

香港道教聯合會圓玄學院第二中學
中一自行分配學位(2025)申請須知

1. 交表日期：2025年1月2日至1月16日
星期一至五上午9時至下午6時；星期六上午9時至下午12時30分；星期六下午、星期日及公眾假期休息

2. 申請方法 (以下兩種方法，請選擇其中一種，切勿重覆申請，否則有關申請或被取消。)

(A) 親身到校

使用釘書機或長尾夾將文件夾好便可。請按以下文件次序排列並牢固。

- 本校申請表格(交表時須出示學生的身份證或出世紙正本供校方即時查閱)
- 教育局申請表(存根藍、綠、紅三色)正本(請勿撕開)
- 小五(下學期或學年)成績表副本
- 小六(上學期)成績表副本[如小六成績表尚未派發，必須派發後翌日郵寄或親身交回本校校務處]
- 獎項、課外活動及服務的補充資料(如適用)，但無需遞交小學推薦信。
- 一個回郵白色長信封(9.5" x 4.5")，寫上學生姓名及通訊地址 [貼上足夠香港郵票(本地平郵郵費：\$2.2，如寄國內請向香港郵局查詢)]
- 家長會即時獲發回已蓋上本校校印、「家長存根」及申請人備忘，以作確認。

- (B) 網上申請** (如家長已登記成為「中一派位電子平台」用戶並以「智方便+」綁定帳戶，可於上述申請日期內透過「中一派位電子平台」遞交自行分配學位申請。

請按以下文件次序儲存於同一個 PDF 檔內，並上傳至網站之指定位置，並以申請學生之英文姓名作為檔案名稱(例如：Chan Tai Man)。

- 本校申請表
- 學生身份證明文件副本
- 小五(下學期或學年)成績表副本
- 小六(上學期)成績表副本[如小六成績表尚未派發，必須派發後翌日郵寄或親身交回本校校務處]
- 獎項、課外活動及服務的補充資料(如適用)，但無需遞交小學推薦信。
- 本校收到有關申請及檢查文件後，會透過電郵通知家長。
- 如有查詢，可與教育局學位分配組聯絡(電話：28327740 / 28327700；網址：www.edb.gov.hk)。

3. 面試日期：2025年3月15日(星期六)(面試時間，將於3月上旬郵寄至閣下提供地址)[所有申請者均須面試。]

4. 所有已遞交的申請表，不可取回。

5. 本校下學年度(2025-2026)中一自行分配學位數目：40

6. 收生準則(比重)：

學業成績	40%	課外活動、服務及獎項	20%
操行及面試表現	30%	體藝成績	10%

7. 於2025年3月31日，透過書面及電話通知正取學生家長，其子女已獲納入自行分配學位正取學生名單。

8. 本表格搜集的資料，只作此次入學申請之用。

Hong Kong Taoist Association The Yuen Yuen Institute No.2 Secondary School
Secondary 1 Discretionary Places (Admission in September 2024)
F.1 Discretionary Places (2025) Application Guidelines

1. Submission Period: 2nd – 16th January 2025.
Monday-Friday- 9am-6pm ; Saturday- 9am-12:30pm ; Saturday afternoon, Sunday and Public Holiday - Closed
2. Submission of application form (Please choose **one** of the methods **ONLY**. Duplicated application may risk disqualification.)

(A) In Person

All documents could be fastened by a stapler or a blinder clip in the order listed below.

- a. Application Form provided by our school (The true copy of the student's ID card or birth certificate should be shown during the submission.)
- b. Application Form by the EDB: the EDB's Copy (blue), School's Copy (green) and Parent's Copy (red) that bear the same application number (with all three parts intact)
- c. Photocopy of P.5 Second Term Academic Report
- d. Photocopy of P.6 First Term Academic Report (If not issued yet, please submit a copy by post or in person once received.)
- e. Supporting information for awards, extra-curricular activities and services (if applicable). Reference Letter from the primary school is NOT necessary.
- f. A white stamped return envelope (sized 9.5"x4.5") with the student's name and correspondence address. (Local postage: \$2.2. Please inquire from the Post Office for non-local postage.)
- g. Parents will be given the receipt of the Parent's Copy bearing the school chop and applicant's memo.

(B) via-e-platform (Parents who have registered on SSPA e-platform and linked the account to their iAM smart+ account can submit their application via SSPA e-platform within the application period.) [All information should be saved in **ONE** file in PDF format with Student name in English. (e.g. Chan Tai Man)]

- a. Application Form provided by our school
- b. Photocopy of the applicant's identity document
- c. Photocopy of P.5 Second Term Academic Report
- d. Photocopy of P.6 First Term Academic Report (If not issued yet, please submit a copy by post or in person once received.)
- e. Supporting information for awards, extra-curricular activities and services (if applicable). Reference Letter from the primary school is NOT necessary.
- f. After the documents have been verified and confirmed, an e-mail will be sent for notification.
- g. For any enquiry, please contact the School Places Allocation Section of the Education Bureau (Phone: 28327740 / 28327700 ; Website : www.edb.gov.hk)

3. Date of interview: Saturday 15th March 2025. (Interview time will be mailed in early March.) [All applicants will be arranged for an interview.]
4. Once submitted, all application cannot be withdrawn.
5. Number of F.1 discretionary places for next academic year (2025-2026): 40

6. Criteria (Weighting):

Academic performance	40%	ECA, services and awards	20%
Conduct and interview	30%	Sports & art achievement	10%

7. All successful applicants will be informed by mail and phone on 31st March 2025.
8. All information collected from this application form will be used for this application only.