

**明愛屯門馬登基金中學**  
**Caritas Tuen Mun Marden Foundation Secondary School**

**2024/2025 年度中一自行分配學位申請表格**  
**2024/2025 Secondary One Discretionary Places Application Form**

|                        |                          |                |                  |  |               |
|------------------------|--------------------------|----------------|------------------|--|---------------|
| 名字<br>Name             | 姓<br>Last Name:          |                | 名<br>First Name: |  | 半身相片<br>Photo |
|                        | 中文姓名<br>Name in Chinese: |                |                  |  |               |
| 出生日期<br>Date of Birth  |                          |                |                  |  |               |
| 出生地點<br>Place of Birth |                          |                |                  |  |               |
| 國籍<br>Nationality      |                          | 宗教<br>Religion |                  |  |               |
| 學生編號<br>STRN           |                          |                |                  |  |               |
| 地址<br>Address          |                          |                |                  |  |               |
|                        |                          |                |                  |  |               |
| 電話號碼<br>Tel. No.       |                          |                |                  |  |               |

|   |            |
|---|------------|
| 現時/最近就讀學校名稱及日期<br>Name of School(s) Previously Attended with Dates: |            |
| 學校名稱<br>Name of School(s)   | 日期<br>Date |
| 1.  |            |
| 2.  |            |
| 3.  |            |

|                                     |  |  |  |
|-------------------------------------|--|--|--|
| 家長/監護人姓名<br>Name of Parent/Guardian |  | 關係<br>Relationship                       |  |
| 職業<br>Occupation                    |  | 家長/監護人簽署<br>Signature of Parent/Guardian |  |
| 辦公室電話號碼<br>Office Tel. No.          |  |  |  |
| 手提電話號碼<br>Mobile Phone No.          |  | 日期<br>Date                               |  |

**備註：**

- (1) 請於2024年1月16日或以前將本申請表格連同下列文件交回本校校務處：
  - (a) 教育局分發給學生的中一自行分配學位申請表(藍咭及綠咭)，遞交申請表時請注意下述程序：
    - (i) 申請表合共四聯，請根據選校意願，在各聯預留的空位內填上申請中學名稱。
    - (ii) 把印有「選校次序」的一聯撕下及保留，以作存照(學生毋須向學校申明選校意願)；其餘三聯則保持完整，切勿撕開。
    - (iii) 把載有相同申請編號的「教育局存根」、「學校存根」及「家長存根」的三個相聯部分(切勿撕開)，連同其他所需文件交到本校#。  
#如家長已登記成為「中一派位電子平台」用戶並以「智方便+」綁定帳戶，除紙本申請表外，他們亦可選擇透過「中一派位電子平台」遞交自行分配學位申請。
    - (iv) 出示申請人的身份證明文件正本，供本校查閱。
    - (v) 最後，取回已蓋上中學校印、名稱及編號的「家長存根」，以作存照。
  - (b) 學生的小五下學期及小六上學期成績表副本；獎懲紀錄、課外活動及社區服務的獎狀或證明副本；
  - (c) 學生身份證副本；
  - (d) 單程證副本(如屬內地新來港)；
  - (e) 已貼上2.2元郵票並寫上申請人姓名及地址的回郵信封。
- (2) 按教育局中一自行分配學位收生程序指引，每名小六學生只可向兩所參加中學學位分配辦法的中學申請中一自行分配學位。遞交申請表時，本校會在「家長存根」上蓋印作實。
- (3) 「中一自行分配學位申請表」一經遞交，便不可撤回、取消或更改選校次序。
- (4) 錄取通知安排：
  - (a) 如申請人獲本校正取錄，家長會於2024年3月27日收到本校的信件及電話通知；
  - (b) 通知安排不包括備取及落選學生。

**Remarks:**

- (1) Please send this application form with the following documents to the school office on or before 16th January 2023:
  - (a) 'Application Form for S1 Discretionary Place' issued by the Education Bureau (blue and green in colour). Parents should follow the procedures below in submitting the Application Form:
    - (i) Fill in the name of the secondary school to apply to in the space provided in all four parts of the Application Form based on the preference.
    - (ii) Detach the part containing the Order of School Preference for retention and record (Students are not required to indicate their order of preference to the schools they apply to). The other three parts should be kept intact.
    - (iii) Submit the EDB's Copy, School's Copy and Parent's Copy that bear the same Application Number (with all three parts intact) to the school office direct#, together with the related documents required.  
\*For parents registered as SSPA e-Platform users and bound their account with "iAM Smart+", apart from the paper Application Form, they may also choose to submit DP applications via the SSPA e-Platform.
    - (iv) Produce the original of the student applicant's identity document for checking by the school.
    - (v) In the end, receive from the school the Parent's Copy bearing the school chop, school name and school code for retention and record.
  - (b) Copies of school reports for Primary 5 and half-yearly report for Primary 6, together with discipline records, awards or prizes and certificates or records for extra-curricular activities and community services, if any;
  - (c) A copy of the student's Hong Kong Identity Card;
  - (d) A copy of the student's passport with the personal particulars' page and the page with the entry stamp affixed by the Immigration Department (for newly arrived students only);
  - (e) A self-addressed stamped (\$2.2) envelope.
- (2) According to the instructions given by the Education Bureau, each Primary 6 student may only apply to not more than two participating secondary schools in Discretionary Places application. Our school will acknowledge receipt of an application by affixing our school chop on the Parent's Copy of the Application Form for S1 Discretionary Place.
- (3) The Application Form for S1 Discretionary Place once submitted cannot be retrieved or cancelled and no change can be made to the order of school preference.
- (4) Notification Arrangements:
  - (a) Successful applicants' parents will be notified by the school via phone and mail on 27 March 2024;
  - (b) The aforesaid notification arrangement is not applicable to reserve and unsuccessful applicants.

本校編號 Our School Code : **363**