

S.K.H. Chan Young Secondary School
Guidelines for S.1 Discretionary Places Application 2024-25

Eligibility

All Primary 6 students in academic year 2023-24 are welcome to apply. According to the guidelines from Education Bureau (EDB), applications for discretionary places (DP) are not subject to restrictions on districts. Students can apply to at most two participating secondary schools. Otherwise, the applications will be rendered void.

Number of Discretionary Places

The school has a total of 51 Discretionary Places for S.1.

Admission Criteria

Selections will be made based on the applicants' academic and interview performance:

Academic performance: 60%, Conduct: 10%, Interview performance: 30%

The academic performance of applicants is determined by the rank order provided by the EDB.

Priority will be given to applicants with outstanding performance in extra-curricular activities.

Application Procedures

Application forms shall be obtained from the General Office in person or downloaded from the school website (www.skhcyss.edu.hk) from 9 December 2023 (Saturday). Applicants are requested to submit the followings for their applications from 2 January 2024 (Tuesday) to 16 January 2024 (Tuesday):

1. Application Form for Secondary One Discretionary Places from the EDB (On the EDB's copy, school's copy and parent's copy, the "Name of school applied" should have been filled in with "S.K.H. CHAN YOUNG SECONDARY SCHOOL".)
2. Completed Application Form of our school (with photo affixed)
3. A copy of Primary 5 (whole year) and Primary 6 (first term) report cards (Recommendation letters from primary schools are not required.)
4. A copy of certificate(s)/award record(s) listed in "Record of Major Achievements"
5. A passport photo (to be affixed to the interview invitation)

The General Office will be open from 8:30 a.m. – 5:00 p.m. on weekdays, and 9:00 a.m. – 1:00 p.m. on Saturdays. It will be closed on Sunday and public holidays.

Parents can submit the application forms and documents in person or by their authorized representatives to the school. Parents with "iAM Smart+" accounts may submit their application forms and documents through EDB's SSPA e-Platform. Submission of applications by postal mail or courier will not be accepted. Parents who use the SSPA e-Platform must ensure that all the required information and documents are successfully uploaded, otherwise applications will be deemed void.

S.1 Admission Interview

1. Every applicant will be invited to attend an interview and notified about the interview arrangements by post and email. To avoid misunderstanding, telephone enquiries will not be entertained.
2. The interview is scheduled on 9 March 2024 (Saturday). Applicants who are unable to attend the interview at the designated time may submit a written request in advance for rescheduling. Consideration will be made on a case-by-case basis.
3. The interview, including English conversations, communicating with the interviewers and group discussion, will be conducted in both English and Cantonese.
4. The manners, language abilities, communication skills, analytical skills, etc. of the applicants will be assessed.

Notification arrangements

Successful applicants will be notified by email and phone on 27 March 2024 (Wednesday). Applicants on the reserve list and unsuccessful applicants will not be notified.

The official DP results will be released together with the SSPA results on 9 July 2024 (Tuesday). Individual applicants will not be notified of the application results.

S.K.H. CHAN YOUNG SECONDARY SCHOOL 聖公會陳融中學
2024-25 Secondary One Discretionary Place Application Form 中一級自行分配學位申請表

學生個人資料 Student's Personal Particulars

學生姓名

Name of Student : (English) _____ (中文) _____

年齡

Age : _____

性別

Sex : _____

出生日期

Date of Birth : ____/____/____

身份證號碼

HKID Number : _____

學生編號

STRN : _____

宗教

Religion: _____

相片
PHOTO

住址

Residential Address : _____

通訊地址

Correspondence Address : _____

(Complete this part ONLY if it is different from the residential address above 與上述住址不同方要填寫)

就讀小學 Primary School : _____

在本校就讀之兄姊或親友 Siblings & relatives :

	姓名 Name	班別 Class	年份 Year	關係 Relationship
1				
2				

學業表現及操行 Academic Performance and Conduct

科目 Subject 年級 Level	中文 Chinese Language	英文 English Language	數學 Mathematics	全班名次 (如適用) Rank in class (If any)	全級名次 (如適用) Rank in form (If any)	操行 Conduct
五年級上學期 Primary 5, 1 st term						
五年級下學期 Primary 5, 2 nd term						
六年級上學期 Primary 6, 1 st term						

分數: 以100 分為滿分 或 等級: 甲/A 級為最高. Full Mark:100 or Highest Level: A

其他學習經歷 Other Interests and Talents

興趣 Interests : _____

其他才能 Other Talents : _____

家長/監護人 Information of parent/guardian

父親 Father	姓名 Name : _____ 職業 Occupation : _____ 與學生同住 Live with student ? 是 Yes / 否 No
母親 Mother	姓名 Name : _____ 職業 Occupation : _____ 與學生同住 Live with student ? 是 Yes / 否 No
監護人# Guardian	姓名 Name : _____ 職業 Occupation : _____ 與學生關係 Relationship : _____ 與學生同住 Live with student ? 是 Yes / 否 No

若父親及母親皆非香港居民，請提供一位居住在香港的監護人
Please provide a guardian who lives in Hong Kong if both father and mother are not Hong Kong residents

