

SKH LAM WOO MEMORIAL SECONDARY SCHOOL
Application Guide for S1 Discretionary Places (2023-2024)

1. Number of discretionary places available: 40

2. Distribution of application form:
Application forms can be downloaded from the school website (<https://www.lamwoo.edu.hk>) or obtained at the School Reception Counter.

3. Details of application:

Date	:	3 January 2023 (Tuesday) to 17 January 2023 (Tuesday) (Monday to Friday, except public holidays)
Office Hours	:	9:00 a.m. – 12:00 noon 2:00 p.m. – 4:00 p.m.
Method	:	1. In-person submission to the General Office 2. Submission by post (the postmark date not later than the prescribed deadline) 3. Submission via eSSPA (by 17 January 2023; Hong Kong Time 23:59)

4. Submission of Paper Application Forms and Documents:
 - a) The Education Bureau (EDB) Copy, School Copy and Parent Copy (with all three parts intact) of the Application Form for S1 Discretionary Places issued by EDB
 - b) The completed application form (a recent photo attached)
 - c) **Two** self-addressed and stamped envelopes with the applicant as the addressee (for application in person) or **Three** self-addressed and stamped envelopes (for application by post)
 - d) Copies of the following documents:
 - Report cards of Primary 5 (whole year) and Primary 6 (first term)
 - Certificates of extra-curricular activities, services and awards in Primary 5 and Primary 6
 - Hong Kong Identity Card
 - Baptismal Certificate (if applicable)
 - e) Any recommendation letters from the primary schools are not required.

5. Submission of Application Forms and Documents received via eSSPA:

Parents should upload

- a) The completed application form (a recent photo attached)
- b) Copies of the following documents:
 - Report cards of Primary 5 (whole year) and Primary 6 (first term)
 - Certificates of extra-curricular activities, services and awards in Primary 5 and Primary 6
 - Hong Kong Identity Card
 - Baptismal Certificate (if applicable)
- c) Any recommendation letters from the primary schools are not required.

6. Admission criteria and weighting:

- a) All applicants with conduct grade B or above will be invited for the first interview.

Admission criteria	Weighting
First interview performance ➤ Focus on knowledge of Mathematics, analytical, logical thinking and organisation skills, communication and presentation skills	15 %
EDB rank order and academic performance	40 %
Extra-curricular activities, services and awards	10 %
Affiliation with the school	10 %
Total	75 %
Second interview performance (not less than 80 short-listed applicants are invited according to the above admission criteria and scores.) ➤ Focus on students' confidence, value and attitude, global view	25 %

- b) Letters of notification will be sent by post or by email and the details of interviews will be uploaded in the school website.

7. Application schedule for Form 1 admission

	Procedures	Date
1.	Registration of Form 1 Admission Briefing Session (Live broadcast) (For registration, please refer to the procedures on the school website in due course.)	14 November 2022 (9:00 a.m.) to 25 November 2022 (5:00 p.m.)
2.	Form 1 Admission Briefing Session (Live broadcast)	10 December 2022 2:30 p.m. – 4:00 p.m.
3.	Submission of application forms for S.1 Discretionary Places	3 January 2023 to 17 January 2023
4.	First interview for Discretionary Places	18 February 2023
5.	Second interview for Discretionary Places	11 March 2023 or 18 March 2023
6.	Release of the Successful List for Discretionary Places	31 March 2023
7.	Release of allocation results	11 July 2023
8.	Application for S.1 Places after release of SSPA results	11 July 2023
9.	Interview for S.1 Places after release of SSPA results	12 July 2023 and 13 July 2023
10.	Form 1 Registration	13 July 2023 and 14 July 2023
11.	Form 1 Orientation Programme (Day 1)	15 July 2023
12.	Pre-Secondary One Hong Kong Attainment Test	18 July 2023
13.	Form 1 Summer Bridging Courses (Language Across the Curriculum and English)	To be confirmed
14.	Getting to know the School	26 August 2023

Notes:

1. The school will notify **parents of successful applicants of their children's inclusion** in the Successful List for Secondary One Discretionary Places by letter and phone on 31 March 2023.
2. Disregard the applications are submitted in paper form or via the SSPA e-Platform, each Primary 6 student may apply to **not more than two** secondary schools listed in the Handbook for Application for Secondary One Discretionary Places (Handbook) provided by EDB, otherwise the chance of acquiring a discretionary place will be forfeited.
3. Moreover, parents should not submit applications bearing the same application number to different secondary schools respectively via paper form and SSPA e-Platform. Otherwise, the chance of acquiring a discretionary place will be forfeited.
4. Once submitted, disregard in paper form or via the SSPA e-Platform, the applications cannot be cancelled or retrieved, and no change can be made to the order of school preference.