

## **Policy on Admission**

### **A. S1 Admission**

P6 pupils are admitted to our School every year by applying for discretionary places or through the mechanism of central allocation of the EDB. An information session on the application for discretionary places will be held in late November or early December every year. The application materials can be downloaded from the website of our School starting from mid-November. After the release of the results of central allocation in July, applications for transfer from applicants not having applied for the discretionary places of our School before but excelling in the academic field, extra-curricular activities and services as well as getting the overall conduct grade of B+ for the latest school year may be accepted (*Since unsuccessful applicants for discretionary places having attended the interview will be placed on the waiting list automatically, they need not apply again*).

### **B. S2, S3 & S4 Admission**

Applications for transfer during the middle of a school year will not be accepted except under special circumstances. To apply for a transfer in the following school year, an applicant must excel in the academic field, extra-curricular activities and services, while the overall conduct grade for the latest 2 school years must be at least B+.

*Download guidelines on applications for S1 – S4 admission.*

### **C. S5 – S6 Admission**

No applications for transfer for these forms will be considered.

**Cheung Chuk Shan College**  
**Guidelines for Transfer Application for S1 - S4 for 2024/25**

**張祝珊英文中學**

**二零二四至二五年度中一至中四插班生學位申請指引**

A. Application Period (No late applications will be accepted)

報名日期 (逾期申請恕不接受)

1. For S1, applications should be made by 2:00 pm on 9 July 2024 after the release of the results of central allocation.

小六學生家長應於二零二四年七月九日中央派位結果公佈後當天下午二時前申請中一入學。

2. For other levels, applications should be made during the period 3 - 14 June 2024 (both dates inclusive).

其他級別的申請人應於二零二四年六月三日至十四日(包括首尾兩天)作出申請。

B. Number of Places 學額

Subject to availability of unfilled places and the policy of our School

取決於空缺學位的數目及本校政策。

C. Application Criteria 申請要求

1. Possessing the right of abode in HK 擁有香港居留權
2. Excelling in the academic field, extra-curricular activities and services

在學術、課外活動及服務方面有出色的表現

3. Capturing at least B+ in the overall conduct grade for the latest school year (for S1 admission) or latest 2 school years (for S2 - S4 admission)

中一入學申請人的操行在最近一個學年為乙+或以上; 而中二至中四入學申請人

操行則在最近兩學年俱為乙+或以上。

*Since unsuccessful applicants for discretionary places having attended the interview will be placed on the waiting list automatically, they need not apply again.*

凡未能成為自行分配學位正取生而又曾出席面試之申請學生，將會自動被列入本校之候補名單內，無須再作申請。

#### D. Procedure 報名手續

1. For S1, applicants should submit by hand by 2:00 pm on 9 July 2024 the completed transfer application form and photocopies of the following documents in A4 size:

小六學生家長應於二零二四年七月九日下午二時前親自交回填妥的插班生學位申請表格及以下文件副本(A4 尺寸):

- (a) P5 and P6 Annual School Reports 小五及小六全學年成績表;
- (b) at most 4 pages of information showing the achievements in extra-curricular activities and services (*not necessary if the achievements have already been recorded in the school reports*); and  
最多四頁顯示參與課外活動及服務的成就的資料 (如成績表已有紀錄，則不用另附證明); 及
- (c) other supporting information (*if any*), e.g. recommendation letters.  
補充資料(如有)，例如：推薦信。

2. For other levels, applicants should mail or submit by hand\* to our School the completed transfer application forms and photocopies of the following documents in A4 size :

其他級別的申請人應寄回至或親自交回本校填妥的插班生學位申請表格及以下文件副本 (A4 尺寸):

- (a) the HK identity card 香港身份證副本;
- (b) annual school reports of the latest two school years [*the annual school report of the current school year can be handed in when the applicant attends the admission interview*];

最近兩個學年的成績表 **[本學年期終考試的成績表可於入學面試時提交]**;

- (c) information showing the achievements in extra-curricular activities and services *(not necessary if the achievements have already been recorded in the school reports)*; and

顯示參與學習、課外活動及服務的成就的資料(如成績表已有紀錄, 則不用另附證明); 及

- (d) other supporting information *(if any)*, e.g. recommendation letters.

補充資料(如有), 例如: 推薦信。

\* Office hours 辦公時間:

Mondays to Fridays (9:00 am – 5:00 pm) 星期一至五 (上午九時至下午五時)

Saturdays (9:00 am - 4:00 pm) 星期六 (上午九時至下午四時)

3. Applications not accompanied by documents needed will not be processed. Moreover, the personal data provided will only be used for processing applications for admission and the materials handed in will not be returned.

資料不足的申請將不獲受理。另外, 申請人所提供的個人資料只會用作申請入學用途, 所有資料概不發還。

4. Screening for entrance exam and admission interview

挑選申請人參加入學試及面試

The number of candidates to be invited to attend the entrance exam and / or the admission interview will depend on the number of places available and the policy of our School. Applicants not attending the exam or the interview will not be considered.

出席入學試或面試的人數會取決於空缺學位的數目及本校政策。缺席入學考試或面試者將不予考慮。

- (a) Applicants for S1 admission will be screened for an interview, conducted in

both Cantonese and English, on or before 12 July 2024 (Fri) with reference to their academic and non-academic performance. The applicants concerned will be notified via phone.

本校將根據學術及非學術考慮挑選申請人參加於二零二四年七月十二日(星期五)或以前舉行的面試, 而面試將以廣東話及英語進行。本校將致電知會有關申請人面試的安排。

- (b) Applicants for admission to other levels will be screened with reference to their academic and non-academic performance for an entrance exam on core subjects to be held on the morning of 22 June 2024 (Sat)<sup>#</sup>. Outstanding candidates will then be invited via phone to attend an admission interview, which will be conducted in both Cantonese and English, on or before 5 July 2024 (Fri).

本校將根據學術及非學術考慮挑選其他級別的申請人參加於二零二四年六月二十二日(星期六)早上舉行的核心科目入學試。本校將致電入學試表現出色的申請人於二零二四年七月五日(星期五)或以前到校面試, 而面試將以廣東話及英語進行。

<sup>#</sup> The entrance exam will be postponed to the afternoon of 24 June 2024 (Mon) if typhoon signal no. 8 or red/black rainstorm warning is still effective 3 hours before the beginning of the exam, or if the HK Observatory announces that typhoon signal no. 8 will be hoisted on the morning of 24 June 2024.

若當天早上入學試開始前三小時八號熱帶氣旋警告或紅色/黑色暴雨警告仍然生效, 或香港天文台宣布將於早上發出八號熱帶氣旋警告, 有關考試將延期至二零二四年六月二十四日(星期一)下午舉行。

5. Entrance exam fee: \$50 (to be paid when attending the exam)

入學考試費: \$50 (於出席入學考試時以現金繳交)

6. Successful candidates for S1 and other levels will be notified by phone on or before 15 July 2024 (Mon) and 10 July 2024 (Wed) respectively of the registration

arrangement. Applicants not contacted for the entrance exam or the interview may consider their applications unsuccessful, and they will not be informed individually.

本校將分別於二零二四年七月十五日(星期一)或以前及二零二四年七月十日(星期三)或以前致電通知成功申請中一及其他級別入學的申請人註冊的安排。未獲取錄的申請人將不會收到入學試或面試的通知，而本校亦不會個別通知有關申請人。