

**SKH LAM WOO MEMORIAL SECONDARY SCHOOL**  
**Application Guide for S1 Discretionary Places (2025-2026)**

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 : 2 January 2025 (Thursday) to 16 January 2025 (Thursday)  
(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 via eSSPA (by 16 January 2025; 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
  - 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<br>➤ 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 %        |
| <b>Total</b>  | <b>75 %</b> |
| Second interview performance (not less than 80 short-listed applicants are invited according to the above admission criteria and scores.)<br>➤ 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

|     | <b>Procedures</b>  | <b>Date</b>                                   |
|-----|--|---|
| 1.  | Submission of application forms for S.1 Discretionary Places                         | 2 January 2025 to 16 January 2025             |
| 2.  | First interview for Discretionary Places   | 22 February 2025                              |
| 3.  | Second interview for Discretionary Places  | 7 March (afternoon), 8 March or 15 March 2025 |
| 4.  | Release of the Successful List for Discretionary Places                              | 31 March 2025                                 |
| 5.  | Release of allocation results  | 8 July 2025                                   |
| 6.  | Application for S.1 Places after release of SSPA results                             | 8 July 2025                                   |
| 7.  | Written Examination and Interview for S.1 Places after release of SSPA results       | 9 July or 10 July 2025                        |
| 8.  | Form 1 Registration  | 10 July 2025 and 11 July 2025                 |
| 9.  | Form 1 Orientation Programme (Day 1)   | 12 July 2025                                  |
| 10. | Pre-Secondary One Hong Kong Attainment Test  | 15 July 2025                                  |
| 11. | Form 1 Summer Bridging Courses (Language Across the Curriculum and English Language) | To be confirmed                               |
| 12. | Getting to know the School   | 23 August 2025                                |

### 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 2025.
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.