

**Immaculate Heart of Mary College**  
**Guidelines to Applicants for Secondary 1 Discretionary Places (2018-2019)**  
**(For Admission to Secondary 1 in September 2018)**

1. The number of Secondary 1 Discretionary Places of our school is 40.
2. Collection of Application Form  
 Application Forms are available from 25 November 2017 onwards.  
 To collect the application form, you may either
  - (a) obtain from the School Office at 4, Jat Min Chuen Street, Shatin during office hours; or
  - (b) download from the school website at [www.ihmc.edu.hk](http://www.ihmc.edu.hk) (please print in A4-sized white paper).
3. Submission of Application Form  
 Application period: 2 January 2018 (Tuesday) to 17 January 2018 (Wednesday)  
 Please bring along with you the original copy of the student's identity document and the following documents<sup>#</sup> in the order listed below when submitting the Application Form. (Submission by post, e-mail or facsimile will not be accepted)
  - (a) Photocopy of ID / Birth Certificate
  - (b) A completed "Application Form for S1 Discretionary Places" issued by EDB (all three parts intact)
  - (c) A completed "Application Form for Secondary One Discretionary Places" of Immaculate Heart of Mary College with a recent photograph attached
  - (d) Photocopies of P.5 (First Examination and Final Examination) and P.6 (First Examination) report cards
  - (e) Evidence of participation and achievements in academic or non-academic (sports or music) aspects, extra-curricular activities and social services (Please provide the qualifications/results from P.4 to P.6 only)
  - (f) Photocopy of Baptismal Certificate (if applicable)
  - (g) One stamped self-addressed envelope (size: 9 cm × 22 cm), with the applicant's English full name clearly marked (required postage: \$2.00)

<sup>#</sup> All documents (including Application Form and supporting documents) submitted should be no more than 20 single-sided A4 pages, clipped with a binder clip. Please DO NOT submit documents with folders.
4. Interview
  - (a) All applicants will be invited to attend an interview on 3 March 2018 (Saturday). Details will be sent to applicants by post one week before the interview date. Please note that the time of interview will not be rescheduled.
  - (b) The interview will be conducted in English and Cantonese. The interview will assess candidates' language ability and apprehend their personality and adaptability to response.

5. Selection Details

	Assessed Items	Weighting %
(a)	Primary School Performance, Rank Order provided by Education Bureau	30
(b)	Conduct, Extra-curricular Activities and Awards (including sports, community service, special talent in music and art)	30
(c)	Interview Performance	30
(d)	Others (e.g. Catholic, child of a former student or siblings studying in IHMC)	10

6. Notification of Application Results

The application results will be released together with the results of Central Allocation on 10 July 2018 (Tuesday). School will not notify the applicants of the application results individually. Parents need not make enquiries to the school before the announcement of the allocation results.

General Enquiries (Form 1 Admission):

Telephone : 2647 1358  
 Office Hours : 8:00 am to 5:00 pm, Monday to Friday;  
 9:00 am to 12 noon, Saturday;  
 closed on public holidays

Note:

1. The medium of instruction in the school is English.
2. Students may apply to **no more than two** secondary schools participating in the SSPA System.
3. All documents submitted will be retained by the school until the admission process has been completed. These documents will not be returned and will be destroyed after the completion of the admission process.

**聖母無玷聖心書院**  
**中一自行分配學位(2018-2019)申請須知**  
**(適用於2018年9月入讀中一)**

1. 本校可供申請的【中一自行分配學位】數目為40。
2. 索取報名表  
可於2017年11月25日開始到本校索取，亦可於本校網頁下載。
  - (a) 本校地址：新界沙田乙明邨街4號
  - (b) 學校網頁：www.ihmc.edu.hk (請用白色A4紙單面列印)
3. 遞交報名表  
遞交報名表日期：2018年1月2日至2018年1月17日  
請於辦公時間內攜同學生身份證明文件及下列各項文件<sup>#</sup>的正本親身到本校校務處辦理申請。(不接受郵遞、電郵或傳真申請)
  - (a) 香港身份證明文件副本
  - (b) 填妥之《中一自行分配學位申請表》的三個相聯部份(由教育局中學學位分配組發出)
  - (c) 填妥及貼上相片之聖母無玷聖心書院中一自行分配學位報名表
  - (d) 小五(第一學期考試及期終考試)及小六(第一學期考試)成績報告書影印本
  - (e) 學術或非學術性的學習及其他學習經歷(如：體育及音樂)的獎狀或證書副本(只需提交小四至小六的證書副本)
  - (f) 領洗紙(如適用)
  - (g) 壹個已貼上郵票(郵資\$2)及寫上學生英文全名及地址的回郵信封(信封尺寸約9×22公分)

**# 請以A4紙單面列印，並按上列次序以長尾夾夾妥；提交的報名表連同獎狀或證書的副本最多為20頁，請勿提交文件夾。**
4. 面試
  - (a) 所有申請學生將獲安排於2018年3月3日(星期六)進行面試。面試時間及詳情將於面試前一星期另函通知(面試日期及時間恕不更改)。
  - (b) 面試以英語及粵語進行，主要評核學生之應對、品格、及語文表達能力。
5. 評核準則

	評分項目	比重 %
(a)	小學學業成績及教育局提供之學生成績次第	30
(b)	操行、課外活動及獎項(包括體育、社區服務、音樂及藝術等)	30
(c)	面試表現	30
(d)	其他(例如天主教徒、父母、兄弟為本校校友，兄弟在本校就讀)	10

6. 取錄通知

申請結果將於2018年7月10日(星期二)與統一派位結果一併公布。學校不會個別通知學生有關的申請結果，家長亦毋須向學校查詢。

**「中一入學」申請查詢：**

電話：2647 1358

辦公時間： 星期一至星期五 上午8時至下午5時  
                  星期六 上午9時至中午12時  
                  公眾假期 休息

**請注意：**

1. 本校採用英語為主要教學語言。
2. 中一自行分配學位的申請不受地區限制，但學生只可以向**不多於兩所**列載於《申請中一自行分配學位手冊》內的參加派位中學申請，否則，其獲得自行分配學位的機會將被取消。
3. 本校會保存所有提交的文件及附件，直至收生程序完成為止。收生程序完成後，該等文件及附件一律會被銷毀，不予奉還。