



沙田循道衛理中學  
申請 2025-2026 年度中一自行分配學位指引

(I) 申請辦法

事項	日期	時間	申請人須知
派發本校申請表	2024 年 12 月初		申請人可到本校索取申請表（無需帶任何證明文件）；或在本校網頁 <a href="http://www.stmc.edu.hk">www.stmc.edu.hk</a> 下載申請表。
交回本校申請表及教育局派發之「中一自行分配學位申請表」	2/1/2025 – 16/1/2025	星期一至星期五： 上午 9 時至 12 時 下午 2 時至 4 時  星 期 六： 上午 9 時至 12 時	<p>1. 各項文件請按下列<u>次序</u>釘妥：</p> <p>(i) 已填寫本校名稱之教育局「中一自行分配學位申請表」</p> <p>(ii) 本校申請表</p> <p>(iii) 小五、小六成績表副本</p> <p>(iv) 獎狀及其他活動證明文件之副本</p> <p>(v) 身份證明文件副本</p> <p>(vi) 長形回郵信封 <b>2 個</b>（貼上 \$2.2 本地郵票，並寫上學生之中、英文姓名及地址。）</p> <p>2. 所有影印本請用 <b>A4 紙及無需使用文件夾</b>。本校有大型釘書機可代為釘妥，但請先將文件按次序排列。按教育局指引，申請人不需要提交小學推薦信。</p> <p>3. 親身交表時請帶同學生<b>身份證明文件正本</b>，以供覆核。透過「智方便+」遞交申請者，仍需要遞交項目 1(ii)至 1(v)文件副本。逾期交表或資料不齊者不作考慮。</p> <p>4. 申請人可親身遞交紙本申請或以「智方便+」遞交軟本申請。按教育局指引，本年度學校不再處理郵寄申請。</p>
面試	1/3/2025	個別通知（書面）	<p>a. 所有申請人均獲面試機會。</p> <p>b. 面試以小組形式進行，語言為廣東話及英語。面試主要評核學生之應對、自信、品格、思維、應變能力及英語表達能力。</p> <p>c. 面試的問題將環繞個人及家庭生活、學校生活、課外活動、社會時事和對中學生活的期望。此外，亦會有處境題目及思考題讓學生表達意見。</p> <p>d. <b>請預留 1/3/2025 上午 9:00 至下午 1:00 參加面試</b>。本校會發信通知申請人確實面試時間。</p> <p>e. 如面試當日因天氣惡劣而教育局宣佈停課，則面試改於 8/3/2025 同時間舉行。</p> <p>f. 為防郵遞失誤，申請人地址及電話如有更改，請盡快聯絡本校。</p> <p>g. 所有申請人應於 20/2/2025 或之前收到面試通知，如當日仍未收到相關信件，請於 21/2/2025 至 24/2/2025 辦公時間內致電校務處(26021300)查詢。</p>
公佈本校「自行分配學位正取學生名單」	31/3/2025	個別通知（書面及電話）	根據教育局指引， <b>本校只可聯絡「正取學生」家長</b> 。有關通知並非正式的派位結果，家長無需就有關通知作任何回應。所有參加派位學生均會如常於七月中獲通知中學學位分配辦法下的派位結果（包括自行分配學位及統一派位的結果）。
公佈派位結果	8/7/2025		中央派位結果公佈。獲取錄者須按教育局公佈之程序到本校辦理註冊手續。

**(II) 備註：**

A. 2025-2026 年度本校共四班中一，每班新生 31 人。所有班別之授課語言均為英語。

B. 2025-2026 年度本校中一自行分配學位名額為 40 名。

C. 收生準則

申請人需認同本校之辦學信念與理念。本校將依下列準則取錄學生：

- |              |                        |            |
|--------------|------------------------|------------|
| <b>(i)</b>   | <b>教育局提供之成績次第及校內成績</b> | <b>50%</b> |
| <b>(ii)</b>  | <b>操行、活動、服務及曾獲得之獎項</b> | <b>25%</b> |
| <b>(iii)</b> | <b>面試表現</b>            | <b>25%</b> |

如因特殊情況須取消面試，本校將依下列準則取錄學生：

- |             |                        |            |
|-------------|------------------------|------------|
| <b>(i)</b>  | <b>教育局提供之成績次第及校內成績</b> | <b>65%</b> |
| <b>(ii)</b> | <b>操行、活動、服務及曾獲得之獎項</b> | <b>35%</b> |

