



STEWARDS POOI KEI COLLEGE

香港神託會培基書院

Secondary 1 (2023/24)

Admission Application Form

二零二三/二四年度 中一學位申請表

Recent
Photo
近照

(Please read the Notes for Applicants before you complete this form. 填寫此表格前，請先細閱入學申請須知。)

| | | | | | | |
|--|--|--|---|---------------------|-----------|---------|
| (For Official Use Only) (只供校務處填寫) | Application No. 申請編號 | | Date of Submission 遞交日期 | | | |
| Name of Applicant (English) 申請人姓名(英文) | (As shown on the HKID card) | | Name of Applicant (Chinese) 申請人姓名(中文) | (如香港身份證所示) | | |
| HKID Card / Birth Cert. No. 身份證 / 出生證明書號碼 | | Sex 性別 | STRN 學生編號 | | | |
| Date of Birth (dd/mm/yy) 出生日期(日/月/年) | | | Place of Birth 出生地點 | | | |
| Home Address 住址 | | | | | | |
| Correspondence Address 通訊地址 | (If different from the above 如與上述住址不同) | | | | | |
| Home Telephone No. 住宅電話 | | | Date of Arrival (If applicable) 到港日期(如適用) | | | |
| Previous Schools (in Reverse Chronological Order) 曾就讀之學校 (請倒序填寫) | Name of School 學校名稱 | | Year 年份 | | Level 班級 | |
| | | | From 由 | To 至 | From 由 | To 至 |
| | | | From 由 | To 至 | From 由 | To 至 |
| | | | From 由 | To 至 | From 由 | To 至 |
| | Name 姓名 | Occupation 職業 | | Mobile No. 手提電話 | | |
| Father 父親 | | | | | | |
| Mother 母親 | | | | | | |
| | Name 姓名 | Relationship with Applicant 與申請人之關係 | | Contact No. 聯絡電話 | | |
| Guardian 監護人 (If applicable 如適用) | | | | | | |
| Main Contact Person 主要聯絡人 | <input type="checkbox"/> Father 父親 <input type="checkbox"/> Mother 母親 <input type="checkbox"/> Guardian 監護人 (Tick the appropriate box 剔取選項) | | | | | |
| Relative(s) studying in the School 在本校就讀之親屬 | Class 班別 | | Relationship with Applicant 與申請人之關係 | | | |
| Religion 宗教信仰 | | | Church Attending 所屬教會 (If applicable 如適用) | | | |

IMPORTANT NOTICE 重要事項：

It is important that the email address you provide is correct as notifications (including Interview Invitation and Offer Letter) will be sent **only via email**. The School will send an email & SMS notification to the main contact person by 21 December 2022. If you do not receive them, please contact our General Office.

請注意，本校只會以電郵方式向申請人發出通知（包括面試邀請信及取錄通知書），請確保閣下所提供的電郵地址正確無誤。本校將於二零二二年十二月二十一日或之前，向主要聯絡人發放電郵及電話短訊。若閣下屆時仍未收到，請聯絡本校校務處。

Email Address
電郵地址

| | |
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2023/24 Secondary 1 Admission Application

Notes for Applicants

二零二三/二四年度中一入學申請

入學申請須知

(A) Important Notes 重要事項

1. Application can be submitted through the **online system or in paper format by hand or by post**. The applicant should only opt for **ONE submission format**. Duplicate submissions will be rendered null and void. Late applications will not be processed.
申請人可透過網上系統申請、郵寄或親臨本校遞交書面申請。網上或書面申請只可二擇其一，如重複遞交，申請則予作廢。截止日期後遞交之申請概不受理。
2. If you wish to submit your application online, please visit our school webpage www.spkc.edu.hk. The deadline is **Wednesday 14 December 2022**.
如選擇透過網上系統申請，請瀏覽本校網頁www.spkc.edu.hk。截止日期為 **2022 年 12 月 14 日 (星期三)**。
3. Application deadline for hard copy application is **Monday 5 December 2022** (based on the date of postmark).
書面申請截止申請日期為 **2022 年 12 月 5 日 (星期一)** (以郵戳為準)。

If you wish to submit hard copy application, please read Part (B) carefully.
如選擇以書面申請，請細閱(B)部。

