

MARYKNOLL CONVENT SCHOOL
(SECONDARY SECTION)
Form One Extra Places (2024-2025)
Notes to Applicants

Submission of Application

1. The application forms can be downloaded from the school website (<https://www.mcs.edu.hk/form-one-admission>) from 28 June 2024 to 9 July 2024.
2. The completed application form must be submitted to our school in person with the supporting documents **between 8:00 a.m. and 3:00 p.m. on 9 July 2024 (Tuesday)**. No application will be accepted before or after the specified period.
3. When you submit your application in person to our school, arrange the required documents in an A4 transparent plastic folder in the following order:

	For applicants previously applied for Form One Discretionary Places (DP):	For <u>NEW</u> applicants:
<i>Item #1</i>	The completed “Form One Extra Places Admission - Application Form for DP Applicant”	The completed “Form One to Form Four Extra Places Admission - Application Form for New Applicant”
<i>Item #2</i>	Copy of the annual/year-end academic report of Primary 6 and any other updated/relevant documents	Copies of the annual academic reports of Primary 4, Primary 5 and Primary 6

4. A non-refundable application fee of **HK\$75** is required for each application. Please pay **in cash** and **in exact amount**. No change will be provided.
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. Please ensure that you have completed all the required information and documents. In case of any omission, your application will not be processed.

Entrance Examination and Interview Arrangements

1. Applicants will be invited to attend an entrance examination **in the afternoon (2:00-4:00 p.m.) on 10 July 2024 (Wednesday)**.
2. Parents of selected applicants will be notified of the interview arrangements **on 11 July 2024 (Thursday) by phone**.

Important Reminders

1. All applicants are reminded to complete the registration procedures with the secondary school to which they have been allocated.
2. Your application should be deemed unsuccessful if you do not receive any notification by the end of August.

Admission Enquiries

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

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.

**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*