

MARYKNOLL CONVENT SCHOOL
(SECONDARY SECTION)
5 Ho Tung Road
Kowloon Tong
Form One Discretionary Places (2023-2024)
Notes to Applicants

General Information

1. Admission to Form One at Maryknoll Convent School (Secondary Section), an aided school, is regulated by the Secondary School Places Allocation (SSPA) System. Students are admitted either through the discretionary place system or allocated by the Education Bureau (EDB).
2. Candidates who apply for discretionary places are reminded that each student may apply to NOT MORE THAN TWO secondary schools participating in the SSPA system.
3. The number of Form One classes and that of discretionary places for the 2023-2024 academic year are 5 and 54 respectively (tentative; pending final approval from the EDB).

Application form and supporting documents

1. The application form can be downloaded from the school website (http://www.mcs.edu.hk/mcs_1213/plan_admiss.htm) from 14 November 2022 to 17 January 2023.
2. Below are the supporting documents required for the application:
 - Item (i) Original copy of applicant's Birth Certificate/Identity Card or other documents of Identity (for verification purpose only)
 - Item (ii) Photocopy of the school reports, including Primary 4 (whole year), Primary 5 (whole year) and Primary 6 (First Term)
 - Item (iii) Photocopy of the Primary Student Record Form issued by the EDB
3. If you submit your application in person, arrange the required documents in an A4 transparent plastic folder in the following order: **Application Form - Item (ii) - Item (iii)**.
4. Copies of awards or certificates or courses attended and/or recommendation letters issued by the applicant's primary school will NOT be accepted with this application.
5. It is important that the email address provided in the application form is VALID. A confirmation email will be sent to the email address provided **within 3 working days** after the submission of the application forms. Contact the school if no confirmation is received.

Submission of Application

1. **In person:** The completed form and the supporting documents must be returned together with the EDB copy of Application Form to our school office during office hours* **from 3 January to 17 January 2023**.
2. **By post:** According to the latest EDB announcement, submission of applications by post will be continued for this SSPA cycle in light of the COVID-19 epidemic situation. Should applicants/parents have genuine difficulties in submitting the application forms to secondary schools they intend to apply to in person by themselves or by their authorised representatives, they could thoroughly consider the needs and associated risks regarding the submission, and arrange to submit the completed forms and the supporting documents required by the secondary school **by post between 3 January and 17 January 2023**. A **self-addressed stamped envelope** should be included in the submission as the Parent's copy of the EDB Application Form will be returned by post for retention.
3. **Via the SSPA e-Platform:** Comprehensive digitalisation of S1 admission has been implemented from December 2022 by the EDB. Applicants may access the SSPA e-Platform to submit the application. Applicants should check carefully that there are no missing items in the application to avoid delay in the processing of application.

Interview Arrangements

1. The school will send notifications and announcements to your corresponding email address including interview arrangements, when necessary. **Please check your email inbox (including 'spam' folder) for updates from our school regularly.**
2. Interviews will be conducted in February or March 2023.
3. If interviews have to be cancelled, the admission criteria and weighting will be readjusted and announced in due course.
4. Parents of successful applicants will be notified of their children's inclusion in the Successful Lists for Discretionary Places by email and phone on 31 March 2023 (Friday).

Admission Criteria and Weighting (自行分配學位收生準則及比重)

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| ● Academic Performance (學業表現) | 35% |
| ● Conduct (操行) | 10% |
| ● Extra-curricular Activities & Services (課外活動及服務) | 25% |
| ● Performance in Interview (onsite / online) (面試表現 [實體 / 網上]) | 30% |

Admissions Enquiries



Our school office can be contacted at 2336-2378 during office hours*.

Personal Information Collection Statement

Information or personal data collected is strictly confidential and used to process your application. Your information or personal data will be retained for a period of not longer than twelve months. Thereafter, your application together with all materials you provide will be disposed of.

Frequently Asked Questions (issued by the EDB)

If you have any questions about the Secondary School Places Allocation System (SSPA), you may refer to the list of frequently asked questions released by the Education Bureau in September 2022 for details.

https://www.edb.gov.hk/attachment/en/edu-system/primary-secondary/spa-systems//secondary-spa/general-info/FAQ_SSPA_2023_Sept_DP_EN.pdf	
https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/SSPA_ePlatform_Parents_Guide.html	

**Office Hours: Monday to Friday: 9:00 a.m. - 4:00 p.m. & Saturday: 9:00 a.m. - 12:00 p.m.*