



Christian & Missionary Alliance Sun Kei Secondary School

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Important Notes for Application for Secondary One Discretionary Places 2023-2024

1. The number of Secondary One Discretionary Places available for application is 40.
2. Application period is from 3rd January, 2023 to 17th January, 2023 inclusive.
Office Hours: Monday to Friday: 8:30 a.m. – 5:00 p.m.;
Saturday: 9:00 a.m. – 12:00 noon
3. Application forms and notes can be obtained at the school office or downloaded from the school website (<http://www.skss.edu.hk>).
4. The application form must be returned to the School Office by 5:00 p.m. on or before Tuesday, 17th January, 2023 in person or by post. (The postmark date should not be later than the prescribed deadline.)
5. Please put the Application Form for S1 Discretionary Place from the Education Bureau, the duly completed application form from our school, TWO self-addressed stamped (\$2.2) return envelopes and the following documents into an A4 sized envelope and return it to the school office in person or by post.

a.	A photocopy of Birth Certificate
b.	A photocopy of Hong Kong Identity Card
c.	Photocopies of Primary 5 academic reports
d.	A photocopy of Primary 6 First Term academic report (if any)
e.	Photocopies of certificates for awards, extra-curricular activities and services (recent 3 years, if any)

The school will issue a Counterfoil of the Application Form issued by the Education Bureau for parents to acknowledge the receipt of the application. Extra documents will not be considered and recommendation letter from the primary school is NOT required. For environmental protection, parents are suggested to use brown paper envelopes instead of plastic folders.

6. The admission criteria and weightings are as follows:

Academic Performance:	50%
Interview (Language, Attributes, Logical Thinking, Problem Solving, Collaboration and Communication):	30%
Conduct, Talents and Services:	20%

If there is a cancellation of face-to-face interview, the interview will be changed to online mode on the same day and the revised admission criteria and weightings are as follows:

Academic Performance:	60%
Interview (Language, Attributes, Logical Thinking, Problem Solving, Collaboration and Communication):	20%
Conduct, Talents and Services:	20%

7. Interview
 - a. All applicants will be interviewed on 4th March, 2023 (Saturday) on face-to-face basis.
 - b. Applicants will be notified of the interview details by post in mid-February.
8. Parents of all successful applicants will be notified by post and phone on 31st March, 2023.
9. The personal data collected will only be used for the purpose of processing application for admission to our school. All information on the application form will be kept strictly confidential. If there is any update, the version on the school website will prevail.

Late submissions and incomplete applications will not be considered.



基督教宣道會宣基中學

地址：新界西貢將軍澳唐俊街六號

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二零二三至二零二四年度中一自行分配學位申請須知

1. 可供申請的中一自行分配學位名額為 40 個。
2. 申請日期為二零二三年一月三日至十七日(包括首尾兩日)
校務處辦公時間為：星期一至五：上午八時三十分至下午五時；
星期六：上午九時至中午十二時
3. 申請表及須知可於辦公時間內親臨本校校務處索取或於學校網頁(<http://www.skss.edu.hk>)下載。
4. 截止申請日期：二零二三年一月十七日(星期二) 下午五時，請於辦公時間內親臨本校校務處遞交或郵遞到本校。(郵遞申請以郵截日期為準)
5. 遞交表格方法及注意事項：請把教育局「中一自行分配學位申請表」、本校申請表及兩個貼上\$2.2 郵票之回郵信封，連同下列文件之影印本放入 A4 公文袋內，交往本校一樓校務處或郵遞到本校。

a. 出生證明書
b. 身份證
c. 小五上、下學期成績表
d. 小六上學期成績表(如有)
e. 最近三年獲獎獎狀、服務或考試證書(如有)

屆時申請人將獲發教育局「中一自行分配學位申請表」之「家長存根」，以作確認。
除以上文件外，其他文件將不會列入評審範圍內，申請人無須提交小學推薦信。
此外，為響應環保及減少浪費，請家長使用 A4 公文袋，避免使用塑膠文件夾。

6. 有關收生準則及比重如下：

學業成績：	50%
面試表現(語文、品格素養、邏輯思維、解難、協作及溝通)：	30%
操行、體藝及服務：	20%

如因特殊情況而取消實體面試，將改以同日網上模式進行。有關收生準則及比重修訂如下：

學業成績：	60%
面試表現(語文、品格素養、邏輯思維、解難、協作及溝通)：	20%
操行、體藝及服務：	20%

7. 面試安排
 - a. 所有申請者將於二零二三年三月四日(星期六)進行實體面試。
 - b. 校方將於二月中旬以郵遞方式通知申請人有關面試詳情。
8. 所有正取學生的家長將於二零二三年三月三十一日獲校方書面及電話通知。
9. 申請資料絕對保密，只用作申請本校中一學位。以上資料如有更改，以學校網頁為準。

逾 期 遞 交 或 文 件 不 足 者 ， 申 請 恕 不 處 理 。