



## CCC Heep Woh College

### Application Guidelines for Secondary One Discretionary Places Admission 2025-2026

I. Number of Secondary One Discretionary Places: 40

II. Application Procedure

1. Ways to obtain Application Forms

- ◆ From 2/12/2024 to 16/1/2025: Forms can be downloaded from the school website:  
<http://www.ccchwc.edu.hk>
- ◆ From 2/1/2025 to 16/1/2025: Forms can be obtained at the school Main Entrance during office hours  
Monday to Friday: From 9 a.m. to 5 p.m.  
Saturday: From 9 a.m. to 12 noon  
Closed on Sundays and Public Holidays

2. Submission of Application Forms

The following documents should be submitted to the school by hand or via the SSPA e-Platform during the period 2/1/2025 to 16/1/2025.

- 1) Application form of EDB for S1 Discretionary Place (with school copy, EDB copy and parent's copy of the application form intact, bearing the same application number).
- 2) Completed application form of CCCHWC with a photocopy of the following documents (A4 paper and double-sided, total number of pages not exceeding 10 pages, stapled together)
  - i) Birth certificate or Hong Kong identity card
  - ii) Primary five and six academic reports
  - iii) Extra-curricular activity records (reduced size if necessary)
  - iv) Certificates of awards and achievements (reduced size if necessary), etc.According to the Education Bureau guidelines, applicants **should not submit recommendation letters from primary school teachers or principals.**
- 3) **Two** self-addressed (name and address of the applicant supplied) and stamped envelopes

III. Admission Criteria and Weighting

	Admission criteria	Weighting (%)
1.	Interview performance	35 %
2.	Academic Performance (Rank Order provided by EDB, internal assessment of P5 & P6)	50 %
3.	Extra-curricular activities, internal and external awards / achievements	15 %
4.	Conduct: Grade B or above	

IV. Interview

1. Interviews will only be arranged for applicants with conduct grade B or above. Our school will give a score to the applicant according to the admission criteria and weighting (items 2 and 3 in the above table). At most 360 applicants will be shortlisted for the interviews. Whether the applicants are shortlisted for interviews or not, they will receive a written notification on 3/3/2025 or 4/3/2025. Parents should not approach the school to inquire about the application status.
2. Interview Date: 15/3/2025 (Saturday morning)
3. Interviews will be conducted in Chinese and English.

V. Release of the result of DP application

Parents will be notified to know if their children are included in the Successful Lists for Discretionary Places by letter and phone on 31/3/2025. Parents should not approach the school to inquire about the selection results.

VI. Release of SSPA allocation results

The results of Discretionary Places will be released by EDB on 8/7/2025.

**Remark:**

**Concerning the Secondary 1 Discretionary Places Application, according to the EDB regulation, a Primary Six student may apply for not more than two secondary schools, whether it is a government school, subsidized school, or per caput or DSS school; irrespective of school nets; otherwise, his/her chance of acquiring a DP will be forfeited.**



**中華基督教會協和書院**  
**2025-2026 年度自行分配中一學位申請注意事項**

I. 本校自行分配中一學位名額：40

II. 申請程序

1. 索取申請表格途徑

- ◆ 於 2/12/2024 至 16/1/2025 期間，在本校網頁 <http://www.ccchwc.edu.hk> 下載
- ◆ 於 2/1/2025 至 16/1/2025 期間，在下列辦公時間親身到本校正門詢問處索取  
星期一至五：上午九時正至下午五時正  
星期六：上午九時正至中午十二時正  
星期日及公眾假期休息

2. 交回表格

於 2/1/2025 至 16/1/2025 期間，親身或透過「中一派位電子平台」遞交申請。申請表須連同以下所需文件一併遞交：

- 1) 教育局發出的「中一自行分配學位申請表」(須連同載有相同申請編號的「教育局存根」、「學校存根」及「家長存根」的三個相聯部份)。
- 2) 本校申請表格及下列所需文件之副本(請盡量雙面影印，總頁數不得超過十頁紙，並用釘書機將有關文件釘好)，文件包括：
  - i) 出生證明書或身份證
  - ii) 小五及小六成績表
  - iii) 參與課外活動紀錄(有需要時可以縮印)
  - iv) 獎項及成就等證明(有需要時可以縮印)根據教育局指引，申請人請勿提交小學推薦信。
- 3) 貼有郵票之回郵信封**兩個**，信封面須清楚寫上學生姓名及地址。

III. 自行分配學位的收生準則及比重

收生準則		比重(百分比)
1.	面試表現	35 %
2.	學業表現(參考教育局提供的「申請學生成績次第名單」、小五及小六校內成績)	50 %
3.	課外活動、校內及校外獎項/成就	15 %
4.	面試表現操行：乙級或以上	