申請人姓名 Name of applicant : _____

與學生關係 Relationship : 父 Father / 母 Mother

聯絡電郵 Email : _____

聯絡電話 Mobile : _____

申請人簽署 Signature : _____

簽署日期 Date : _____

S.K.H. Chan Young Secondary School
S.1 Discretionary Places Application 2024-25
Record of Major Achievements

Name in English: _____ Student reference number: _____

Points to note:

1. You should provide a maximum of 15 major achievements in the past three years, including internal or external activities such as dance, drama, leadership, music, service, Speech Festival, sports, etc.
2. The items should be arranged in chronological order.
3. You are required to provide relevant supporting document(s), which should be photocopied on or affixed to A4 paper. The item number (see the left column in the table below) should be indicated at the top right-hand corner of each page. The document(s) should be arranged in ascending order of item number to facilitate the application process.
4. The supporting document(s) must be submitted together with the application. Late submission will not be entertained.
5. You should bring along the original copy of the supporting document(s) to the interview for checking. The document(s) should be arranged in the sequence specified below.
6. According to EDB guidelines, recommendation letters from primary schools are not required.

Item number	Year	Name / Summary of the event	Award / Highest qualification attained	Number of pages
A01				
A02				
A03				
A04				
A05				
A06				
A07				
A08				
A09				
A10				
A11				
A12				
A13				
A14				
A15				

S.K.H. Chan Young Secondary School
Personal Information Collection Statement for Admission Applicants
聖公會陳融中學
收集入學申請者的個人資料聲明

1. Personal Data Privacy 個人資料私隱

This Personal Information Collection Statement (PICS) is made in accordance with the guidelines issued by the Privacy Commissioner for Personal Data. The PICS sets out the purposes for which your Personal Data will be used following collection, what you are agreeing to with respect to the use of your Personal Data by 'SKH Chan Young Secondary School' (the School) and your rights under the Personal Data (Privacy) Ordinance (Cap. 486). This PICS may from time to time be revised, or otherwise changed as and when deemed necessary. If there is any inconsistency between the English and Chinese version of this PICS, the English version shall prevail.

本收集個人資料聲明(「聲明」)是根據個人資料私隱專員發出的指引編制。本聲明申明閣下的個人資料被收集後會被用於甚麼目的、閣下同意「聖公會陳融中學」(本校)如何使用相關個人資料以及根據《個人資料(私隱)條例》(第486章)閣下享有的權利。本聲明可能不時予以修訂或以其他方式予以更改。本聲明的英文與中文版本如有任何抵觸,概以英文版本為準。

2. Purpose of Collection of Personal Data 收集個人資料的目的

The information provided will be used by the School to assess your suitability for places at the School and process your applications for admission. It is mandatory for you to provide your personal data on the School's 'Secondary One Discretionary Place Application Form' and 'Record of Major Achievements' if you wish to apply for S.1 places. You must ensure that all personal data provided to the School are accurate, complete and up-to-date. If the personal data provided are inaccurate or incomplete, your application may not be processed or the outcome of the application may be affected.

所有閣下提供的資料將被用來評估閣下是否適合就讀本校及處理閣下的入學申請。如閣下欲申請中一學位,須於本校的「中一級自行分配學位申請表」、「主要成就紀錄」內提供個人資料。閣下須確保向本校提供準確、完整及最新的個人資料。如閣下所提供的個人資料不準確或不完整,本校可能不會處理有關申請或有關申請的結果可能受到影響。

3. Disclosure and Security of Personal Data 個人資料的披露及保安

The School will take all practicable steps to keep your personal data confidential but the School may transfer such data to any person to whom the School is under obligation to make disclosure under the requirements of any law binding on it. Except as mentioned in the above paragraph, your personal data will be accessible only to designated staff members who are authorized to handle your personal data in the selection process. Any persons designated to handle the personal data will be instructed to do so only in accordance with this PICS.

本校將採取所有切實可行的步驟,以確保閣下的個人資料保密,但本校可能會根據具約束力的任何法律規定,移轉該等資料予任何本校有責任向其作出披露的人士。除上述情況外,閣下的個人資料將只供校方授權於甄選過程中處理閣下個人資料的員工查閱。任何被委派處理個人資料的人士將按指示遵照本聲明的規定行事。

4. Access to and Correction of Personal Data 個人資料的查閱及更正

You have a right under the Personal Data (Privacy) Ordinance to make a data access or correction request concerning your personal data in relation to your admission application. You may make such request in writing and send it to the Principal of the School (info@skhcyss.edu.hk), or 6 Chi Cheong Road, Sheung Shui, New Territories). The School has the right to charge a reasonable fee for processing any data access request.

根據《個人資料(私隱)條例》,閣下有權要求查閱或更正與閣下入學申請相關的個人資料。如閣下希望提出有關要求,請以書面提出及送交本校(info@skhcyss.edu.hk, 或新界上水智昌路六號)。本校有權就處理任何查閱資料的要求收取合理費用。

5. Retention of Personal Data 個人資料的保留

All admission application data for unsuccessful applicants will be discarded by the School one year after completion of the admission exercise or one year after resolution of any claim / appeal / complaint, whichever is later.

未獲取錄申請人的入學申請資料將於本校完成入學申請程序後一年,或決議任何申索 / 上訴 / 投訴後一年(以時間較後者為準)全部銷毀。