

Tuen Mun Catholic Secondary School
2023-2024 Guidelines for Form One Discretionary Places Application

1. Qualifications

All current Primary Six students from any districts are eligible for application.

2. Application Procedure

2.1 Collecting Application Form

No printed forms are available and applicants should complete the application form online from 3rd January to 17th January. All applicants are required to fill in the form available in https://web.tmcss.edu.hk/self_admission/ .



2.2 Submission of Application

Date: 3rd January, 2023 - 17th January, 2023

Time: Monday to Friday 9:00 a.m. - 5:00 p.m.

Saturday 9:00 a.m. - 12:00 n.n.

(For the submission of relevant documents only)

Method: Applicants should submit their application in person or through SSPA e-platform. Whatever the above application methods, applicants are required to complete the online application form provided by our school as mentioned above. If necessary documents are not provided, the application is not acceptable.

Method 1: Applicants submit the Application Form for Secondary One Discretionary Place and the relevant documents in person;

Method 2: Submit the relevant documents as instructed on SSPA e-platform;

Method 3: Submit the Application Form for Secondary One Discretionary Place and the relevant documents by post with a returning envelope for receiving the parent's slip.

Documents to be submitted:

- Application form issued by Hong Kong Education Bureau for Form One Discretionary Places Admission

- Original Copy of Certificate of Birth or Hong Kong I.D. Card (for checking)
- Photocopy of Certificate of Birth or Hong Kong I.D. Card
- Photocopy of P.5 & 6 report cards
- Photocopy of certificates or documents related to academic performance
- Photocopy of certificates or documents related to the performance in extra-curricular activities
- For Catholic, please attach the photocopy of the Certificate of Baptism

* All photocopies will not be returned. Recommendation letters are not required.

2.3 Hong Kong Education Bureau's restriction on the application

Each student may apply to no more than two participating secondary schools for Discretionary Places or else the chance of acquiring a DP will be forfeited.

Whatever the submission through a printed application form or SSPA e-platform, once the application is submitted, the application is not going to be withdrawn and cancelled. The priority of your preferences is not going to be adjusted.

3. **Number of Students to be admitted**

40 students will be admitted.

4. **Interview**

4.1 All applicants of Form One Discretionary Places will be invited for an interview. Applicants with good performance will be shortlisted for the second interview.

4.2 Announcement date:

First interview: 1st February, 2023

Second interview: 6th March, 2023

4.3 List of interviewees will be posted at the school lobby and on school website (<http://www.tmcss.edu.hk>).

4.4 Date of interview:

First interview: 11th February, 2023

Second interview: 19th March, 2023

4.5 Applicants should bring along original certificates and document for verification when attending the first interview.

4.6 Parents are advised to accompany their children in the second interview.

4.7 Online interviews are not available. Make-up interviews will also not be available for absentees. Applicants should reserve enough time for attending the interviews.

5. **Admission Criteria**

Our school puts great emphasis on the whole person development. All applicants are expected to attain good conduct grades.

5.1 Academic results: 40%

5.2 Performance in the interview: 50%

5.3 Extra-curricular Activities: 10%

6. **Notification for successful DP applicants**

According to the instruction of Education Bureau, parents of successful applicants of their children's inclusion in the Successful Lists for Discretionary Places will be notified by email and phone on 31st March, 2023.

7. **Inquiries**

Please contact Vice-Principal Miss Wong Wai Ping or Miss Tsui Siu Lai at 24632082 or by email info@home.tmcss.edu.hk.

8. Notice of collecting personal data

- 8.1 All information collected by the school will be used for promotion of school's activity, assessing the allocation of places and the related matters. The information will be destroyed after the completion of the admission procedure.
- 8.2 According to the Personal Data (Privacy) Ordinance, the applicants have their right to amend or inquire of all personal information submitted. For reading or amending personal information, please write to the Principal, Tuen Mun Catholic Secondary School at Kin Sang Estate, Tuen Mun.