

Application Form for S1 Discretionary Places 中一自行分配學位申請表

A. Applicant Information 申請者資料

English Name				Photograph 照片
中文姓名				
HKID Number 香港身份證號碼				
Student No. 學生編號	(STRN)			
Date of Birth 出生日期	(DD/MM/YYYY) (日/月/年)	Sex 性別		
Place of Birth 出生地方		Nationality 國籍		
Spoken Language at Home 家庭常用語言		Ethnicity 種族		
Telephone No. 電話號碼	_____(Home /住宅)_____ (Mobile Phone /手提電話)			
Residential Address 住 址				

B. Parent / Guardian Information 家長及監護人資料

The first contact person: ☐ Mother / ☐ Father / ☐ Guardian 首位聯絡人： ☐ 母親 / ☐ 父親 / ☐ 監護人

(Our school will send the interview and admission result to the email address of the first contact person only.

本校只會將面試及取錄結果，寄給首位聯絡人的電郵地址。)

Mother 母親

English Name			
中文姓名		Occupation 職業	
Telephone No. 電話號碼	_____(Home /住宅)_____ (Mobile Phone /手提電話)		
E-mail 電郵	_____(For receiving interview and admission result) (用作接收面試及取錄結果)		

Father 父親

English Name			
中文姓名		Occupation 職業	
Telephone No. 電話號碼	_____(Home /住宅)_____ (Mobile Phone /手提電話)		
E-mail 電郵	_____(For receiving interview and admission result) (用作接收面試及取錄結果)		

Guardian 監護人 (If Applicable 如適用)

English Name		Relationship with applicant 與申請者關係	
中文姓名		Occupation 職業	
Telephone No. 電話號碼	_____(Home /住宅)_____ (Mobile Phone /手提電話)		
E-mail 電郵	_____(For receiving interview and admission result) (用作接收面試及取錄結果)		

C. School(s) Attended / Attending 曾/現正就讀學校名稱

School Name 學校名稱	From (MM/YYYY) 由 (月/年)	Year Level 級別	To (MM/YYYY) 至 (月/年)	Year Level 級別

D. Applicant's family member(s) studying/having studied in any Po Leung Colleges

申請者家庭成員在保良局中學就讀情況

Name 姓名	Relationship with applicant 與申請人關係	School Name 學校名稱	From (MM/YYYY) 由 (月/年)	Year Level 級別	To (MM/YYYY) 至 (月/年)	Year Level 級別

E. Conduct and Academic Performance 操行與學業表現

School Term 學期	Grade 等級	Conduct 操行	Chinese 中文	English 英文	Mathematics 數學	Official Use Only
P.5 First Term 小五上學期						
P.5 Final Term 小五下學期						
P.6 First Term 小六上學期						

F. Applicant's Achievements 申請者成就

I. Music 音樂

(Please list **no more than two** outstanding awards, certificates or qualifications obtained by the applicant in **the field of music**. Please submit copies of supporting documents.)

(請列出**不多於兩項**申請者曾在**音樂範疇**獲得的獎項、證書或資歷等。請附證明文件副本。)

Year 年份	Name of Award / Certificate / Qualification 所獲獎項 / 證書 / 資歷	Awarding Institute 頒發機構	Official Use Only

II. Other Areas 其他

(Please list **no more than four** outstanding awards, certificates or qualifications obtained by the applicant, including art, sports, academics, extracurricular activities, services, etc. Please submit copies of supporting documents.)

(請列出**不多於四項**申請者曾獲得的獎項、證書或資歷，包括藝術、運動、學術、課外活動或服務等。請附證明文件副本。)

Year 年份	Name of Award / Certificate / Qualification 所獲獎項 / 證書 / 資歷	Awarding Institute 頒發機構	Official Use Only

G. Declaration 聲明 (For Applicant's Parent / Guardian 供申請人家長 / 監護人)

I declare

1. I am the parent/guardian of the applicant.
2. I understand the purposes of using personal data provided in this form.
3. To the best of my knowledge and belief, the information contained in this form is true and correct. If false information is supplied, this application will be rendered null and void.
4. I understand that an interview will be arranged for qualified applicants only. Originals of all relevant documents must be brought along for verification.
5. I submit photocopies of all relevant documents with this Application Form for reference.

