



SKH Bishop Mok Sau Tseng Secondary School

Application for Secondary One Discretionary Places (Admission to S1 in September 2025)

Notes to applicants:

1. Number of discretionary places (Admission to S1 in September 2025): 40
2. Application period: 2 January 2025 (Thursday) to 16 January 2025 (Thursday), both dates inclusive.
Applicants can obtain the application form in person or download the form from the school webpage (www.mst.edu.hk).
3. The application form can be filled out either in English or Chinese.
4. Submission of application forms
Applicants may submit the paper application forms in person, or they may submit their applications via the SSPA e-Platform.

5. Submission dates: **2 January 2025 (Thursday) to 16 January 2025 (Thursday)**

Time	Mondays to Fridays	8:30 am – 5:00 pm
	Saturdays	9:00 am – 12:00 noon
The school closed on Sundays and Public Holidays		

6. Applicants should hand in the following documents:

Applicable to all applicants:

- a. Copy of student's identification document (e.g. identity card) (**For applicants who submit application form in person, please bring along the original student's identification document for verification**)
- b. Our School Application Form
- c. Copies of report cards (the annual report cards of Primary 4 and Primary 5, and the report card of the first term of Primary 6)
- d. Copies of certificates or awards (if any)

(For applications via the SSPA e-Platform, please upload a copy of the students' identification documents, and save items b to d in one PDF file and upload to SSPA e-Platform.)

Applicable to submission of paper application forms (in person):

- e. EDB Application Form for Secondary 1 Discretionary Places
- f. Addressed Envelopes

For applicants who submit application in person: 2 addressed envelopes (1 of which is stamped, \$2.2 stamp for local mail)

*** Applicants do NOT need to submit letters of recommendation from primary school.**

7. Notice for students not studying in primary schools participating in SSPA 2023/25

For students not studying in participating primary schools (including returnee children, children newly arrived from the Mainland or overseas, and dependants of applicants whose applications for any of the various talent admission schemes are pending approval from the Immigration Department), they can apply for the issuance of the Application Forms from the School Places Allocation (SPA) Section of the EDB.

Parents/ guardians have submitted applications for any of the various talent admission schemes and have been issued with acknowledgement letters stating that their applications are pending approval, the students concerned (i.e. their dependants) can submit DP applications. However, to confirm eligibility for admission to public sector schools, parents/ guardians must present the dependants' valid visas/ entry permits, i.e. valid travel documents with endorsements or landing slips issued by the Immigration Department (e.g. "Top Talent Pass Scheme (Dependant) - Permission to remain extended until (date)") to our school on or before 12 March 2025 (Wednesday).

8. Selection criteria and weighting:

Criteria	Weighting
Applicant must obtain a grade B or above in their Conduct	
Academic Result: Grade B or above in Chinese Language, English Language and Mathematics (the EDB Rank Order will be considered)	50%
Participation in Extra-curricular Activities: P4-P6 internal and external awards and achievements in Extra-curricular Activities and services	25%
Performance at Interview: Communication skills, English proficiency, mathematical and logical thinking ability	25%

9. All applicants will be invited to attend an interview, which is scheduled tentatively on 15 February 2025 (Saturday). We will notify selected applicants individually their time and the format of the interview both by post and through the school webpage. If the student is absent from the interview, no supplementary interview will be arranged.

10. Notifying Successful Discretionary Places Applicants:

Parents of successful applicants of their children's inclusion in the Successful Lists for Discretionary Places will be notified by phone call and mail on 31 March 2025 (Monday). These notification arrangements are not applicable to reserve and unsuccessful applicants, nor are the notifications the allocation results. The parents concerned do not need to reply to the notifications.

11. The results of Discretionary Places and Central Allocation will be released at the same time on 8 July 2025 (Tuesday).

