



## ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,  
HONG KONG

Web Page : [www.stclare.edu.hk](http://www.stclare.edu.hk)  
E-mail : [info@stclare.hk](mailto:info@stclare.hk)

Tel : 2817 1764  
Fax: 2855 8420

### Application Guide For S1 Discretionary Place (Academic Year 2025 - 2026)

1. Application Period : 2 January 2025 – 16 January 2025
2. Office Hour : Mon-Fri: 9:00 a.m. – 5:00 p.m. / Sat: 9:00 a.m. – 12:00 noon
3. Submission : (i) Submit in person  
(either by the applicant's parent or an entrusted person)  
(ii) Via the SSPA e-Platform  
**(Please DO NOT send by post)**
4. Items for submission :

- i. S1 Application Form for S1 Discretionary Place (Part A and Part B)
- ii. EDB's Application Form for S1 Discretionary Place
- iii. Copy of applicant's ID card or Birth Certificate
- iv. Copies of Report Cards of Primary 5 (Annual) and Primary 6 (1st Term)
- v. Copies of Certificates/Awards
- vi. Copy of Baptism Certificate (if any)
- vii. Three stamped self-addressed envelopes with student's name and address  
**(No recommendation letter of any kind is needed.)**

5. Date of Interview : 8 March 2025 (Saturday)

6. Arrangements of Interview :

All applicants will be invited to attend the interview. Letters of notification will be sent by post on or before 21 February 2025. Applicants should arrive 20 minutes prior to the stated interview time. **No change of time and date will be entertained.** Should you receive no letter after 21 February 2025 please call 28171764 for enquiry.

7. Release of results :

Successful applicants will be notified by phone and post on 31 March 2025.

8. Date of Information Day for S1 Admission : 7 December 2024

9. Number of discretionary places available : 40

10. Selection criteria and weighting :

Academic Performance	50%
Performance in Interview	30%
Performance in Extra Curricular Activities and Awards	20%



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### 中一自行分配學位申請須知 (二零二五至二零二六學年)

1. 申請日期 : 二零二五年一月二日至二零二五年一月十六日
2. 辦公時間 : 星期一至五：上午九時至下午五時/星期六：上午九時至正午十二時
3. 遞交申請 : (i) 申請人的家長或獲授權人士需親身前往學校遞交申請  
(ii) 中一派位電子平台  
**(本校並不接受郵寄遞交申請)**
4. 遞交申請所需文件 :
  - i. 聖嘉勒女書院中一自行分配學位報名表 (甲部與乙部)
  - ii. 教育局中一自行分配學位申請表
  - iii. 申請人之身分證或出生證書副本
  - iv. 小五(全學年)及小六(上學期)成績表副本
  - v. 所獲之獎項或證書副本
  - vi. 天主教領洗證明書(如適用)
  - vii. 回郵信封三個(必須填上學生姓名、住址及貼上郵票)  
**(不須提交小學推薦信)**
5. 面試日期 : 二零二五年三月八日 (星期六)
6. 面試安排 :

所有申請者均會獲邀參加面試。本校會於二零二五年二月二十一日或之前以郵寄方式通知有關詳情。申請者需於指定面試時間二十分鐘前抵達學校，**面試日期及時間均不得更改**。如於二零二五年二月二十一日仍未接獲通知，可致電 2817 1764 查詢。
7. 公佈結果 :

獲取錄的學生將於二零二五年三月三十一日收到學校電話及書面通知。
8. 中一入學資訊日 : 二零二四年十二月七日
9. 中一自行分配學位總數 : 40
10. 收生準則及比重 :

學業成績	50%
面試表現	30%
課外活動表現及獎項	20%