本人謹此聲明

1. 本人為申請人之家長/監護人。
2. 本人明白此表格提供之個人資料的用途。
3. 本人確定此表格內的資料全屬正確無訛，倘若有虛報資料，本申請則作廢。
4. 本人明白只有合資格之申請人方獲安排面試，屆時須攜同所有有關證明文件之正本到校核實。
5. 本人現隨申請表格提交各有關證明文件之副本以供參考。

Signature of Applicant 學生簽署	
Signature of Parent/Guardian 家長/監護人簽署	
Name of Parent/Guardian 家長/監護人姓名	
Date 日期	

Personal Information Collection Statement

1. The personal data provided through this application will only be used for the admission process of S1 Discretionary Places. The data will be completely destroyed after the process.
2. The Education Bureau (EDB) will collect applicant information. Parents can refer to the attachment "Personal Information Collection Statement" from the EDB to understand the purpose of personal data collection by the school, which covers the transfer of the relevant personal data to EDB for the education-related purposes. Our school will handle applicants' personal data in accordance with the contents of the attachment.

個人資料收集聲明

1. 申請者所提供的資料，只作本校中一自行分配學位申請之用，程序完成後，所有申請者的資料，將全部銷毀。
2. 教育局會向學校收集申請者資料，請家長查閱教育局提供的附件中《個人資料收集聲明》，了解學校收集個人資料的目的涵蓋轉移相關個人資料予教育局作與教育有關的用途。本校會依照附件的內容，處理申請者的個人資料。

個人資料收集聲明 Personal Information Collection Statement

收集個人資料的目的

Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：

The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) 處理教育相關事宜，包括處理、核實、審核資格及查證各項補助和津貼，以及由教育局提供的教育服務的申請，和調查及跟進學生缺課／輟學及離校個案；
Activities relating to education related matters, including processing, authentication and assessment on eligibility and counter-checking of the form for individual grant and subsidy as well as education service provided by the EDB, and investigating and following up student non-attendance / dropout and departure cases;
- (b) 就上文(a)項所述申請的處理、核實、審核資格及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the form mentioned in (a) above;
- (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
以及
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and
- (d) 編製統計資料、研究及政府刊物。
Activities relating to compilation of statistics, research and Government publications.

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理有關表格。
The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

可獲轉移資料者

Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：

The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) 政府其他政策局及部門，以用於上文第1段所述的用途；
other Government bureau and departments for the purposes mentioned in paragraph 1 above;
- (b) 與本表格相關的學校，以用於上文第1段所述的用途；
the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) 你曾就披露個人資料給予訂明同意；以及
where you have given your prescribed consent to such disclosure; and
- (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料

Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：高級教育主任（學位分配）1（地址：九龍九龍塘沙福道19號教育局九龍塘教育服務中心西座平台學位分配組或電郵：sspaspa@edb.gov.hk）。

You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Senior Education Officer (School Places Allocation)1 at School Places Allocation Section, Education Bureau, Podium Floor, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon or email to sspaspa@edb.gov.hk.

Po Leung Kuk Mrs. Ma Kam Ming-Cheung Fook Sien College

Application for Secondary One Discretionary Places

Notes for Parents

- 1 Each applicant may apply to **NOT MORE THAN TWO** secondary schools participating in the SSPA.
- 2 Withdrawal and cancellation are not allowed once the application is made.
- 3 Number of S.1 Discretionary Places of our school in 2026-27 is 40. (30% of all S.1 places)
- 4 To enhance the chance of admission, applicants are advised to select our school as your first choice in your applications for Central Allocation.
- 5 Please **provide the following documents** and arrange them in the following order when **submitting your application**:
 - 5.1 Application Form for S1 Discretionary Places issued by EDB including the EDB's Copy, School's Copy and Parent's Copy
 - 5.2 A photocopy of the HKID Card of the applicant
 - 5.3 Photocopies of report cards in all school terms in P.5 and the first term in P.6 (**Recommendation letters of primary school are not required**)
 - 5.4 Photocopies of relevant certificates of awards in academic, services and extra-curricular activities (if any)
 - 5.5 ONE self-addressed and stamped reply envelopes with the applicant as the addressee
- 6 Submission of Application Form and Other Documents
 - 6.1 Parents can submit application in person or by authorized representatives. Our office is open from 9:00 a.m. to 5:00 p.m. from Monday to Friday, and from 9:00 a.m. to 12:00 noon on Saturday.
 - 6.2 Parents can also submit application via the SSPA e-Platform provided by the EDB.

7 Selection Criteria

For Interviews

The school will select qualified students for interviews based on the following criteria:

1. Conduct requirement: Grade B or above in all school terms of P.5 and P.6.
2. Academic requirement: An overall average of Grade B (B+/B/B-) or above in Chinese, English and Math in the Final Term Examination in P.5 and the First Term Examination in P.6.

