

Holy Family Canossian College

Admission Procedures and Criteria for Secondary 1 Discretionary Places (2019-2020)

1. Application Period

3 January 2019 – 17 January 2019

2. Office Hours:

Monday to Friday 8:30 a.m. – 5:00 p.m.
Saturday 9:00 a.m. – 12:30 p.m.

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 (<http://hfcc.school.net.hk>)

(2) The following documents* must be submitted **in person** to the School Office of Holy Family Canossian College within the Application Period:

- i) Completed Application Form of the school;
- ii) Completed Application Form issued by the EDB;
- iii) A copy each of Primary 5 Mid-year and Final Academic Reports and Primary 6 Mid-year Academic Report (if applicable)**;
- iv) Copies of awards and certificates received in Primary 5 and 6 (if applicable)**;
- v) 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) and (iv) should be in A4 size.**

4. Admission Criteria and Weightings

(1) Assessment of applicants' performance in primary school (70%)

- (i) 40%: Academic performance (Academic results in Primary 5 mid-year and final reports and Primary 6 mid-year report as well as Position in Discretionary Rank Order List)
- (ii) 30%: Conduct, Extra-curricular activities, Talents, Skills, Awards and Responsibilities

(2) Interview (30%)

All applicants will be invited to attend a group interview in March 2019.

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 2019-2020.

嘉諾撒聖家書院
「2019-2020 年度 中一自行分配學位」收生程序及準則

一. 申請日期

2019 年 1 月 3 日至 2019 年 1 月 17 日

二. 辦公時間

星期一至五：上午 8 時 30 分至下午 5 時 00 分

星期六：上午 9 時至下午 12 時 30 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 <http://hfcc.school.net.hk> 下載申請表格。
2. 申請人須於申請期內親到本校交回下列有關文件*：
 - 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) 小五上、下學期及小六上學期（如適用者）的成績表影印本**；
 - iv) 獎狀、證書影印本（如適用者）**；
 - v) 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 及 iv 項文件須以 A4 紙尺寸影印。

四. 收生準則及比重

- (1) 評估申請人在小學階段的表現 (70%)
 - (i) 40%：學術表現（小五及小六的校內學業成績及由教育局發出的「申請學生成績次第名單」）
 - (ii) 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 2019 年 3 月期間以小組形式進行面試。

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. 2019-2020 年度本校自行收生學額為 43 名。