



**Application Guidelines for S.1 Discretionary Places**

**(For admission to S.1 in September 2023)**

1. Number of discretionary places: 40
2. Application period: 3 January to 17 January 2023
3. Required documents:
  - a. Photocopy of Hong Kong Identity Card or Birth Certificate of the applicant
  - b. Completed Application Form for S.1 Discretionary Place issued by the EDB
  - c. Completed Application Form issued by CCC Ming Kei College (downloaded from the school website or obtained from the General Office)
  - d. Photocopies of P.5 and P.6 school reports
  - e. Photocopies of certificates, awards and proof of extra-curricular activities (not more than 10 A4 pages)
  - f. One self-addressed envelope (with \$2.2 stamp, the name and address of the applicant)

**\*Recommendation letters from primary schools are NOT required.**

4. Submission methods:
  - a. Submit the required documents in person to the General Office of our school during the application period

Office hours	
Monday to Friday	8:30 am - 5:00 pm
Saturday	8:30 am - 12:00 noon
Sundays and public holidays	Closed

- b. Submit the required documents by post during the application period (the postmark date should not be later than the prescribed deadline)  
Please consider to send the application by registered mail to minimise the risk of unsuccessful delivery. Please check that all the required documents are included, and **attach one more self-addressed envelope**. After receiving your application by post, our school will return the Parent's Copy of the Application Form for S.1 Discretionary Place to you by post for retention.
    - c. Submit the required documents (except the Application Form for S.1 Discretionary Place issued by the EDB) via the SSPA e-Platform during the application period.

5. Admission criteria and weighting:

a. Academic performance and Discretionary Places Rank Order provided by EDB	50%
b. Interview	30%
c. Conduct	10%
d. Awards, services & extra-curricular activities	10%

Remarks: All S.1 classes of our school adopt English as the medium of instruction (EMI). Hence, the applicant's English ability is an important factor to be considered for admission.

6. Interview arrangements

**First round interview:** 4 March 2023 (Saturday)

All applicants will be invited to attend the first round interview.

**Second round interview:** 18 March 2023 (Saturday)

Shortlisted applicants will be invited to attend the second round interview.

Remarks:

- a. The arrangements of the interviews will be sent to applicants **by email**. Should you receive no email 2 days before the interviews, please contact our General Office at 2392 3963.
- b. In view of the COVID-19 epidemic, the above arrangements are subject to change. Please pay attention to our school website for any updated arrangements.

7. Parents of applicants who are included in the "Successful Lists for Discretionary Places" of our school will be notified by letter and phone on 31 March 2023 (Friday).

8. The information provided by the applicants will be used for admission purposes only. All information will be destroyed after completion of the admission procedures at the end of the school year.