

**MARYKNOLL CONVENT SCHOOL**  
**(SECONDARY SECTION)**  
**Form One Discretionary Places (2025-2026)**  
**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. Otherwise, the application will be rendered void.
3. The number of Form One classes and that of discretionary places for the 2025-2026 academic year are 5 and 54 respectively (tentative; pending final approval from the EDB).

**Submission of Application**

1. The EDB Application Form can be submitted online via the SSPA e-platform, or in person.
2. The school's application form must be submitted to our school in person with the supporting documents during office hours\*.
3. The school's Application Form can be downloaded from the school website (<https://mcs.edu.hk/form-one-admission>) from 11 November 2024 to 16 January 2025.
4. When you submit your application in person to our school office (**Submission Period: 2 January to 16 January 2025**), arrange the required documents in an A4 transparent plastic folder in the following order:
  - \*Hard copy of the EDB SSPA Application Form
  - School Application Form
  - Photocopy of the school reports, including Primary 4 (whole year), Primary 5 (whole year) and Primary 6 (First Term)
5. Please bring along the original copy of the applicant's Birth Certificate/Identity Card or other documents of Identity (for verification purpose only).
6. 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.
7. 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 5 working days** after the submission of the application forms. Contact the school if no confirmation is received.
8. Please ensure that you have completed all the required information and documents. In case of any omission, your application will not be processed.

### **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 on **1 March 2025**.
3. Rescheduling of the interview due to personal reasons is not accommodated.
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 2025 (Wednesday)**.

### **Admission Criteria and Weighting**

• Academic Performance	35%
• Conduct	10%
• Extra-curricular Activities & Services	25%
• Performance in Interview (onsite/online)	30%

### **Personal Information (Privacy) Collection Statement**

The Personal Information Collection Statement sets out the purposes for which the applicant’s personal data will be used following collection, what the applicant is agreeing to with respect to the use of the applicant’s personal data by Maryknoll Convent School (Secondary Section) and the applicant’s rights under the Personal Data (Privacy) Ordinance (Cap. 486).

Information or personal data collected is strictly confidential and used to process applications. The information or personal data will be retained for a period of no longer than twelve months. Thereafter, the application together with all materials the applicants provide will be disposed of.



The information and personal data provided in the application form must be accurate, complete and up-to-date to the best of the applicant’s knowledge.

### **Admissions Enquiries**

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

### **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 for Admission to Secondary One in 2024.

<a href="https://www.edb.gov.hk/attachment/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/FAQ_SSPA_2024_Sept_DP_EN.pdf">https://www.edb.gov.hk/attachment/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/FAQ_SSPA_2024_Sept_DP_EN.pdf</a>	
<a href="https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/SSPA_ePlatform_Parents_Guide.html">https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/SSPA_ePlatform_Parents_Guide.html</a>	

*\*Office Hours: Monday to Friday: 9:00 a.m. - 4:00 p.m. & Saturday: 9:00 a.m. - 12:00 p.m.  
5 Ho Tung Road, Kowloon*