

**Holy Family Canossian College**  
**Admission Procedures and Criteria for Secondary 1 Discretionary Places (2024-2025)**

**1. Application Period**

2 January 2024 – 16 January 2024

**2. Office Hours:**

Monday to Friday      8:30 a.m. – 4:00 p.m.  
Saturday                9:00 a.m. – 12:00 noon

**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** or **by post (the postmark date should not be later than the prescribed deadline)** 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) Photocopy of student's identification documents (Birth Certificate or Identity Card or Passport)\*\*
  - iv) A copy each of Primary 5 Final Academic Reports and Primary 6 Mid-year Academic Report (if applicable)\*\*;
  - v) Copies of awards and certificates received in Primary 5 and 6 (if applicable)\*\*;
  - vi) 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), (iv) and (v) should be in A4 size.**

**4. Admission Criteria and Weightings**

- (1) Assessment of applicants' performance in primary school (70%)
  - (i) Academic Performance (40%)
    - Academic Results in Primary 5 Final Report and Primary 6 Mid-year Report
    - Position in Discretionary Rank Order List
  - (ii) Other performance (30%)
    - Conduct
    - Extracurricular Activities
    - Talents & Skills
    - Awards & Responsibilities
- (2) Interview (30%)

**All applicants will be invited to attend a group interview on 3 February 2024 (Saturday).**

**Parents of successful applicants will be notified of their children's inclusion in our school's Successful Lists for Discretionary Places by letter and phone on 27 March 2024 (Wednesday).**

**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 2024-2025.

嘉諾撒聖家書院  
「2024-2025 年度 中一自行分配學位」收生程序及準則

一、申請日期

2024 年 1 月 2 日至 2024 年 1 月 16 日

二、辦公時間

星期一至五                    上午 8 時 30 分至下午 4 時 00 分  
星期六                        上午 9 時 00 分至中午 12 時 00 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或郵寄到本校（以郵戳日期為準）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) 學生身份證明文件影印本（出生證明或身份證或護照）\*\*；
  - iv) 小五下學期及小六上學期（如適用者）的成績表影印本\*\*；
  - v) 獎狀、證書影印本（如適用者）\*\*；
  - vi) 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), (iv) 及 (v) 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) 學術表現 (40%)
    - 小五下學期及小六上學期的校內學業成績
    - 由教育局發出的「申請學生成績次第名單」
  - (ii) 其他表現 (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 2024 年 2 月 3 日（六）以小組形式進行面試。

正取學生家長將於 2024 年 3 月 27 日（三）透過書面及電話獲通知其子女已獲本校納入自行分配學位正取學生名單。

**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. 2024-2025 年度本校自行收生學額為 43 名。

**Holy Family Canossian College**  
**Secondary 1 Discretionary Places (2024 – 2025)**  
**Application Form**

Name of Student: \_\_\_\_\_ (Eng)

Photo

\_\_\_\_\_ (Chi)

STRN:

Sex: \_\_\_\_\_

Age: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year) Place of Birth: \_\_\_\_\_

Identity Card No. \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_

Mobile phone no.: \_\_\_\_\_

Religion: \_\_\_\_\_

Name of Primary School: \_\_\_\_\_ (Eng)

\_\_\_\_\_ (Chi)

Date of Admission: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (year / month / date) Class: \_\_\_\_\_

Position in the 1<sup>st</sup> Term of P6 (*if applicable*): \_\_\_\_\_ (Position) \_\_\_\_\_ (Total no. of students)

Position in the 2<sup>nd</sup> Term of P5 (*if applicable*): \_\_\_\_\_ (Position) \_\_\_\_\_ (Total no. of students)

Awards and Prizes in Primary 5 to 6 (Including conduct, academic achievement, extra-curricular activities) and year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remark: There is no need to provide recommendation letters of the primary schools.**

嘉諾撒聖家書院

「2024 - 2025 年度 中一自行分配學位」

申請表格

學生姓名： \_\_\_\_\_ (英文) 相片

\_\_\_\_\_ (中文)

學生編號 (STRN) :

性 別： \_\_\_\_\_ 年 齡： \_\_\_\_\_

出生日期： \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (年 / 月 / 日) 出生地點： \_\_\_\_\_

身分證號碼： \_\_\_\_\_ 學生電郵地址： \_\_\_\_\_

地 址： \_\_\_\_\_

\_\_\_\_\_

電 話： \_\_\_\_\_ 手提電話： \_\_\_\_\_ 宗教： \_\_\_\_\_

現時就讀小學： \_\_\_\_\_ (英文)

\_\_\_\_\_ (中文)

入讀上述小學日期及班級： \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (年 / 月 / 日) 班級： \_\_\_\_\_

小六上學期全級名次 (如適用者) 及全級人數： \_\_\_\_\_ (級名次) \_\_\_\_\_ (級人數)

小五下學期全級名次 (如適用者) 及全級人數： \_\_\_\_\_ (級名次) \_\_\_\_\_ (級人數)

獎項 (小五 - 小六) (包括品行、成績、課外活動) 及年份：

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

備註：不須要遞交小學推薦信