12. Enquiries: 2656-7804 (Mr. Chi Yeung HUNG, Ms. Phyllis CHAN)



聖公會莫壽增會督中學
中一自行分配學位(2025年9月入學)申請須知

一、本校中一自行分配學位名額：40名。

二、申請日期為2025年1月2日(星期四)至2025年1月16日(星期四)。申請人可於本校網頁(網址：www.mst.edu.hk)下載或親臨本校索取申請表。

三、申請表可以英文或中文填寫。

四、遞交申請表

申請人可親身遞交紙本申請表或透過教育局的「中一派位電子平台」SSPA e-Platform以電子方式遞交。

五、遞交申請表格日期：

2025年1月2日(星期四)至2025年1月16日(星期四)

時間	星期一至星期五	上午8:30-下午5:00
	星期六	上午9:00-正午12:00
	星期日及公眾假期休息	

六、申請人遞交申請表時，須連同以下文件一併提交：

所有申請人適用：

- 學生身份證明文件(如：身份證)副本(如親到本校遞交申請，請帶備學生身份證明文件正本以便核對)
- 本校申請表
- 小四、小五全年成績表及小六上學期成績表副本各乙份
- 獎狀/證書副本(如有)

(如透過教育局的「中一派位電子平台」SSPA e-Platform提交申請，請依平台指示上載學生身份證明文件副本，並把上述文件b至d項儲存為一個PDF檔案上載至平台。)

親身遞交紙本申請表的申請人適用：

- 教育局「中一自行分配學位申請表」
- 如親身遞交，須附寫上通訊地址及申請人姓名的回郵信封2個，其中1個須貼上足夠郵票(本地郵費\$2.2)

*申請人不需要提交小學推薦信

七、就讀於不參加 2023/25 派位的小學學生須知

如學生就讀於不參加派位的小學（包括回流兒童、內地或海外新來港兒童及正在等待入境事務處(入境處)簽發政府各項人才入境計劃申請結果的申請人的受養人），可往教育局學位分配組申領上述申請表。

若有關家長/ 監護人已遞交人才入境計劃的申請，並獲發通知書通知其申請正待審批，有關學生(即其受養人)可遞交中一自行分配學位申請，但家長/ 監護人必須於 2025 年 3 月 12 日(星期三)或之前向本校出示其受養人由入境處發出的有效簽證/ 進入許可，即蓋有簽注或附有入境標籤的有效旅行證件（例如「高端人才通行證計劃(受養人)—獲准逗留期限延至(日期)」），以證明其入讀公營學校的資格。

八、收生準則及比重：

項 目	比 重
申請人操行必須達乙級或以上	
學業成績：中文、英文及數學科達乙級或以上 (本校將參考教育局提供之成績名次)	50%
課外活動：校內外獎項／資歷／獎狀／服務（小四至小六）	25%
面試表現：溝通能力、英語水平、數學及邏輯思維能力	25%

九、本校將安排所有申請人參加面試，面試日期暫定為 2025 年 2 月 15 日（星期六）。本校將以書面通知申請人面試時間及形式，並將相關資訊上載至本校網頁。如申請人當天未能出席，本校將不會另作面試安排。

十、自行分配學位正取學生通知安排：

本校將於 2025 年 3 月 31 日（星期一）以電話及信件，通知正取學生家長其子女已獲本校納入自行分配學位正取學生名單。有關的通知安排不包括備取及落選學生，亦非派位結果，家長毋須就通知作出回應。

十一、 公布自行分配學位及統一派位結果日期：2025 年 7 月 8 日（星期二）

十二、 查詢：請致電 2656-7804 聯絡洪智揚先生或陳淑馨女士。



To be filled in by the School 此部份由校方填寫		
Ways of submission:	Date received	
In person / e-Platform*	Candidate No. Label	
Received by:		

SKH Bishop Mok Sau Tseng Secondary School

聖公會莫壽增會督中學

Application Form for Secondary One Discretionary Places (Admission to S1 in Sep 2025)

中一自行分配學位申請表(2025年9月中一入學適用)

(can be filled out either in English or Chinese 可用中或英文填寫)

Student Particular 學生資料

Name in English 英文姓名		Name in Chinese 中文姓名		Photo 相片
Student Reference No.# 教育局之學生編號#		Sex 性別	Age 年齡	
Identity Card No. 香港身份證號碼				
Date of Birth (dd/mm/yyyy) 出生日期		Place of Birth 出生地點		
Current Primary School 小學名稱				
Home Address 住址				
Name of Parent/Guardian 家長/監護人姓名		Relationship 與學生關係		Occupation 職業
E-mail address 電郵地址		Contact Tel.No. 聯絡電話		
Father/mother/brothers/sisters who studied/are studying in our school* 曾在/現在本校就讀父/母/兄/姊*	Name 姓名		Class at present 現就讀班級	Year of Graduation of S5/S6/S7* 中五/中六/中七畢業年份*

