



Ling Liang Church E Wun Secondary School
Tel: 2109 4000 Fax: 2109 4066
Address: 37, Man Tung Road, Tung Chung, Lantau Island
Website: <http://www.llcew.edu.hk>

**Application for Secondary 1 Discretionary Places
2023-2024 School Year**

Instruction Notes for Application

1. Both the school application form and the EDB Application Form should be submitted **IN PERSON** to the school office during the period and time below:-
Period : 3rd January, 2023 (Tuesday) – 17th January, 2023 (Tuesday)
Office Hours : 9:00am – 5:00pm (Monday to Friday), 9:00am – 12:00nn (Saturday)
Closed on Sundays and Public Holidays
The application will be confirmed by school endorsement. The application can be also submitted **BY MAIL to school office** from 3rd January, 2023(Tuesday) – 17th January, 2023 (Tuesday).
The applicant shall bear the risk that the mail cannot be delivered.
2. Students should **not submit more than TWO secondary schools** listed in the “Handbook for Application for Secondary 1 Discretionary Places”; otherwise, the chance of acquiring a discretionary place will be forfeited.
3. The number of Discretionary Places in our school is 39, interested applicants are encouraged to put our school on the Order of School Preference 1 in the EDB Application Form for Discretionary Places.
4. Applicants submit the forms in person should produce their **original copies** of HKID card, birth certificate or passport for verification. Applicants by mail should attach the **soft copy**.
5. A passport-sized photo should be affixed on the application form.
6. Application form should be submitted together with:
 - (a) copies of P5 annual school reports;
 - (b) copies of P6 Term 1 school report (if available);
 - (c) copies of awards or certificates for academic achievements, extra-curricular activities and services (if applicable);
***Copies will not be returned whether the application is successful or not.**
 - (d) **two** self-addressed stamped envelopes for interview notification.
***All parents of applicants will be notified of the interview arrangements. And parents of successful applicants will be notified of their children’s inclusion in the Successful Lists for Discretionary Places**
Applicants by email must attach the soft copy of 6(a) to 6(b) of the original version .
7. There is **NO** need to submit any recommendation letter from primary school.
8. Please visit our school website (<http://www.llcew.edu.hk>) to know more about our school.
9. Admission criteria and weightings:
 - (a) Academic Performance
Position in “DP Rank Order List” provided by Education Bureau: 40%, Performance at interview 30%
 - (b) Non Academic Performance
Conduct: 20% , Extra-curricular activities, including special talents in sports and art:10%
10. Applicants will be notified one week before the interview(before 4th March, 2023): Applicants who submit the form in person or by mail will receive an interview notification letter. Students and parents do not need to contact the school for interview arrangements.
11. **ALL** applicants will be invited to attend an interview on 11th March, 2023. Please tick the preference date and time at the back of the application form. The interview arrangements will be notified by post. Please reserve the time for interview.
12. The school will notify parents of successful applicants of their children’s inclusion in the Successful Lists for Discretionary Places **by letter and phone on 31st March, 2023 (Friday)**.
13. The result of Discretionary Places and Central Allocation will be released on 11th July, 2023 by EDB. Applicants need **NOT** make enquiries to us before the announcement of result.
14. The personal data we collect from this application form is used for processing application for a school place and internal reference only. We are committed to complying with requirements of the Personal Data (Privacy) Ordinance. The personal data privacy of the applicants as well as their parents or guardians will be well safeguarded.



靈糧堂怡文中學
Ling Liang Church E Wun Secondary School

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地址：大嶼山東涌文東路 37 號

網址：http://www.llcew.edu.hk

中一自行分配學位入學申請表
申請入讀年度：2023-2024

填寫申請表須知

1. 本申請表必須連同教育局派發的「中一自行分配學位申請表」一併於下列期間**親身交回本校校務處**蓋印核實為準。
由 2023 年 1 月 3 日(星期二)至 2023 年 1 月 17 日(星期二)
學校辦公時間：逢星期一至五 上午 9:00 至 下午 5:00
逢星期六 上午 9:00 至 正午 12:00
星期日及公眾假期休息
亦可以選擇以郵遞寄回學校，如選擇以郵遞形式遞交，申請人須負上郵遞寄失的風險。
2. 每名學生只可向**不多於兩所學校**作出申請，以免被教育局取消自行申請中一學位資格。
3. 本學年可供申請的自行分配學額為 39 個，有興趣入讀本校同學宜於填報中一學位申請表時以本校為第一志願。
4. 親身遞交申請表時，必須出示申請學生的身份證明文件(例如出世紙、身份證或護照)正本，以便核實電腦預印的學生資料與學生身份證明文件上的資料是否相符。
郵遞申請者，須在郵件附上學生的身份證明文件(例如出世紙、身份證或護照)副本。
5. 本申請表必須貼上正面半身相片一張。
6. 本申請表必須連同以下文件一同繳交：
 - (a) 小五全年成績表(上、下學期)副本
 - (b) 小六成績表(若所屬小學已派發)副本
 - (c) 學術、體藝、服務或其他課外活動之證書、文件或獎狀等副本(如適用)
*所有繳交資料之副本，不論取錄與否，一概不會發還
 - (d) 回郵信封**兩個**，信封上須貼妥郵票及寫上收信人姓名及地址
*用作確認面試安排及通知已獲學校納入自行分配學位正取學生名單
電郵申請者必須在電郵中附上 6(a)至 6(b)正本的電子版。
7. 本校**不會**收取由小學發出的推薦信，請各位家長切勿遞交有關推薦信。
8. 如希望更了解本校，可瀏覽本校網頁(<http://www.llcew.edu.hk>)。
9. 本校自行分配學額收生準則及比重如下：
 - (a) 學業表現：由教育局提供之「申請學生成績次第名單」排名佔 40%、面試佔 30%
 - (b) 非學業表現：操行佔 20%、課外活動(包括體藝才能)佔 10%
10. 獲得面試的學生將於面試前一星期收到通知(不遲於 2023 年 3 月 4 日)：郵遞申表者或親身交表者都會收到面試通知信件。學生及家長**無須向本校查詢**面試安排。
11. 面試將於 2023 年 3 月 11 日舉行，**所有申請學生**均會被安排於其中一節進行面試，請各家長及申請學生預留時間參與。為使本校能統計人數及作出面試安排，請家長請填妥申請表背頁的面試日期及時間意向表；稍後將以信件回覆確認面試之日期及時間。
12. 學校將於 2023 年 3 月 31 日(星期五)透過書面及電話通知所有正取學生的家長其子女已獲學校納入自行分配學位正取學生名單。
13. 自行分配學位的申請結果將於 2023 年 7 月 11 日與中學學位分配統一派位結果一併公布，由原有小學通知學生。學生及家長**無須向本校查詢**申請結果。
14. 本校承諾遵循香港特別行政區現行頒佈的《個人資料(私穩)條例》的規定，嚴格保障家長、監護人及學生個人資料的安全隱私，本校使用表格所得的個人資料只供入學註冊及內部轉介之用。