



Christian Alliance Cheng Wing Gee College

宣道會鄭榮之中學

Address: 12-14 Chik Wan Street, Tai Wai, Sha Tin, N.T. 地址：新界沙田大圍積運街 12-14 號

Telephone 電話: 2604 9762 Facsimile 傳真: 2601 6758 Email 電郵: school@cwgc.edu.hk

Guidelines on Application for S.1 Discretionary Places 2022 – 2023

中一自行分配學位申請辦法

1. Distribute Application Forms 派發申請表

Date 日期：20 / 11 / 2021 – 17 / 1 / 2022

Obtain the form in person from the school General Office or download the form from the school website www.cwgc.edu.hk.

親臨本校校務處索取申請表 (無需帶任何證明文件) 或 於本校網頁 www.cwgc.edu.hk 下載申請表。



2. Return Application Forms 交回申請表

Date 日期：03 / 1 / 2022 - 17 / 01 / 2022 *

Monday to Friday: 09:00 – 12:00 & 14:00 – 16:00 星期一至五：上午 9 時至 12 時及下午 2 時至 4 時

Saturday: 09:00 – 12:00 星期六：上午 9 時至 12 時

* Both dates inclusive. The postmark date should not be later than the prescribed deadline for application by post.

包括首尾兩日。以郵寄方式遞交申請者，申請日期以信封上郵戳所示日期為準。

(1) Complete **【Part A】** of the Application Form, and return with the following documents (staple in order).

All photocopy documents should be in A4 size.

填妥申請表 **【甲部】**，連同下列文件按次序釘好。所有文件均須用 A4 紙影印。

① **【Part A】** of the Application Form

申請表 **【甲部】**

② Photocopy of school reports for P5 and P6

小五、小六成績表副本

③ Photocopy of relevant certificates, awards and / or proof of extra-curricular activities

獎狀及其他相關文件之副本

** Recommendation letters from primary schools are **NOT** required.

毋須提交小學推薦信。

(2) Complete **【Part B】** of the Application Form, and prepare **two** self-addressed envelopes with stamps, and student's name in both Chinese and English.

填妥申請表 **【乙部】**，預備長形回郵信封兩個，貼上足額郵票，以及寫上地址、學生之中英文姓名。

(3) Submit the application forms and documents **in person** to the General Office.

DO NOT staple documents in item (1) with **【Part B】** of the application form and the self-addressed envelopes.

將上述表格及相關文件親自交回本校校務處。

請勿將上述第(1)項之文件與申請表 **【乙部】** 及回郵信封釘在一起。

(4) Parents should also bring the following items when submitting the application documents in person:

如親臨本校遞交申請表，請同時帶備：

① Application Form for S1 Discretionary Place issued by EDB

The school will collect the School Copy and the EDB Copy of the Application Form. Parents can keep the Parent's Copy of the Application Form bearing the school chop.

教育局中一自行分配學位申請表

本校會在各存根蓋印，並收取「學校存根」及「教育局存根」。「家長存根」則交回家長自行保存。

② The original of student's identification document (e.g., Birth certificate, Identity card or passport)

It is used for verifying the identity of student.

學生身份證明文件(例如：出世紙、身份證、護照)之正本

用以查核學生之身份。

(5) Parents submitting their application forms by post should attach a total of **three** self-addressed envelopes with stamps, and student's name in both Chinese and English. Please also attach the photocopy of student's identification document. Our school will contact applicants by phone upon receiving the application. The Parent's Copy of the Application Form, after stamped with the school chop, will be mailed to applicants for retention.

如申請者選擇以郵寄方式遞交申請資料，則須預備三個回郵信封，並附上學生身份證明文件之副本。

校方收到申請資料後，會致電確認，並寄回「家長存根」。



3. Interview Day 面試日

Date 日期：26 / 02 / 2022

From 09:00 上午 9 時開始

(1) **ALL** applicants will be invited for an interview. Notification letter will be sent at the end of January.

所有申請者均會獲得面試機會。本校將於一月尾發信通知申請者參加面試。

(2) If applicants do not receive the letter **by 11/02/22**, please contact the school General Office from 14/02/22 to 15/02/22.

申請者如在 **11/02/22** 仍未收到通知，請於 14/02/22 至 15/02/22 期間致電本校校務處查詢。

(3) Individual interview will be arranged and conducted in both Cantonese and English.

面試以個人形式進行，所用語言為廣東話及英語。

(4) As the interview schedule is very tight, unless the arranged interview clash with the interview of another school, no re-schedule of interview will be arranged. To make re-arrangement for the interview, please come to the General Office **in person** from **17/02/22 to 18/02/22** and collect a **confirmation letter**.

由於面試人數眾多，除非申請者的面試時間與另一所中學的面試時間相撞，否則本校不會更改面試時間。如需更改面試時間，請於 **17/02/22 至 18/02/22 期間親臨**本校校務處申請更改面試時間，並領取更改時間確認信。

(5) Should the interview be cancelled due to the pandemic or school suspension by EDB, the school will announce the update arrangement on the school website.

面試安排可能會因為疫情或其他原因而變更，請留意本校網頁公布之最新安排。

4. Release of result by the school 學校公布取錄結果

Date 日期：31 / 03 / 2022

The school will notify parents of all successful applicants by phone and letter. Exclude those in waiting list and unsuccessful applicants, and this is NOT the final admission result.