Please refer to the Student Reference No. on the EDB S1 Discretionary Places Application Form
(請參考教育局中一自行分配學位申請表內之學生編號)

* Please delete as appropriate (請刪去不適用者)

Conduct and Academic Performance 操行及學業表現

	Conduct 操行	Chinese 中文	English 英文	Maths. 數學	Class Position / Number of students in class (if any) 班名次/班人數 (如有)	Form position / Number of students in form (if any) 級名次/級人數 (如有)
Example(例)	A	A	B	A	5/35	12/72
P5 1 st term 小五第一學期						
P5 2 nd term 小五第二學期						
P5 3 rd term [^] 小五第三學期 [^]						
P6 1 st term 小六第一學期						

[^]If applicable (如適用)

P4-P6 Internal & External Awards or Achievements 校內外獎項/資歷/獎狀(小四至小六)**1. Academic 學術**

Item 項目	Term 學期	Award/achievement 獎項 / 資歷 / 獎狀

2. Sports, Aesthetics (Arts and Music) and Cultural (Dance and Drama) 體育、藝術及文化活動

Item 項目	Term 學期	Award/achievement 獎項 / 資歷 / 獎狀

3. Service 服務

Item 項目	Term 學期	Award/achievement 獎項 / 資歷 / 獎狀

4. Others 其他

Item 項目	Term 學期	Award/achievement 獎項 / 資歷 / 獎狀

(Use additional paper if the space provided is not adequate. Please follow the table format.)

(如表格不敷應用，請參考上列各表自行印製並填上資料。)

Information/documents submitted 呈交資料/文件

The following information / documents have been attached. Please tick the appropriate box.

如已附上以下資料，請於方格內填上「✓」號

<u>Applicable to all applicants</u> 所有申請人適用	<u>Applicable to submission of paper application forms in person</u> 親身遞交紙本申請表的申請人適用
<input type="checkbox"/> Copy of student's identification document 學生身份證明文件副本	<input type="checkbox"/> EDB Application Form for S1 Discretionary Places 教育局之「中一自行分配學位申請表」
<input type="checkbox"/> SKH Bishop Mok Sau Tseng Secondary School Application Form for S1 Discretionary Places 聖公會莫壽增會督中學之「中一自行分配學位申請表」	<input type="checkbox"/> stamp-addressed envelopes* 已附郵票及地址之回郵信封*
<input type="checkbox"/> Copies of P4 (Annual), P5(Annual) and P6 (first term) report cards 小四、小五全年及小六上學期成績表副本	
<input type="checkbox"/> Copies of certificates or awards 獎狀 / 證書副本	

*Please refer to application guideline point 6f. 請參考申請須知第六項 f 點。

Declaration (聲明)

I declare that:

1. I understand that the personal data provided by means of this form will be used for processing application for S1 discretionary places. They may be disclosed to the Education Bureau for the purpose of the aforesaid application where necessary.
2. To the best of my knowledge and belief the information contained in this form is true and correct.

本人聲明

1. 本人明白此表格提供的個人資料，將用以辦理申請學位事宜。如有需要，學校可能會把這些資料提交教育局作為上述申請之用。
2. 此表格內的資料全屬正確無訛。

Date

日期

Name of Parent /Guardian*

家長 / 監護人姓名*

Signature of Parent/Guardian*

家長 / 監護人簽署*

*Please delete as appropriate (請刪去不適用者)

Remarks:

1. The information/documents collected and attached to this application form are strictly used for the application of S1 places and will be destroyed after use.
2. To avoid a delay or refusal of the application, the information / documents submitted must be authentic and comprehensive.

註：

1. 本表格所搜集之資料純用作學生申請本校中一級學位之用，在完成所需程序後，此等資料將予銷毀。
2. 閣下必須確保提供真實及充份之資料，否則閣下之申請可能被延誤或拒絕。