(B) Submitting Hard Copy Application 以書面申請

1. Please note the following when completing the S1 Admission Application Form.
在填寫中一入學申請表時，請注意以下各項：
 - (i) Please complete the Application Form in BLOCK letters with a blue or black ball pen.
請使用藍色或黑色原子筆，並以正楷填寫申請表格。
 - (ii) The personal data provided in the application will only be used for admission purposes.
申請中所提交之資料只供校方處理入學申請之用。
 - (iii) If applicant fails to provide the required information or documents, the application will not be processed.
申請人如未能提供所需之資料或文件，校方將不會處理有關申請。
 - (iv) All submitted documents will not be returned.
所有已遞交之文件恕不退還。
2. Documents Required 所需文件
 - The completed S1 Admission Application Form with one recent student photo
填妥之中一入學申請表 (貼上學生近照一張)
 - A copy of the Applicant's HKID Card or other identity documents
申請人之香港身份證或其他身份證明文件副本
 - A copy of the Primary 6 Student Record Form issued by the Education Bureau
教育局發出的小六學生資料表副本
 - Copies of all the school reports from Primary 4 to 5 and Primary 6 (if any)
小學四年級、五年級及六年級 (如有) 各學期成績表副本
 - A crossed cheque of **HK\$50** as a non-transferable and non-refundable application fee
港幣五十元正劃線支票一張，此為中一入學申請費用 (費用不可轉讓，不論申請成功與否，將不獲退還)
 - made payable to “**Stewards Pooi Kei College Management Committee Limited**”
抬頭請寫「**香港神託會培基書院校董會有限公司**」

- name of Applicant and contact number written on the back of the cheque
支票背面請寫上申請人姓名及聯絡電話
- Additional information of the Applicant (if any)
申請人之補充資料（如有）
 - e.g. certificates of awards or extra-curricular activities
如獎狀、課外活動證書等
 - a maximum of 2 double-sided A4 pages / 4 single-sided A4 pages
A4 紙雙面不超過 2 頁（單面不超過 4 頁）

3. Application Submission 遞交申請

(a) In person 親身遞交

Please submit the required documents to the General Office during office hours.
請於辦公時間內把所需文件交至本校校務處。

(b) By post 郵寄遞交

(i) “**2023/24 S1 Admission Application**” should be indicated at the lower left corner of the envelope.

信封面左下角應註明「二零二三/二四年度中一入學申請」。

(ii) Parents should ensure the mail bears **sufficient postage by weight**. Please note that Hongkong Post will not provide door delivery for underpaid mail items and the School will not collect the mail from the post office or pay the surcharge for the applicants. You are advised to **write the sender’s address on the envelope**.

請確保郵件**按重量貼上足夠郵票**。請注意，香港郵政將不會上門派遞郵資不足的郵件，校方亦不會派員到郵政局領取有關郵件或代為繳付欠資費用。校方建議家長**在信封上清楚寫上寄件人地址**。

(C) Interview & Criteria 面試及甄選準則

1. Selected applicants will be invited to attend an **interview between December 2022 and early February 2023**. They will **receive an interview notification by email at least a week before the interview**.

面試將於 2022 年 12 月至 2023 年 2 月上旬進行，獲選之申請人將於**面試前一星期收到有關面試通知的電郵**。

2. Admission criteria of the School are primarily based on the applicant’s academic achievements, conduct, performance in extra-curricular activities and interview performance.

入學申請按學生之學業成績、操行、課外活動和面試表現進行甄選。

(D) Result of Application 申請結果

Applicants will be notified of the result of the application by the end of April 2022.

申請結果將於 2023 年 4 月底或之前通知申請人。

(E) Fee Remission 學費減免

Students from families receiving the Comprehensive Social Security Assistance (CSSA), students receiving financial assistance provided by the Working Family and Student Financial Assistance Agency (Student Finance Office) are eligible for school fee remission. Other students with financial needs may also apply. Details of SPKC Student Financial Assistance and Scholarship Scheme are available at the School website (www.spkc.edu.hk). For further information, please contact the General Office.

來自領取綜合社會保障援助（綜援）家庭的學生、領取在職家庭及學生資助事務處〔學生資助處〕財政資助的學生均可獲學費減免；其他有需要的學生亦可申請。有關本校獎助學金計劃的詳情，請瀏覽本校網頁(www.spkc.edu.hk)。如欲進一步查詢，請聯絡本校校務處。