

# Sha Tin Government Secondary School

Secondary 1 (S1) Discretionary Places (DP) 2024-2025

## Application Information

1. Quota

✧ Number of STGSS Discretionary Places: **43**

2. Distribution of Application Form:

✧ Date: **25 November 2023 (Saturday) to 16 January 2024 (Tuesday)**

✧ Method: To download from our School Website (<https://www.stgss.edu.hk>) or to obtain at our School General Office

✧ Office hours: Monday to Friday : 8:30 am to 4:30 pm  
Saturday : 9:15 am to 11:45 am (Closed on Sundays and public holidays)

3. Submission of Application Form (e-applications / paper application form):

Date: **2 January 2024 (Tuesday) to 16 January 2024 (Tuesday)**

An application will only be considered if the duly completed application form is returned to our School General Office/ submitted via SSPA e-Platform **on or before 16 January 2024 (Tuesday)**.

	<b>Paper Application Form</b>	<b>E-application</b>
Venue:	School General Office (office hours stated above)	SSPA e-Platform
Documents required:	<p>Please staple in the order listed below (<b>please do not submit the documents with FOLDERS</b>):</p> <ol style="list-style-type: none"> <li>The duly completed ‘Application Form for S1 Discretionary Places’ issued by EDB (all 3 parts intact)</li> <li>Photocopy of HKID Card (<b>bringing along the original</b>)</li> <li>STGSS Application Form</li> <li>Photocopies of school reports for Primary 4, Primary 5 and Primary 6</li> <li>Photocopies of the certificates of commendation and achievements listed on STGSS Application Form (place the certificates in the same order as the list)</li> </ol>	<p><b>Please be reminded that the total size of documents submitted to two schools via e-platform must be <u>25MB</u> or less</b></p> <ol style="list-style-type: none"> <li>Photocopy of HKID Card</li> <li>STGSS Application Form</li> <li>Photocopies of school reports for Primary 4, Primary 5 and Primary 6</li> <li>Photocopies of the certificates of commendation and achievements listed on STGSS Application Form (place the certificates in the same order as the list)</li> </ol> <p style="text-align: right;">Please save in ONE PDF file.</p>

Notes:

- There is no need to provide recommendation letters of the primary schools.
- Applicants may apply to **not more than TWO** participating secondary schools, otherwise your chance of acquiring a discretionary place will be **forfeited**.
- If the **school report of Primary 6 (1st term)** is not ready before the deadline, the applicant can send the photocopy of the report to the School General Office **on or before 23 February 2024 (Friday)**. Please write your application number on the photocopy (if applicable).
- According to the EDB guidelines, our school assume no responsibility for Application Forms sent by mail or submitted after the deadline.
- Parents should also note that once submitted, disregard in paper form or via the SSPA e-Platform, the Application Form for Secondary One Discretionary Place **cannot be retrieved or cancelled**, and **no change** can be made to the order of school preference.

4. Admission Criteria and Weighting:

<b>Prerequisite: Student has obtained good or excellent conduct in Primary 5 and Primary 6</b>		
<b>Criteria</b>	<b>Preliminary Weighting (%)</b>	<b>Overall Weighting</b>
I. Rank Order (provided by the EDB)	30%	Two-third of the overall weighting
II. Academic Results	25%	
III. Extra-curricular Activities	25%	
IV. Awards & Prizes	20%	
V. Interview Performance	100%	One-third of the overall weighting

5. Interview:

- ✧ Date of interview: **16 March 2024 (Saturday)**.
- ✧ Interview letters will be mailed on 4 March 2024 (Monday).
- ✧ The interview will be conducted in both English and Cantonese. The interview will test students' language proficiency, knowledge of Mathematics and Science and critical thinking skills, etc.
- ✧ **NO makeup interviews** will be arranged for latecomers or absentees.

6. Release of results:

- ✧ Parents of successful applicants of their children's inclusion in the Successful Lists for Discretionary Places will be notified by letter and phone on **27 March 2024 (Wednesday)**. Parents of successful applicants, who are registered as SSPA e-Platform users, can view the notifications in the SSPA e-Platform.
- ✧ All participating students will receive the SSPA allocation results (including results at the Discretionary Places and Central Allocation stages) on **9 July 2024 (Tuesday)**.

7. Personal Information Collection Statement:

The personal data provided by means of our S1 Discretionary Places Application form will be used for processing application for S1 DP. They may be disclosed to the Education Bureau for school places allocation or other educational purposes. The provision of personal data by means of the S1 DP form is obligatory. If an applicant does not provide sufficient information, the school may not be able to process the application. The applicant has the right to request access or correction of his/her personal data in light of the Personal Data (Privacy) Ordinance. Request for access to or correction of personal data should be made in writing to our Principal at 11-17 Man Lai Road, Sha Tin, N.T.