

# Lock Tao Secondary School

## Application Form for Secondary One Discretionary Places (Academic Year 2023/2024 Intake)

### Application Procedures

- 1) Application forms can be obtained from our school or be downloaded at [www.locktao.edu.hk](http://www.locktao.edu.hk) from 3/1/2023 to 17/1/2023. Applicants should submit the application form and the following documents to our school in person<sup>△Remarks</sup> between 3/1/2023 and 17/1/2023\*:
  1. Application Form for S1 Discretionary Places (Original copy issued by EDB)
  2. Completed Application Form issued by Lock Tao Secondary School
  3. A recent student photo
  4. Photocopies of School Reports for P.5
  5. Photocopy of School Report for P.6 1<sup>st</sup> term examination (If the School Report has not been issued, please submit it in person or by post on or before 24/2/2023)
  6. Photocopy of extra-curricular activities, services and prize records
  7. Photocopy of Hong Kong Identity Card or Birth Certificate (provide original for checking)
  8. 2 self-addressed stamped envelopes
  - \* There is no need to provide a recommendation letter from primary school.
  - \* Regardless of admission being accepted or refused, all the documents that are submitted to our school will not be returned.
  - \* Please use A4 size paper for all photocopies.
  - \* Each Primary 6 student can apply for only two schools, otherwise he/she will be disqualified by the Education Bureau (EDB).
- 2) Service hours for distribution and submission of application forms:  
Monday to Friday : 9:00 am – 5:00 pm  
Saturday : 9:00 am – 12:00 noon
- 3) The number of Discretionary places is 30
- 4) All applicants will be invited to attend an interview on 4/3/2023 or 11/3/2023. Details of the interview will be announced separately.
- 5) Selection Results: The results of S.1 Discretionary Places Stage will be released on 31/3/2023. Parents will be notified about the admission in writing and via phone. Accepted applicants must go through the registration procedures published by the Education Bureau.

### Admission Criteria and Weightings:

1. Academic Performance	: 30%
2. EDB Ranking of Academic Performance	: 20%
3. Conduct	: 20%
4. Awards	: 10%
5. Extra-curricular activities	: 10%
6. Interview	: 10%

#### △Remarks:

1. In view of the COVID-19 epidemic situation, the EDB informs schools that submission of DP applications by post will be continued for this SSPA cycle. Should Primary 6 (P6) students/parents have genuine difficulties in submitting the Application Forms for Secondary One Discretionary Place (Application Forms) to secondary schools they intend to apply to in person by themselves or by their authorised representatives, parents could thoroughly consider the needs and associated risks, and arrange to submit the Application Forms and other documents required by the secondary school by post between 3 January (Tuesday) and 17 January (Tuesday), both dates inclusive (the postmark date should not be later than the prescribed deadline). After receiving parents' application by post, secondary schools should return the Parents' Copy of the Application Form to parents by for post for retention.
2. In line with the "Smart Government" strategy, the Education Bureau will implement comprehensive digitalization of S1 admission by phases starting from 2023. For parents registered as SSPA e-Platform users and bound their account with "iAM Smart+", apart from the paper Application Form. They may also choose to submit DP applications via the SSPA e-Platform.



**Notes to Parents/ Guardians:**

1. The personal data you have provided in this form is for the purpose of selecting the application of “Secondary One Discretionary Places”. Personal information provided in this form is voluntary. However, if you do not provide sufficient and correct information, the school may not be able to process the application.
2. The personal data you provided in this form will be used by the school to provide information to Education Bureau.
3. Under the terms of Personal Data Privacy Ordinance, you have the right to request to access and amend the personal data. Such requests should be made in writing to the school. All information will be destroyed upon the completion of the “Secondary One Discretionary Places” application process.
4. Copies of this form and the student transcripts should be returned to our school on or before 17/1/2023. The school will not accept late applications and withdrawn applications.

**For Official Use**

Date of submission : \_\_\_\_\_

Submitted all documents :  (Documents not submitted : \_\_\_\_\_)

Receiver : \_\_\_\_\_ Signature : \_\_\_\_\_

Date of interview: \_\_\_\_\_ Time: \_\_\_\_\_ Remarks: \_\_\_\_\_

**Admission Criteria :**

1. Academic performance (30%) : \_\_\_\_\_
2. EDB Ranking of Academic Performance (20%) : \_\_\_\_\_
3. Conduct (20%) : \_\_\_\_\_
4. Awards (10%) : \_\_\_\_\_
5. Extra-curricular activities (10%) : \_\_\_\_\_
6. Interview (10%) : \_\_\_\_\_

Comments : \_\_\_\_\_  
\_\_\_\_\_

Signature of teacher in-charge : \_\_\_\_\_ Remarks : \_\_\_\_\_

Interview Result: Offer :  No Offer :