 申請人可於申請期內親到本校或透過教育局「中一派位電子平台」交回下列有關文件*：
 - i) 已填妥的本校「中一自行分配學位」申請表格；
 - ii) 已填妥由教育局發出的「中一自行分配學位申請表」；
 - iii) 學生身份證明文件影印本（出生證明或身份證或護照）**；
 - iv) 小五下學期及小六上學期（如適用者）的成績表影印本**；
 - v) 獎狀、證書影印本（如適用者）**；
 - vi) 貼上足額郵票及填妥回郵資料（申請學生姓名及住址）的回郵信封（10 公分 x 22 公分）兩個。

* 申請人須帶備有關文件的正本以供查核。

** 第(iii), (iv) 及 (v) 項文件須以 A4 紙尺寸影印。

- (3) 如家長已登記成為電子平台用戶並以「智方便+」綁定帳戶，除紙本申請外，他們亦可透過電子平台遞交自行分配學位申請：
 - i) 登入「中一派位電子平台」。有關建立帳戶及登入電子平台的程序，請掃描右方的二維碼或瀏覽教育局網頁（www.edb.gov.hk）（選擇：主頁>教育制度及改革>小學及中學教育>學位分配>中學學位分配辦法>中一入學申請電子化>「中一派位電子平台」家長指南）參閱相關影片及家長指南。



四、收生準則及比重

- (1) 評估申請人在小學階段的表現 (70%)
 - (i) 學術表現 (40%)
 - 小五下學期及小六上學期的校內學業成績
 - 由教育局發出的「申請學生成績次第名單」
 - (ii) 其他表現 (30%)
 - 操行
 - 課外活動表現
 - 學術及非學術特別技能
 - 獎項及服務
- (2) 面試表現 (30%)

所有申請人將獲安排於 2025 年 2 月 15 日（六）以小組形式進行面試。

正取學生家長將於 2025 年 3 月 31 日（一）透過書面及電話獲通知其子女已獲本校納入自行分配學位正取學生名單。

續下頁

備註:

1. 根據教育局所訂定的「中一自行分配學位申請程序」，每名學生只可向不多於兩所在《中一自行分配學位手冊》內列出的中學申請，否則，其獲得自行分配學位的機會將會被取消。
2. 經本校甄選後，凡符合資格的申請人名單及資料，本校將呈交教育局查核。
3. 申請人於「中一自行分配學位」申請表格所填任何資料，校方將予保密，並只用於處理申請事宜。
4. 申請表一經遞交，不可撤回或取消。
5. 所呈交的文件將不獲退回。
6. 2025-2026 年度本校自行收生學額為 43 名。

Holy Family Canossian College
Admission Procedures and Criteria for Secondary 1 Discretionary Places (2025-2026)

1. Application Period

02 January 2025 – 16 January 2025

2. Office Hours:

Monday to Friday 8:30 a.m. – 4:00 p.m.
Saturday 9:00 a.m. – 12:00 noon

3. Methods of Application

- (1) Application Forms of Holy Family Canossian College will be available at the school in the Application Period, or can be downloaded from the website of the school (<https://www.hfcc.edu.hk/>).
- (2) The following documents* can be submitted **in person** to the School Office of Holy Family Canossian College or via **EDB's SSPA e-Platform** within the Application Period:
 - i) Completed Application Form of the school;
 - ii) Completed Application Form issued by the EDB;
 - iii) Photocopy of student's identification documents (Birth Certificate or Identity Card or Passport)**
 - iv) A copy of your child's Primary 5 Final Academic Reports and Primary 6 Mid-year Academic Report (if applicable)**;
 - v) Copies of awards and certificates received in Primary 5 and 6 (if applicable)**;
 - vi) Two stamped self-addressed envelopes (size: 10 cm x 22 cm) bearing the name and residential address of the student.

*** Originals must be produced upon request for verification.**

**** Items (iii), (iv) and (v) should be in A4 size.**

- (3) For parents registered as SSPA e-Platform users and bound their account to "iAM Smart+", apart from paper Application Form, they may submit DP applications via the SSPA e-platform.
 - i) Login to the SSPA e-Platform. For SSPA e-Platform account creation and login procedures, please scan the QR code on the right or visit the EDB's Homepage (www.edb.gov.hk) (Select: Home > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Secondary School Places Allocation (SSPA) System > Digitalisation of S1 Admission > SSPA e-Platform Parent's Guide) and refer to the related videos and Parents' Guide.



4. Admission Criteria and Weightings

- (1) Assessment of applicants' performance in primary school (70%)
 - (i) Academic Performance (40%)
 - Academic Results in Primary 5 Final Report and Primary 6 Mid-year Report
 - Position in Discretionary Rank Order List
 - (ii) Other performance (30%)
 - Conduct
 - Extracurricular Activities
 - Talents & Skills
 - Awards & Responsibilities
- (2) Interview (30%)

All applicants will be invited to attend a group interview on 15 February 2025 (Saturday).

Parents of successful applicants will be notified of their children's inclusion in our school's Successful Lists for Discretionary Places by letter and phone on 31 March 2025 (Monday).

Please Turn Over

Remarks:

1. Each student may apply to **not more than two** secondary schools listed in the Handbook for Application for Secondary 1 Discretionary Places, otherwise, her chance of acquiring a discretionary place will be forfeited.
2. The names and relevant information of the eligible applicants after the selection process will be submitted to the EDB for verification.
3. The information provided on the Application Form will be kept confidential and used for matters relating to application only.
4. All Application Forms submitted cannot be cancelled or retrieved.
5. All submitted documents will not be returned.
6. There are 43 Secondary 1 Discretionary Places for the academic year of 2025-2026.

嘉諾撒聖家書院

「2025 - 2026 年度 中一自行分配學位」

申請表格

學生姓名： _____ (英文) 相片

_____ (中文)

學生編號 (STRN) :

性 別： _____ 年 齡： _____

出生日期： _____ / _____ / _____ (年 / 月 / 日) 出生地點： _____

身分證號碼： _____ 學生電郵地址： _____

地 址： _____

電 話： _____ 手提電話： _____ 宗教： _____

現時就讀小學： _____ (英文)

_____ (中文)

入讀上述小學日期及班級： _____ / _____ / _____ (年 / 月 / 日) 班級： _____

小六上學期全級名次 (如適用者) 及全級人數： _____ (級名次) _____ (級人數)

小五下學期全級名次 (如適用者) 及全級人數： _____ (級名次) _____ (級人數)

獎項 (小五 - 小六) (包括品行、成績、課外活動) 及年份：

備註：不須要遞交小學推薦信

Holy Family Canossian College
Secondary 1 Discretionary Places (2025 – 2026)
Application Form

Name of Student: _____ (Eng)

Photo

_____ (Chi)

STRN:

Sex: _____

Age: _____

Date of Birth: _____ / _____ / _____ (day / month / year) Place of Birth: _____

Identity Card No. _____

Student's Email Address: _____

Address:

Tel. No. _____

Mobile phone no.: _____

Religion: _____

Name of Primary School: _____ (Eng)

_____ (Chi)

Date of Admission: _____ / _____ / _____ (year / month / date) Class: _____

Position in the 1st Term of P6 (*if applicable*): _____ (Position) _____ (Total no. of students)

Position in the 2nd Term of P5 (*if applicable*): _____ (Position) _____ (Total no. of students)

Awards and Prizes in Primary 5 to 6 (Including conduct, academic achievement, extra-curricular activities) and year:

Remark: There is no need to provide recommendation letters of the primary schools.