

**Immaculate Heart of Mary College**  
**Guidelines to Applicants for Secondary 1 Discretionary Places (2021–2022)**  
**(For Admission to Secondary 1 in September 2021)**

1. The number of Secondary 1 Discretionary Places of our school is 41.
2. Collection of Application Form  
Application Forms are available from 9 November 2020 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 <http://www.ihmc.edu.hk> (please print on A4-sized white paper).
3. Submission of Application Form  
Application period: 4 January 2021 (Monday) to 18 January 2021 (Monday)  
Please present 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 is also acceptable. (Submission by e-mail or facsimile will not be accepted)
  - (a) Photocopy of HKID / Birth Certificate
  - (b) A completed "Application Form for S1 Discretionary Places" issued by the Education Bureau (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 copy of 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 applicant's English full name clearly marked (Required postage: \$2.00. Please make sure there is enough postage for the address outside Hong Kong)

<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.

<sup>#</sup> Applicants are not required to submit recommendation letters from their primary school.
4. Submission by post  
In view of the COVID-19 epidemic, the Education Bureau has specially allowed submission of Secondary 1 Discretionary Places application by post for this SSPA cycle. Should Primary 6 students / parents have genuine difficulties in handling the application procedure in person by themselves or by authorised representatives, parents could arrange to submit the application forms and other documents listed above by post according the following instructions:
  - (a) Submission period is the same as the above. The postmark date should not be later than the prescribed deadline. After verifying and confirming that the information is correct, the Parents' Copy will be returned by post for retention and record.
  - (b) If applicant submits the application by post, an extra stamped self-addressed envelope (size: 9 cm × 22 cm), with applicant's English full name clearly marked is needed.
  - (c) Applicants are recommended to reserve the time required for mailing and send the application by registered mail.
  - (d) Under the following circumstances, the application form should be returned to the applicant:
    - i. "Application Form for S1 Discretionary Places" (issued by the Education Bureau) with amendments to the pre-printed information for the Allocation Cycle, the Student Reference Number and the Application Number.
    - ii. "Application Form for S1 Discretionary Places" (issued by the Education Bureau) with amendments to the pre-printed information for the Name of Student, Sex and Date of Birth, without stamp chop of the primary school or the EDB.
    - iii. Photocopied, damaged or incomplete "Application Form for S1 Discretionary Places".
  - (e) Please verify and confirm that the information and documents to be mailed are accurate. Any missing or incorrect information might affect the admission result.
  - (f) Applicants shall bear the full responsibility of submission by post. The application process might be affected in case of any late submission, lost or damaged application forms and related documents during the mailing process.

5. Interview

- (a) All applicants will be invited to attend an interview on 13 March 2021 (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.

6. Selection Details

	Assessed Items	Weighting %
(a)	Primary School Performance, Rank Order provided by Education Bureau	40
(b)	Conduct, Extra-curricular Activities and Awards (including sports, community service, special talent in music and art)	25
(c)	Interview Performance	25
(d)	Catholic	5
(e)	Others	5

7. Notification of Application Results

- (a) Parents of successful applicants will be notified by letter and phone on 31 March 2021 (Wednesday).
- (b) The final result will be released together with the results of Central Allocation on 6 July 2021 (Tuesday). The School will not notify the applicants of the final result individually. Parents need not make enquiries to the School before the announcement of the allocation result.

General Enquiries (Form 1 Admission):

Telephone : 2647 1358  
Office Hours : 8:00 am to 4:00 pm, Monday to Friday;  
9:00 am to 12noon, Saturday  
closed on Sunday & 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（2021–2022）申請須知**  
**（適用於2021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41。
2. 索取報名表  
可於2020年11月9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：<https://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：2021年1月4日(星期一)至2021年1月18日(星期一)  
請親身或授權代表於辦公時間內攜同學生身份證明文件正本及下列各項文件\*到本校校務處辦理申請或郵遞申請（恕不接受電郵或傳真申請）
  - (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）正本
  - (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正本
  - (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，如回郵地址在香港以外地區，請確保有足夠郵資）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。

# 申請人毋須提交小學推薦信。
4. 以郵遞方式提交申請  
鑑於2019冠狀病毒病疫情，倘若小六學生 / 家長有實際困難而未能親身或授權代表到學校辦理申請手續，教育局特別容許本年度的自行分配學位可透過郵遞申請，惟須注意以下事項：
  - (a) 遞交報名表的日期同上，截止日期則以郵戳日期為準，學校核實及確定申請表的資料均正確無誤後，會把《中一自行分配學位申請表》的「家長存根」郵寄至申請人提供之回郵地址，以作確認。
  - (b) 如以郵遞方式提交申請，申請人須額外提供多壹個已貼上郵票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）（共兩個）。
  - (c) 建議以掛號形式寄交申請，並預留郵遞所需的時間。
  - (d) 如遇以下情況，學校須把申請表退回給申請人：
    - i. 由教育局中學學位分配組發出的《中一自行分配學位申請表》上的「派位年度」、「學生編號」及「申請編號」等預印資料有塗改
    - ii. 由教育局中學學位分配組發出的《中一自行分配學位申請表》上的「學生姓名」、「性別」、「出生日期」等預印資料經塗改而未附有小學校印或教育局印章
    - iii. 影印、損毀或欠完整的《中一自行分配學位申請表》
  - (e) 郵寄前請確保所提供的資料及文件準確無誤，如有錯漏，可能影響申請人的入學機會。
  - (f) 申請人須自行承擔以郵遞方式提交申請之風險。如因任何原因以致申請表無法投遞、延遲投遞、寄失或郵寄過程令申請表、文件受損，學校可能會無法處理該入學申請。
5. 面試
  - (a) 所有申請學生將獲安排於2021年3月13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。

## 6. 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	40
(b)	操行、課外活動及獎項（包括體育、社區服務、音樂及藝術等）	25
(c)	面試表現	25
(d)	天主教徒	5
(e)	其他	5

## 7. 取錄通知

- (a) 申請自行分配學位獲正取學位之家長將於 2021 年 3 月 31 日（星期三）收到由本校發出之郵寄通知書及電話通知，家長毋須就有關通知作出回覆。
- (b) 最終派位結果將於 2021 年 7 月 6 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最終派位結果，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至。收生程序完成後，該等文件及附件一律會被銷毀，不予奉還。