For Admission

The school will select qualified students for admission based on the following criteria:

1. Academic results (based on the rank order provided by EDB) comprising 40%
2. Group and individual interviews will be conducted in Chinese and English, comprising 40%
3. Extra-curricular activities comprising 20%

- 8 If applicants with excellent academic performance and conduct have not been allocated a place in our school after the release of SSPA results in July, they may visit our school after registering at their allocated school. Qualified students would be notified as soon as places are available.

9 Important Dates:

◆ 22 November 2025 onwards	Collection of Application Form The Application Form can be obtained from our school or downloaded from our school website https://www.plkcfs.edu.hk/ (Please use A4 white paper to print the form)
◆ 2 January 2026 to 16 January 2026	Submission of Application Form and Other Documents Late applications will not be handled.
◆ 23 January 2026	Testing Email A testing email will be sent to all applicants on 23 January 2026 to confirm the email addresses we have on file. If this email is not received, please contact our staff at 2109-1133 to report the issue on or before 27 January 2026.
◆ 11 February 2026	Notification of Interviews All qualified applicants will be notified to attend the interview by email.
◆ 7 March 2026 PM	Interview Date 【Fallback date: 8 March 2026】
◆ 31 March 2026	Notification of Successful Applications Students included in the Successful List for Discretionary Places will be notified by phone and by email. <i>(These notification arrangements are not applicable to reserved and unsuccessful applicants, nor are the notifications of the allocation results. The parents concerned do not need to reply to the notifications.)</i>
◆ 7 July 2026	Release of Allocation Results

保良局馬錦明夫人章馥仙中學
中一自行分配學位申請
家 長 注 意 事 項

1. 每名學生只可向**不多於兩所**中學申請自行分配的中一學位。
2. 申請表一經遞交，不可撤回或取消。
3. 2026-27 學年本校〈中一自行分配學位〉數目為 **40 個**。(佔中一全級學位 **30%**)
4. 申請者如欲提高入讀本校機會，可於統一派位申請階段填寫中學選校表時，考慮以本校為第一志願。
5. 遞交**申請表**時，請順序附上以下文件：
 - 5.1 教育局發出的「中一自行分配學位申請表」(包括教育局、學校及家長存根)
 - 5.2 申請者身份證副本
 - 5.3 小五上、下學期及小六上學期成績表副本，**毋須附小學推薦信**
 - 5.4 學術、服務或課外活動獎項證明文件副本 (如適用)
 - 5.5 回郵信封一個 (須貼上足額郵票，並填妥郵寄地址及申請人姓名)
6. 遞交申請表及證明文件副本：
 - 6.1 家長可親自或委託他人遞交表格。本校辦公時間為星期一至五，上午九時至下午五時，星期六，上午九時至中午十二時。
 - 6.2 家長亦可透過教統局設立的「中一派位電子平台」遞交申請。

7. 甄選準則：

獲面試準則

本校根據以下準則，選擇合資格學生參與面試：

1. 操行：五、六年級各學期操行須達 **B** 級或以上
2. 學業表現：五年級下學期及六年級上學期考試，中英數整體成績平均達 **B** 級(**B+**/**B**/**B-**)或以上

取錄準則

本校根據以下準則取錄學生：

1. 學業成績(參考教育局提供之成績次第) 佔 40%
 2. 小組及個人面試以中文及英文形式進行，佔 40%
 3. 課外活動表現佔 20%
8. 分派中學學位結果將於七月公佈，學業成績及品行優良的申請者如未能獲派本校，可先到所派中學註冊，再到本校登記。如有中一新生放棄學位，本校會盡快通知合資格的同學。
9. 重要日期：

◆ 2025 年 11 月 22 日起	索取申請表 可親臨本校索取或到本校網頁下載 http://www.plkcfs.edu.hk (請用 A4 白紙編印)
◆ 2026 年 1 月 2 日至 2026 年 1 月 16 日	遞交申請表及證明文件副本 所有逾時遞交之申請表將不獲處理。
◆ 2026 年 1 月 23 日	測試電郵 為確保電郵地址正確，本校將於 1 月 23 日向所有申請者發出測試電郵。如未能收到上述電郵，請於 1 月 27 日前致電 2109-1133 聯絡本校職員，以便跟進。
◆ 2026 年 2 月 11 日	面試通知 所有符合獲面試準則的申請學生均會安排面試，將以電郵通知合資格申請者。
◆ 2026 年 3 月 7 日下午	面試日 【後備面試日：3 月 8 日】
◆ 2026 年 3 月 31 日	公佈派位結果(正取) 已獲納入自行分配學位之正取學生，將接獲電話及電郵通知。 (上述安排不包括備取及落選學生，亦非派位結果，家長毋須就通知回應。)
◆ 2026 年 7 月 7 日	公佈派位結果