

**Maryknoll Convent School
(Secondary Section)
5 Ho Tung Road
Kowloon**

Application for a Discretionary Place in Form 1 (2022-2023)

GUIDELINES TO APPLICANTS

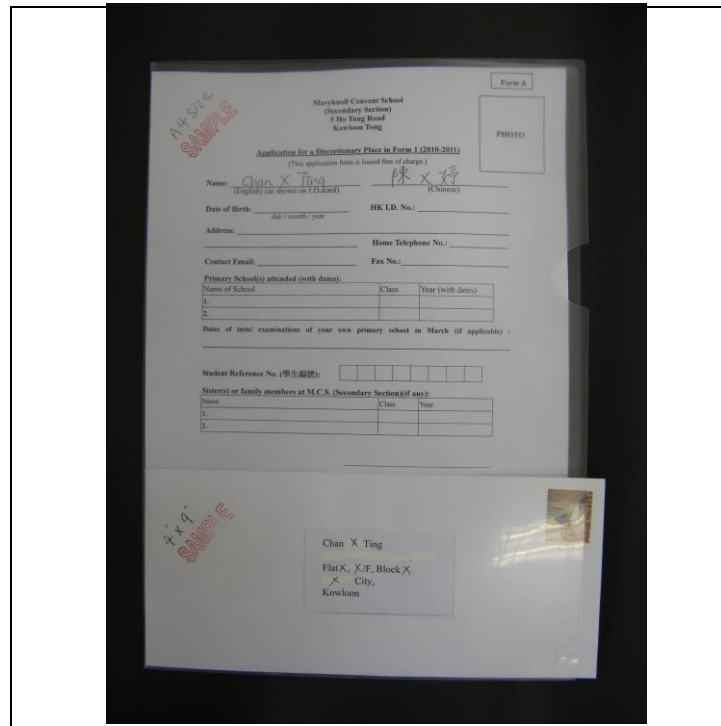
In view of the COVID-19 epidemic, the EDB has specially allowed submission of DP applications by post, in addition to the usual submission in person, for this SSPA cycle. Parents could consider the needs and associated risks, and choose to submit the Application Forms and all other required documents by post instead of in person on or before the submission deadline.

Please refer to the guidelines pertaining to your chosen way of submission as listed below.

A. IN PERSON (or by Authorized representative):

1. The completed application forms (both Form A and Form B) must be returned together with the EDB copy of Application Form by parents to our school office from 3/1/2022 (Monday) to 17/1/2022 (Monday) (Monday to Friday: 9:00 a.m. – 4:00 p.m.; Saturday: 9:00 a.m. – 11:00 a.m.). Bring the original of student's HKID card and Primary 6 Student Record Form for verification purpose.
2. Please submit and arrange the required documents in an A4 transparent plain plastic folder (refer to photo below) in the following order:
 - 2.1 Completed Application Form (Form A)
 - 2.2 Completed Student Profile (Form B)
 - 2.3 Copies of Academic Reports:
 - i. Primary 4 (Midyear report and Final report)
 - ii. Primary 5 (Midyear report and Final report)
 - iii. Primary 6 Midyear Report (if available)

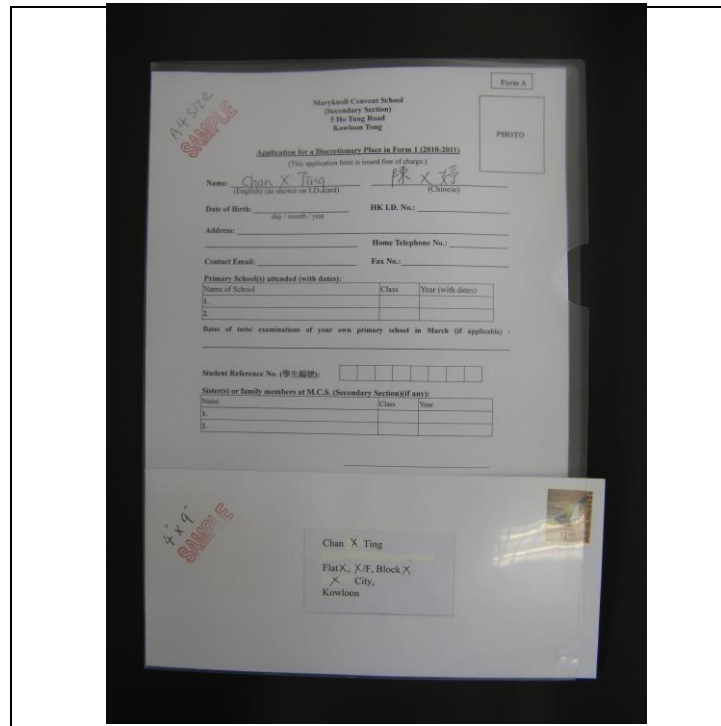
- 2.4 **ONE** stamped (with a \$2 stamp) self-addressed (addressed to the student) envelope (refer to photo below)



B. BY POST:

1. If choose to submit the Application Forms and all other required documents by post (between 3 January and 17 January 2022, both dates inclusive), the postmark date should not be later than the deadline: 17 January 2022(Mon).
2. Please submit and arrange the required documents in an A4 transparent plain plastic folder (refer to photo below) in the following order:
 - 2.1 Completed Application Form for S1 Discretionary Place issued by Education Bureau
 - 2.2 Completed Application Form (Form A)
 - 2.3 Completed Student Profile (Form B)
 - 2.4 Copies of Documents:
 - i. Student's HKID card / Birth Certificate
 - ii. Primary 6 Student Record Form
 - iii. Primary 4 (Midyear report and Final report)
 - iv. Primary 5 (Midyear report and Final report)
 - v. Primary 6 Midyear Report (if available)

2.5 **TWO** stamped (with a \$2 stamp) self-addressed (addressed to the student) envelope (refer to photo below)



3. After receiving parents' applications by post, the school will return the Parents' Copy of the Application Form to parents by post for retention.

C. General Notes:

1. IMPORTANT :

Please fill in *Maryknoll Convent School (Secondary Section)* as the secondary school you applied for in the spaces provided in the EDB copy of Application Form.

2. All originals of supporting documents of your application, including the Academic Reports, will be inspected at the interview.
3. **There is NO NEED to provide recommendation letters of the primary schools.** Please also **DO NOT** include copies of awards or certificates of courses attended in the A4 transparent plastic folder. You may bring along your portfolio to the interview.
4. Interview will be conducted in Feb /March 2022.
5. **Please be reminded that each student may apply to NOT MORE THAN TWO secondary schools participating in the SSPA System.**
6. The school will notify parents of successful applicants of their children's inclusion in the Successful Lists for Discretionary Places by email and phone on 31 March 2022 (Thursday).

ADMISSION CRITERIA & WEIGHTINGS

• Academic Performance	35%
• Conduct	10%
• Extra-curricular Activities and Services	25%
• Performance at Interview (onsite / online)	30%
Total	100%