

金文泰中學  
2021/2023 年度中一自行分配學位申請  
特別注意事項

2021/2023 年度中一自行分配學位的申請必須於指定日期內親身或授權代表到學校遞交申請表及學校所要求的文件；然而，鑑於 2019 冠狀病毒疫情，倘若小六學生 / 家長有實際困難而未能親身或授權代表到學校遞交申請表，教育局特別容許本年度的自行分配學位可透過郵遞申請，惟家長需衡量相關風險，透過郵寄方式向學校遞交申請表及學校所要求的文件。

**親身 / 郵寄遞交申請表格日期：**

2023 年 1 月 3 日至 2023 年 1 月 17 日(包括首尾兩日)，所有逾期遞交之申請表，一概不受理。

**親身遞交時間：**

星期一至五 上午九時至下午四時三十分  
星期六 上午九時至上午十一時三十分  
(星期日及公眾假期休息)

**郵寄遞交：**

截止日期以郵戳日期為準。

**遞交資料：**

1. 請參閱「金文泰中學 中一自行分配學位申請程序」中「所需文件」一項。
2. 如屬郵寄申請者，請同時遞交一個貼上足夠郵資的回郵信封，以便校方寄回家長存根(郵資因應信封大小有別，請參閱香港郵政網頁。)

**注意：**

1. 遞交文件之副本請以釘書機 / 魚尾夾普通釘裝處理，不用提交文件夾。
2. 親身遞交者需帶備所有文件正本供本校職員核實。郵寄申請者切勿郵寄各文件之正本，正本文件須於面試當日帶回本校以供檢查核實。
3. 申請表內所列之小五上、下學期及小六上、下學期之獎狀及課外活動證明副本限以 15 張 (A4) 紙內完成，如多於 15 張，本校只順序檢閱首 15 張資料。副本文件必須清楚顯示所有文字，否則校方未能按資料評分。
4. 請預留郵遞所需的時間，並盡可能考慮以掛號形式寄交申請表及有關證明文件，以減低郵遞風險。
5. 郵寄申請表之信封表面書寫式樣如下：

香港北角 炮台山道 30 號 金文泰中學校長收	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">郵票</div>
「2021/2023 年度中一自行分配學位申請」	

6. 面試名單將根據申請人於甄選準則之分數決定，面試名單將於 2023 年 3 月 6 日於本校網頁(<http://clementi.edu.hk>)公佈。已遞交申請表者，敬請上網自行查閱，本校恕不個別通知。

Clementi Secondary School  
Application for Secondary 1 Discretionary Places (2021/2023)  
Special Arrangements

Application forms for Secondary 1 Discretionary Places should be submitted to the school together with the required documents on or before the designated date in person or by their authorized representatives. In view of the Covid-19 epidemic situation, should Primary 6 students / parents have genuine difficulties in submitting their applications directly to the school, the submission of the applications by post will be accepted according to the instruction by the Education Bureau. However, the parents should thoroughly consider the needs and associated risks.

**Application Period**

In person : 3 January 2023 – 17 January 2023 , 4:30p.m. (Late submission would not be considered)

Opening hours: Monday to Friday: 9:00 a.m. - 4:30 p.m.  
Saturday: 9:00 a.m. - 11:30 a.m.  
(Closed on Sundays and Public holidays)

By Post : Between 3 January, 2023 and 17 January, 2023 ( the postmark date should not be later than the prescribed deadline)

**Documents needed:**

1. Please refer to the documents needed on the Clementi Secondary School Applications.
2. A self-addressed envelope with suitable stamps is required if the application is by post. Applicants have to ensure the fee for the stamps are suitable by checking the fee for posting in the website of the Hong Kong Post. A reply slip will be returned to the applicants by post for retention and record.

**Reminders:**

1. Please staple or clip the copies of the documents. No folders or blinders are accepted.
2. Applications submitted in person should bring the original documents for verification. Original documents must not be posted through mail. For those applicants who have sent their applications via post, please bring the original documents for verification on the day of the admission interview.
3. No more than 15 pages of extra-curricular supporting documents of 1<sup>st</sup> and 2<sup>nd</sup> Term in P.5, and 1<sup>st</sup> and 2<sup>nd</sup> Term in P.6 (A4 size) should be submitted. Only the first 15 pages of the documents would be checked. Unclear documents would not be assessed.
4. Applicants should reserve the time required for mailing. It is advised to send the applications by registered mail in order to lower the associated risks.

5. Sample of the Application envelope

<div data-bbox="1177 210 1390 331" style="border: 1px solid black; padding: 5px; width: fit-content;">Stamp</div>
<p>To: The Principal Clementi Secondary School 30 Fortress Hill Road, North Point, Hong Kong</p>
<p>Application for Secondary 1 Discretionary Places (2021/2023)</p>

6. Applicants on the interview list will be selected based on the admission criteria and the results will be published on the school webpage on 6 March, 2023 (Monday). Applicants should check their own results online (<http://clementi.edu.hk>).