IV. 面試

1. 操行達乙級或以上的申請者方符合面試資格。本校將根據上表所列收生準則之第 2 至 3 項進行評分，比重依上表計算，最多 360 人會獲甄選進行面試。無論是否獲得面試安排，申請者均於 3/3/2025 或 4/3/2025 接獲書面通知，家長無須向學校查詢申請進度。
2. 面試日期：15/3/2025(星期六上午)
3. 面試以粵語及英語進行

V. 公佈自行分配學位結果

已獲學校納入其自行分配學位正取學生名單申請者均於 31/3/2025 接獲書面及電話通知，家長無須向學校查詢申請結果。

VI. 公佈中學學位分配結果

教育局將於 8/7/2025 公佈。

附註：

有關自行分配中一學位，據教育局規定，每名小六學生只可向不多於兩所參加中學學位分配辦法的中學申請，無論其為官立、資助、按額津貼或參加派位的直資計劃學校，否則，其獲得自行分配學位的權利將被取消。



**CCC Heep Woh College**  
**中華基督教會協和書院**  
**S1 Discretionary Places 中一自行分配學位 (2025-2026)**  
**Application Form 申請表**

School Use Only 校方專用
No. 編號: _____

A) Student information 學生資料：

Name: (in Chinese) \_\_\_\_\_ (in English) \_\_\_\_\_  
 姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Sex \_\_\_\_\_  
 出生日期：\_\_\_\_/\_\_\_\_/\_\_\_\_ 出生地點：\_\_\_\_\_ 性別：\_\_\_\_\_

Day 日 Month 月 Year 年

Age \_\_\_\_\_ ID card No. \_\_\_\_\_ Mobile phone No. \_\_\_\_\_  
 年齡：\_\_\_\_\_ 身份証號碼：\_\_\_\_\_ 手提電話：\_\_\_\_\_



Photo  
近照

Address  
住址：\_\_\_\_\_

Primary school enrolled \_\_\_\_\_ Student Reference No. (STRN) \_\_\_\_\_  
 就讀小學：\_\_\_\_\_ 學生編號：\_\_\_\_\_

For internal use only  
只供內部使用

Academic results 學業成績：	P5 五年級			P6 六年級
	1 <sup>st</sup> Term 第一學期	2 <sup>nd</sup> Term 第二學期	3 <sup>rd</sup> Term 第三學期	1 <sup>st</sup> Term 第一學期
Chinese 中國語文				
English 英國語文				
Mathematics 數學				
General Studies 常識				
Conduct 操行				


Extra-curricular Activities and Awards (P.5, P.6), with photocopy of relevant certificate 課外活動及獎項 (小五、小六) ，請附獎狀/證書副本	
Awards 獎項	1. _____
	2. _____
	3. _____
	4. _____
	5. _____
	6. _____
	7. _____
	8. _____

Activities 活動	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.

B) Parent / Guardian information 家長 / 監護人資料：

(1) Name of **Father** (in English) (in Chinese)  
 父親姓名：(英文) \_\_\_\_\_ (中文) \_\_\_\_\_  
 Occupation Home Tel. No. Mobile Phone No.  
 職業：\_\_\_\_\_ 住宅電話：\_\_\_\_\_ 手提電話：\_\_\_\_\_

(2) Name of **Mother** (in English) (in Chinese)  
 母親姓名：(英文) \_\_\_\_\_ (中文) \_\_\_\_\_  
 Occupation Home Tel. No. Mobile Phone No.  
 職業：\_\_\_\_\_ 住宅電話：\_\_\_\_\_ 手提電話：\_\_\_\_\_

(3) Name of **Guardian** (in English) (in Chinese)  
 監護人姓名：(英文) \_\_\_\_\_ (中文) \_\_\_\_\_  
 Relationship with applicant Occupation Home tel. No. Mobile phone No.  
 與申請人之關係：\_\_\_\_\_ 職業：\_\_\_\_\_ 住宅電話：\_\_\_\_\_ 手提電話：\_\_\_\_\_

Address  
 住址： \_\_\_\_\_  
 \_\_\_\_\_

If your father/mother is our former student, please write down his/her name Graduation Year  
 若父/母是本校畢業生，請填寫其姓名： \_\_\_\_\_ 畢業年份： \_\_\_\_\_

C) Brothers or sisters studying in this school 就讀本校的兄弟姊妹：

Name: (in Chinese) (in English)  
 姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ 就讀班別： \_\_\_\_\_

Note: The information contained in this form is for the purpose of applying for admission to Secondary One in this school only. None of this information will be disclosed without your consent. Upon completion of the admission procedure, the information will be destroyed three months later. The information provided must be accurate and complete. Otherwise, applications will be delayed or refused.

注意：此表格提供之資料，只用作申請本校中一自行分配學位之用途，除非獲得申請人同意，此等資料不會向第三者披露。在完成中一收生程序後三個月，此等資料將予銷毀。申請人必須確保提供真實及充份之資料，否則審核申請會延誤或申請不獲辦理。

**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。**

Parent / Guardian's Signature 家長或監護人簽署： \_\_\_\_\_

Date 日期： \_\_\_\_\_