

**Lock Tao Secondary School**  
**Application Form for Secondary One Discretionary Places**  
**(Academic Year 2024/2025 Intake)**  
**Guidance Notes**

## **Application Procedures**

- 1) Collection of application form:  
Application forms can be obtained from our school or downloaded at [www.locktao.edu.hk](http://www.locktao.edu.hk) from now until 16/1/2024.
- 2) Date of submission of application form:  
Between 2/1/2024 and 16/1/2024.
- 3) Service hours for distribution and submission of application form:  
Monday to Friday : 9:00 am – 5:00 pm  
Saturday : 9:00 am – 12:00 noon
- 4) Documents required when submitting the application form:
  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 1st term examination (If the School Report has not been issued, please submit it in person or by post on or before 23/2/2024)
  6. Photocopy of extra-curricular activities, services and prize records
  7. Photocopy of Hong Kong Identity Card or Birth Certificate
  8. 2 self-addressed stamped envelopes (The student's name and address must be clearly written on the envelope and sufficient postage of \$2.2 must be affixed)
- 5) Submission of application form:
  1. Visit our school in person to submit the application form. **OR**
  2. Submit an application through the “Secondary School Places Allocation e-Platform” (SSPA e-Platform, eSSPA): only applicable to parents whose accounts have successfully registered as “iAM Smart+”. Parents are required to upload the documents listed in items (2) to (7) above.
- 6) Points to consider when submitting the application form:
  1. There is no need to provide a recommendation letter from primary school.

2. Regardless of admission being accepted or refused, all the documents that are submitted to our school will not be returned.
  3. Please use A4 size paper for all photocopies.
  4. Each Primary 6 student can apply for only two schools, otherwise he/she will be disqualified by the Education Bureau (EDB).
- 7) Interview:  
All applicants will be invited to attend an interview on 2/3/2024 or 9/3/2024. Details of the interview will be announced separately.
- 8) Selection Results:  
The results of S.1 Discretionary Places Stage will be released on 27/3/2024. Parents of successful DP applicants will be notified about the admission in writing and via phone. Accepted applicants must go through the registration procedures published by the Education Bureau.
- 9) The number of Discretionary places is 30.

## **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% |



### **Notes to Parents/ Guardians**

1. Copies of this form and the student transcripts should be returned to our school on or before 16/1/2024.
2. The school will not accept late applications and withdrawn applications.

### **Personal Information Collection Statement**

1. Purpose of Personal Information Collection: All personal data collected in the application forms of the school will only be used for processing the related application.
2. Provision of Personal Information: The applicant is responsible for providing correct and up-to-date information to the school. In case of any changes to the information in the application forms, the applicant must contact the school as soon as possible.
3. Transferral of Personal Information: The school will not transfer the personal data collected to any third party, unless the individual concerned has given express consent for a change of use of data or such use is permitted by law. However, in case the school is only processing the application on behalf of another organiser, the school may transfer the personal data collected to the related organiser when processing the application.
4. Access to and Correction of Personal Information: The applicant has the right to request access to and correction of their personal data. For access to and correction of personal data submitted, please contact the School Office through email school@locktao.edu.hk.
5. Duration of retention of personal data: Once the application process is finished, the information will be destroyed for unsuccessful applicants.

### **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 :