



Munsang College (Hong Kong Island)

港島民生書院

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Notes for Applications for Secondary One Discretionary Places 2024–25

1. **Application Form for Secondary 1 Discretionary Places** will be distributed at the school main entrance from 7:30 a.m. on 20 November 2023 onwards. It will also be available on the school website www.imsc.edu.hk.
2. Period of application: 2 January 2024 – 16 January 2024 (Late applications will not be entertained.)
Time of collection: Monday to Friday 7:30 a.m. - 6:00 p.m.
Saturday 8:30 a.m. - 12:00 noon
3. Applications should be dropped into the designated collection box at the school main entrance* **during the application period**. When submitting the application, please bring along **the applicant's original Identity Card** and the following documents:
 - (i) Completed Application Form for Secondary One Discretionary Places provided by the school;
 - (ii) Completed Application Form for Secondary One Discretionary Places provided by the Education Bureau;
 - (iii) Copies of the Applicant's Primary 5 and Primary 6 Report Cards;
 - (iv) Copies of Awards and Certificates or other relevant documents (the maximum number of copies being 8) ;
 - (v) A self-addressed envelope.

Points to note:

- For items (iii) and (iv), copies should be in A4 size. For item (iii), please be stapled together in chronological order. For item (iv), please be stapled together in order of significance.
- Item (v) will be used for sending notification letters to successful applicants. Please clearly state the applicant's name and address. No stamp is required.
- According to the Education Bureau, nomination letters from schools are not necessary.
- **Applications by mail or by fax are not accepted.**

*Applications may also be submitted via the SSPA e-Platform. Please refer to Notes (4) for the details.

4. Selection Criteria and Weighting

Selection Criteria	Weighting (Percentage)
Academic Performance	50
Extra-curricular Activities	10
Services	5
Talents and Skills	5
Interview	30

Only applicants with Grade B or above in Conduct in both Primary 5 and Primary 6 will be considered.

5. The school will shortlist around **300** applicants for the interview according to the Rank Order List provided by the Education Bureau and their conduct. For the marginal cases, the applicants' participation in extra-curricular activities and services, talents and skills will also be considered. The school will notify the selected applicants via email and publish the list on the school website on **6 March 2024**. The tentative date for the interview is **16 March 2024 (Saturday)**.
6. According to the Education Bureau, the school is required to notify parents of successful applicants by letter and phone on 27 March 2024. These notification arrangements are not applicable to reserve and unsuccessful applicants. Should there be any changes in correspondence address and/or phone number, please notify the school in writing.
7. In case of enquiries, please provide the school-based Application Number written on the Parent's Copy of the Application Form to ensure the privacy of applicants.

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Notes:

- (1) According to the Education Bureau, students are only allowed to apply for not more than two schools that have participated in the Secondary School Places Allocation. Otherwise, the chance of acquiring a discretionary place will be forfeited. Once an application is submitted, it cannot be retrieved or cancelled.
- (2) All information provided in the Application Form for Secondary One Discretionary Places will be kept confidential and only be used for this application.
- (3) The quota for Secondary One Discretionary Places offered by our school in the year 2024-25 is 50.
- (4) For **submission of application documents via the SSPA e-Platform**, please upload the following documents:
 - A copy of the Applicant's Identity Card;
 - Completed Application Form for Secondary One Discretionary Places provided by the school;
 - Copies of the Applicant's Primary 5 and Primary 6 Report Cards;
 - Copies of Awards and Certificates or other relevant documents (the maximum number of copies being 8).

Our school will issue a school-based application number to applicants who submit their applications via the SSPA e-Platform. This school-specific application number will be sent to parents by email no later than 19 January 2024. It is to be used for any subsequent inquiries.

- (5) For the non-participating students who are not included in the Rank Order List, our school will refer to their results shown on their report cards when shortlisting applicants for the interview.



2024-25 學年
中一自行分配學位申請辦法及須知

1. 申請表將於 2023 年 11 月 20 日 7:30 a.m. 起在本校正門派發。家長亦可於本校網頁 www.imsc.edu.hk 下載申請表。
2. 報名日期：2024 年 1 月 2 日至 2024 年 1 月 16 日（逾期申請恕不受理）
時間： 星期一至星期五 7:30 a.m. – 6:00 p.m.
 星期六 8:30 a.m. – 12:00 noon
3. 遞交申請表時，須出示申請學生的身份證正本，並將下列文件投入本校正門「中一自行分配學位申請表格收集處」。^{*}

須交回文件如下：

- (i) 已填妥本校的「中一自行分配學位申請表」；
- (ii) 已填妥教育局提供的「中一自行分配學位申請表」；
- (iii) 小五及小六（如適用）成績表影印本；
- (iv) 獎狀及證書或其他文件影印本（以八張作上限）；
- (v) 回郵信封一個。

注意事項：

- 項目(iii)及(iv)的文件須縮印成 A4 大小。項目(iii)按時間順序排列，項目(iv)按其重要性排列。
- 項目(v)用作通知正取學生，須清楚填寫申請學生姓名及地址，無需貼上郵票。
- 按教育局規定，申請人毋須提交學校推薦信。
- **本校恕不接受郵遞或傳真遞交申請。**

^{*}家長亦可透過教育局「中一派位電子平台」遞交申請，請見備註(4)。

4. 收生準則及比重：

收生準則	比重（百分比）
學業成績	50
課外活動	10
服務	5
專長	5
面試表現	30

申請學生小五及小六操行須達 B 等或以上。

5. 本校將參考教育局提供的「成績次第名單」及操行評級，甄選約 **300 名** 申請學生參加面試。在甄選邊緣個案時，本校會考慮學生在課外活動、服務和專長的表現。本校會於 **2024 年 3 月 6 日** 以電郵通知獲選學生，甄選名單亦會於同日在本校網頁公佈。面試日期暫定為 **2024 年 3 月 16 日（星期六）**。
6. 按教育局規定，本校須於 2024 年 3 月 27 日透過書面及電話通知正取學生，有關安排不包括備取及落選學生。申請學生的通訊地址及／或聯絡電話如有更改，請儘快以書面通知本校。
7. 如有查詢，必須提供申請表上家長存根的校本編號，否則本校不予回覆，以保障申請學生私隱。

港島民生書院

備註：

- (1) 按教育局規定，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自行分配學位，否則會被取消資格。申請表一經遞交，便不可撤回或取消。
- (2) 中一自行分配學位申請表所填之任何資料，校方將予保密，並祇用於處理有關申請事宜。
- (3) 2024-25 學年本校中一自行分配學位學額為 50 名。
- (4) **如透過教育局「中一派位電子平台」遞交申請**，需要上載以下文件：
 - 申請學生身份證明文件影印本；
 - 已填妥本校的「中一自行分配學位申請表」；
 - 小五及小六（如適用）成績表影印本；
 - 獎狀及證書或其他文件影印本（以八張作上限）。本校會為透過電子平台遞交申請者提供一個校本的申請編號用作日後查詢；該校本編號會在 2024 年 1 月 19 日前透過電郵通知家長。
- (5) 就沒有《成績次第名單》排名的非參加派位學生，本校在甄選學生參加面試時，會參考其成績表顯示的成績。