

Lock Tao Secondary School

Application Form for Secondary One Discretionary Places (2019/2020)

Application Procedures

- 1) Application forms can be obtained from our school or can be downloaded at www.locktao.edu.hk from 3/1/2019 to 17/1/2019. Applicants should submit the application form and the following documents to our school in person between 3/1/2019 and 17/1/2019:
 1. Application Form for S1 Discretionary Places (Original copy issued by EDB)
 2. Completed Application Form issued by Lock Tao Secondary School
 3. A recent student photo
 4. Photocopies of School Reports for P.5
 5. Photocopy of School Report for P.6 1st term examination (If the School Report has not been issued, please submit it in person or by post on or before 22/2/2019)
 6. Photocopy of extra-curricular activities, services and prize records
 7. Photocopy of Hong Kong Identity Card or Birth Certificate (provide original for checking)
 8. A self-addressed envelope with stamp
 - * There is no need to provide recommendation letter of the primary school
 - * Postal applications will not be accepted
 - * Regardless of admission being accepted or refused, all the documents that are submitted to our school will not be returned
 - * Please use A4 size paper for all photocopies
 - * Each Primary 6 student can only apply for two schools, otherwise he/she will be disqualified by the Education Bureau (EDB)
- 2) Service hours for distribution and submission of application forms:
Monday to Friday : 9:00 am – 5:00 pm
Saturday : 9:00 am – 12:00 noon
- 3) The number of Discretionary places is 40
- 4) All applicants will be invited to attend an interview in Early-March 2019
- 5) The results of Discretionary Places Stage will be released at the same time on 9th July, 2019. Parents need not to make enquiries to the schools they apply to before the announcement of results.

Admission Criteria and Weightings:

- | | |
|------------------------------------|-------|
| 1. Academic Performance | : 30% |
| 2. Discretionary Places Rank Order | : 20% |
| 3. Conduct | : 20% |
| 4. Awards | : 10% |
| 5. Extra-curricular activities | : 10% |
| 6. Interview | : 10% |

Notes to Parents/ Guardians:

1. The personal data you have provided in this form is for the purpose of selecting the application of “Secondary One Discretionary Places”. Personal information provided in this form is voluntary. However, if you do not provide sufficient and correct information, the school may not be able to process the application.
2. The personal data you provided in this form will be used by the school to provide information to Education Bureau.
3. Under the terms of Personal Data Privacy Ordinance, you have the right to request to access and amend the personal data. Such requests should be made in writing to the school. All information will be destroyed upon the completion of the “Secondary One Discretionary Places” application process.
4. Copies of this form and the student transcripts should be returned to our school on or before 17th January, 2019. The school will not accept postal applications, late applications and withdrawn applications.

For Official Use

Date of submission : _____

Submitted all documents : (Documents not submitted : _____)

Receiver : _____ Signature : _____

Date of interview: _____ Time: _____ Remarks: _____

Admission Criteria :

1. Academic performance (30%) : _____
2. Rank order provided by EDB (20%) : _____
3. Conduct (20%) : _____
4. Awards (10%) : _____
5. Extra-curricular activities (10%) : _____
6. Interview (10%) : _____

Comments : _____

Signature of teacher in-charge : _____ Remarks : _____

Interview Result: Pass : Fail :