D. 填寫課外活動及獎項時，如有需要，可另加附頁繼續書寫。

E. 按教育局規定，申請表一經遞交，不可撤回或取消。

F. 本表格所收集之個人資料，用以辦理申請學位事宜，亦可能會呈交給政府部門，以便處理學位分配。

G. 申請人已繳交之文件將不獲發還，並會於派位結果公佈後 3 個月後銷毀。

H. 根據《個人資料(私隱)條例》，申請人有權修訂或查詢所提供之個人資料。如有需要，應以書面向本校提出。



## Sha Tin Methodist College

### Guidelines for Application of 2025-2026 F.1 Discretionary Places

#### (I) Application Procedure

Event	Date	Time	Reminders to Applicants
Distribution of Application Forms	Early Dec 2024		Applicants may obtain a hard copy of the application form in person (no identity proof is needed) or download a soft copy from the school website ( <a href="https://www.stmc.edu.hk">https://www.stmc.edu.hk</a> )
Submission of Application Forms	2/1/2025 to 16/1/2025	<p><u>Monday to Friday</u> 9 a.m. to 12 noon, 2 p.m. to 4 p.m.</p> <p><u>Saturday</u> 9 a.m. to 12 noon</p>	<ol style="list-style-type: none"> <li>Please submit the <b>stapled documents according to the following sequence</b>:               <ol style="list-style-type: none"> <li>EDB application form with our school name filled in the box “Name of School Applied.”</li> <li>Application form for our school.</li> <li>Photocopy of report cards for P.5 and P.6.</li> <li>Photocopy of awards and proof of participation in activities.</li> <li>Photocopy of identity document.</li> <li>2 returning envelopes (with \$2.2 postage stamps, the Chinese and English name of the applicant, and the correspondence address).</li> </ol> </li> <li>Please use A4 paper for all photocopies, and there is no need to use folders. Our school has a large stapler available for stapling, but please arrange the documents in order beforehand. According to EDB regulations, applicants are not required to submit the recommendation letter issued by their primary school.</li> <li>If the application is <b>submitted in person, please bring the original copy of the identity document</b> of the applicant for verification. For applications <b>submitted via iAM Smart+, applicants should also submit a copy of items 1(ii) to 1(v)</b>. Late applications or applications lacking information will not be accepted.</li> <li>Applications can be submitted in hard copy in person or submitted in soft copy through “iAM Smart+.” According to the guidelines of EDB, the school will no longer process applications sent by mail this year.</li> </ol>
Interview	1/3/2025	Each applicant will be informed by a letter.	<ol style="list-style-type: none"> <li>All applicants will be granted an interview.</li> <li>The interview will be conducted in groups, in both Cantonese and English. The assessment criteria will be based on politeness, self-confidence, personal qualities, thinking skills, and oral English proficiency.</li> <li>The interview questions are usually related to daily life, family life, school life, extra-curricular activities, social issues, and expectations toward secondary school life. Additionally, questions with different imaginative scenarios may arise during the interview.</li> <li>All applicants should reserve the time from 9:00 a.m. to 1:00 p.m. on March 1, 2025, for the interview. The exact time will be informed by letter.</li> <li>In case of bad weather, if the EDB announces any school suspension, the interview will be rescheduled to the same time slot on March 8, 2025.</li> <li>To ensure the applicants can receive up-to-date information about their application, applicants should inform our school immediately if there are any changes in the correspondence address and/or the contact number.</li> <li>All applicants should receive a letter about the details of the interview on or before February 20, 2025. If not, applicants should contact our school by phone (Tel: 2602 1300) during office hours between February 21, 2025, and February 24, 2025.</li> </ol>
Notification of Successful Applicants	31/3/2025	Each applicant will be informed by <b>letter and phone</b> .	According to EDB regulations, our school can only contact the parents of successful applicants. The notification is not the official allocation result of S1 places. The parents concerned do not need to reply to the notifications. All participating students will receive the SSPA allocation results (including results from the Discretionary Places and Central Allocation Stages) in mid-July as usual.
Announcement of Results	8/7/2025		All successful applicants should go to our school for registration according to the procedures announced by the Education Bureau (EDB).

## **(II) Remarks**

A. There will be four classes in Form One in the 2025-2026 school year. There will be 31 new students in each class. The medium of instruction in all classes is English.

B. The number of discretionary places in the 2025-2026 school year is **40**.

### **C. Admission Criteria**

Applicants should support the educational mission of our school. The admission criteria are listed as follows:

(i) Rank order from EDB and academic results in primary school	<b>50%</b>
(ii) Conduct, activities, services, and awards	<b>25%</b>
(iii) Interview	<b>25%</b>

In case there are any special circumstances requiring the interview to be cancelled, the admission criteria will be changed as follows:

(i) Rank order from EDB and academic results in primary school	<b>65%</b>
(ii) Conduct, activities, services, and awards	<b>35%</b>

D. Applicants may add pages listing their participation in extra-curricular activities if necessary.

E. According to EDB regulations, applications cannot be withdrawn or cancelled after submission.

F. The personal information submitted by the applicants will be used in the selection procedure for S1 discretionary places. It may be transferred to the relevant government departments for allocation of S1 places if necessary.

