

中華基督教會基智中學
中一自行分配學位申請須知 (2025年9月入學適用)

(一) 報名詳情

報名方法	親身遞交	電子平台
報名日期	2025年1月2日至1月16日 辦公時間 星期一至五 上午8時至下午5時 星期六 上午9時至中午12時	2025年1月2日至1月16日
報名手續	於學校辦公時間內到校索取 申請表 ，或在本校網頁下載。 (本校網址 http://www.keichi.edu.hk)	
	<p>申請文件：</p> <p>(a) 由教育局提供的自行分配學位申請表</p> <p>(b) 香港身份證副本；</p> <p>(c) 最近小五上、下學期及小六上學期成績表副本；</p> <p>(d) 特殊才能或在比賽獲獎的證書或文件副本。(如有)</p> <p>填妥之申請表格須連同上述文件於報名日期內辦公時間交回校務處，所有逾時遞交或資料不全的申請表將不獲處理。</p> <p>申請人無須遞交小學推薦信</p>	<p>申請文件：</p> <p>(a) 香港身份證；</p> <p>(b) 最近小五上、下學期及小六上學期成績表副本；</p> <p>(c) 特殊才能或在比賽獲獎的證書或文件副本。(如有)</p> <p>填妥之申請表格須連同上述文件於報名日期內上載至電子平台。</p> <p>申請人無須遞交小學推薦信</p>
面試	<p>本校將根據學業成績(以教育局提供之申請學生成績次第名單為準)甄選申請人進行面試，面試日期為2025年3月15日。面試通知書於2025年3月5日以郵寄方式發出，申請人交表前請核實通訊地址正確無誤。若因郵遞問題而錯失面試機會，本校概不負責。本校只會向合適的申請人發出面試通知書，申請人如無收到通知書，可視作落選論。</p>	
取錄通知	<p>本校將於 2025年3月31日透過書面及電話通知正取學生的家長其子女已獲學校納入其自行分配學位正取學生名單。有關的通知安排不包括備取及落選學生，亦並非正式的派位結果，家長毋須就有關通知作任何回應。</p>	<p>除左方提及的書面及電話通知外，家長亦可於 2025年3月31日上午10時起 透過電子平台查閱自行分配學位正取學生通知。</p>

(二) 取錄準則：

學業成績(以教育局提供之申請學生成績次第名單為準) :	40%
操行及校方評語	20%
面試表現	20%
課外活動	10%
其他獎項及成就	10%

(三) 名額：本校中一自行分配學額為 40 名。

(四) 費用：全免

- (五) 其他事項：
1. 根據教育局規定，每名小六學生只可向不多於兩所參加中學學位分配辦法的中學遞交申請。**申請人切勿透過紙本或電子平台向不同中學重複遞交同一選校次序的申請**，否則其獲得自行分配學位的機會將被取消。
 2. 所有申請表，不論以紙本形式或經電子平台申請，一經遞交，便不可撤回、取消或更改選校次序。
 3. 正式的派位結果將由教育局於 2025年7月8日「中學學位分配」放榜時直接通知，申請人無須向本校查詢。

CCC Kei Chi Secondary School
Secondary One Discretionary Places (Admission in September 2025)
Notes to Applicants

Application Information

	In Person	Online via the SSPA e-platform
Application period	2 nd January to 16 th January 2025 Office Hours Weekdays: 8:00 a.m. – 5:00 p.m.; Saturdays: 9:00 a.m. – 12:00 p.m.	2 nd January to 16 th January 2025
Application Submission	Applicants can obtain the application form at the school’s reception counter during office hours or download the form from the school’s website. (http://www.keichi.edu.hk)	
	Required Documents for Application (a) EDB S1 Discretionary Places Application Form (b) Copy of student’s HKID card (c) Copies of P.5 - 6 report cards (d) Copies of certificates (if any) Applicants should submit the completed application form together with other relevant documents in-person to the General Office during the application period. Late or incomplete application will not be entertained.	Required Documents for Application (a) Student’s HKID card (b) Copies of P.5 - 6 report cards (c) Copies of certificates (if any) Applicants should upload the completed application form together with other documents to the SSPA e-Platform between the application period.
Interview	The interview is scheduled on 15 th March 2025 (Sat). Applicants shortlisted according to the Rank Order List provided by EDB will be invited for interview. Invitation letter will be sent to the shortlisted applicants by mail on 5 th March 2025. It is important that the address provided in the application form is VALID. If the applicant is absent from the interview, the application for the Discretionary Place will be terminated.	
Release of Results	The school will notify parents of the successful applicants for Discretionary Places (DP) on 31 March 2025 by mail and phone. These notification arrangements are not applicable to the reserve and unsuccessful applicants. Successful DP applicants need not reply to the notifications nor confirm their acceptance of the DP offered.	For parents registered as SSPA e-Platform users, they may also view the notifications for successful DP applicants via the SSPA e-Platform starting from 10a.m. on 31 March 2025.

Admission Criteria and Weighting

Academic Performance (According to the Rank Order List provided by EDB)	40%
Conduct and School Remarks	20%
Interview Performance	20%
Extra-curricular Activities Participation	10%
Other Prizes and Achievements	10%

Places for S.1 Discretionary Places

40

Application fee

Nil

Remarks

1. In accordance with the EDB's instructions, applicants who apply for discretionary places are reminded that each student may apply to **NOT MORE THAN TWO** secondary schools participating in the SSPA system. **Applicants should not submit applications bearing the same application number to two different secondary schools via the SSPA e-Platform and in paper form.** Otherwise, the DP applications will be rendered void.
2. Parents should note that the applications, no matter in paper form or the e-Platform, once submitted, cannot be retrieved or cancelled, and no change can be made to the order of school preference.
3. The official results of both Discretionary Places (DP) and Central Allocation will be released by the EDB on 8 July 2025. Parents need not make enquires to the school before the announcement of results.