學校將會以書面及電話通知所有自行分配學位的正取學生。不包括備取及落選學生，此亦非正式派位結果。

5. Release of result by EDB 教育局公布派位結果

Date 日期：12 / 07 / 2022

The results of Discretionary Places and Central Allocation will be released by the EDB. Students should report to the school to complete the registration procedure.

教育局公布中央統一派位結果。獲取錄者須按教育局公布的安排到本校辦理註冊手續。

6. Admission Criteria and Weightings 收生準則

(1) Number of Discretionary Places 本校中一自行分配名額: 40

(2) Admission Criteria and Weightings 收生準則：

Rank order provided by the EDB 教育局提供之成績次第及校內成績	45%
Conduct 操行表現	10%
Extra-curricular activities / services 課外活動 / 服務	10%
Special talents / skills 特別才藝 / 技能	10%
Performance at interview 面試表現	25%

(3) Each student may apply to NOT more than two secondary schools, otherwise his/her chance of acquiring a discretionary place will be forfeited.

每名學生只可向不多於兩所中學申請中一自行分配學位，否則將被取消申請資格。

(4) All documents submitted by the applicants will not be returned and will be destroyed after completion of the admission procedures.

申請者已繳交之文件將不獲發還，並會於派位結果公布後註銷。



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S.1 Discretionary Places 2022-2023

Application Form 【Part A】

中一自行分配學位申請表【甲部】

Office Use Only 校方填寫

Reference No. 申請編號：

Name in English 英文姓名：_____

Name in Chinese 中文姓名：_____

Student Reference No. 教育局學生編號：_____

Gender 性別：_____ Date of Birth 出生日期：_____

H.K.I.D Card No. 香港身份證號碼：_____

Primary School 就讀小學：_____

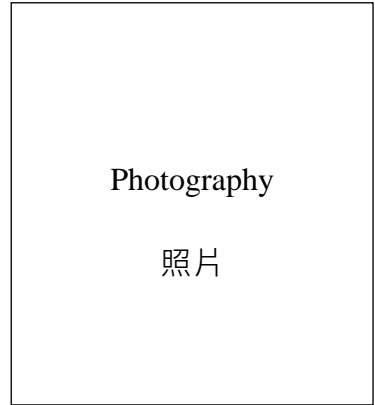
Parent / Guardian Name 家長 / 監護人姓名：_____ Relationship 關係：_____

Sibling studying in our school (if any) 在本校就讀之兄姊 (如有)：

Name 姓名：_____ Class 班別：_____

Address 通訊地址：_____

Phone No. 聯絡電話：_____ (Mobile 手提) _____ (Home 住宅)



Academic results & conducts 學業成績及操行	Chinese 中文	English 英文	Mathematics 數學	General Studies 常識	Conduct 操行
P5 First Term 小五 學期一					
P5 Second Term 小五 學期二					
P5 Third Term (if any) 小五 學期三 (如有)					
P6 First Term 小六 學期一					

Awards, Activities and Services (P5 and P6) 獎項、課外活動及服務 (小五及小六)

Please fill in the four most significant awards, activities or services.

請填寫最重要的四項獎項、活動或服務。

Awards 獎項：

1. _____

2. _____

3. _____

4. _____

Activities 活動：

1. _____

2. _____

3. _____

4. _____

Services 服務：

1. _____

2. _____

3. _____

4. _____



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S.1 Discretionary Places 2022-2023

Application Form 【Part B】

中一自行分配學位申請表【乙部】

Office Use Only 校方填寫

Reference No. 申請編號：

Applicants should fill in the following blanks and return this form with Application Form 【Part A】 and relevant documents to the General Office. 請先填寫下列各項學生資料，然後將本表、申請表【甲部】，以及相關文件一併交到校務處。

This is to acknowledge that the school has received the “S.1 Discretionary Places Application Form” from the applicant _____ (Name in English 英文姓名) _____ (Name in Chinese 中文姓名)

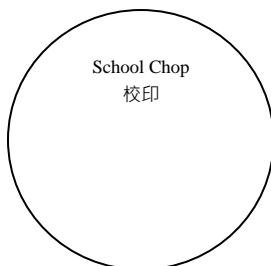
(STRN 學生編號： _____) and the following documents:

茲收到 貴子弟申請本校中一自行分配學位之文件：

- The original of student’s identification document (e.g., Birth certificate, Identity card or passport) checked 已查核學生身份證明文件(例如：出世紙、身份證、護照)之正本
- School copy and the EDB copy of the “Application Form for S1 Discretionary Place” issued by EDB 教育局中一自行分配學位申請表之「學校存根」及「教育局存根」之正本
- 【Part A】 of the Application Form 申請表甲部
- Photocopy of school reports for P5 and P6 小五、小六成績表之副本
- Photocopy of relevant certificates, awards and / or proof of extra-curricular activities 獎狀及其他相關文件之副本
- Two self-addressed envelopes 回郵信封兩個

Notes to applicants 申請者須知:

1. Each student may apply to NOT more than two secondary schools, otherwise his/her chance of acquiring a discretionary place will be forfeited.
每名學生只可向不多於兩所中學申請中一自行分配學位，否則將被取消申請資格。
2. The school will notify parents of all successful applicants by phone and letter on **31/03/2022**.
學校會於 **31/03/2022** 以書面及電話通知所有自行分配學位的正取學生。
3. The results of Discretionary Places and Central Allocation will be released by the EDB on **12/07/2022**.
教育局會於 **12/07/2022** 公布派位結果。



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03/01/22 – 17/01/22

*** Please keep this form for your reference ***

請保存此文件，以備查閱。