G. All submitted documents will not be returned to the applicants. They will be destroyed after three months from the release of allocation results.

H. According to the Personal Data (Privacy) Ordinance, applicants have the right to amend or inquire about the personal information that they submitted. Applicants should submit a letter of request if necessary.



# Sha Tin Methodist College

沙田循道衛理中學

2025-2026 Secondary 1 Discretionary Places 中一自行分配學位

Application Form 申請表

For office use only

Ref. No: \_\_\_\_\_

This form may be filled in either English or Chinese. 本表格可用英文或中文填寫。

I. Student's Particulars 學生資料				Affix recent photo here 貼上近照
Name of Student (English) 學生姓名 (英文)				
Name of Student (Chinese) 學生姓名 (中文)		Sex 性別		
EDB STRN 教育局學生編號		Date of Birth 出生日期		
H.K.ID Card No. 香港身份證號碼		Religion 宗教		
Parent's Email Address 家長電郵地址		Tel. No. (Home) 電話 (住宅)		
Primary School 就讀小學				Primary School District 小學分區 ( )
Address 通訊地址				
Father 父親	Name in English 英文姓名			Mobile Phone Number 流動電話號碼
	Name in Chinese 中文姓名			
Mother 母親	Name in English 英文姓名			Mobile Phone Number 流動電話號碼
	Name in Chinese 中文姓名			
Family Members Currently Studying or Graduated From Our School 現時或曾經在本校就讀之家人	Name in English 英文姓名		Relationship with Applicant 與申請人關係	Class/Year of Graduation 班別/畢業年份
	Name in Chinese 中文姓名			

II. Academic Results and Conduct 學業成績及操行						
Notes: 1. Please enter the grades from the applicant's primary school report cards. Marks are not required. 請依據小學成績表填寫等級， <u>不需</u> 填寫分數。						
2. If the primary school does not provide a conversion table, please use the following scale (based on a 100% system). 若小學成績表並沒有提供分數轉換機制，請用以下公式轉換（以100分為滿分）。						
100-85 marks 分		84-75 marks 分	74-65 marks 分	64-55 marks 分	54-50 marks 分	< 50 marks 分
A		B	C	D	E	F
3. If the primary school report card provides conduct grades for different areas instead of a single grade, please enter the grade for "Discipline/Self-Discipline" in the "Conduct" box below. 若小學成績表沒有提供學生單一操行評級，而是多方面的操行評級，請於操行欄填上「紀律/自律」一項的評級。						
Academic results and Conduct 學業成績及操行	Chinese 中文	English 英文	Mathematics 數學	General Studies 常識	Conduct 操行	Rank in form 級名次 (if any 如有)
P.5 Second Term 小五下學期						
P.6 First Term 小六上學期						

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此為空白頁，請繼續填寫第三頁。

III. Extra-curricular Activities and Awards (P.5 , P.6) 課外活動及獎項 (小五、小六)		Supporting Documents (Please blacken the appropriate boxes) 相關證明文件 (塗黑『●』相關圓格)	
		Yes 有	No 無
Academic (Please state the 5 most outstanding items.) 學術 (請列最具代表性的 5 項)	1.		
	2.		
	3.		
	4.		
	5.		
Service (Please state the 5 most outstanding items.) 服務 (請列最具代表性的 5 項)	1.		
	2.		
	3.		
	4.		
	5.		
Activities (Please state the 10 most outstanding items and the year of participation.) 活動 (請列出最具代表性的 10 項及參與年份)	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		

The interview is tentatively scheduled for 1/3/2025 from 9:00 a.m. to 1:00 p.m. Should applicants have a compelling reason, e.g., school examination, please state the unavailable time slot below.

暫定面試日期：1/3/2025 上午 9:00 - 下午 1:00。如因重要事情(例：學校考試)而未能於特定時段面試，請填寫以下資料：

Time slot unavailable for interview : \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m. Reason : \_\_\_\_\_

未能出席時段：上午\_\_\_\_\_時 至 上午\_\_\_\_\_時。 原因：\_\_\_\_\_

**The final interview time slot will be subject to the school's decision. 最終面試時間由本校決定。**

**I confirm that the information provided in this form is accurate and correct.**

本人確認填報資料正確無誤。

Name and Signature of Parent / Guardian :

家長或監護人姓名及簽署：\_\_\_\_\_

Date :

日期：\_\_\_\_\_