

Kwun Tong Government Secondary School
Secondary School Places Allocation 2021/2023
Application Information for Secondary 1 (S1) Discretionary Place (DP)
(Admission in September 2023)

1. Number of S1 Discretionary Places: 43 (30% of the school S1 places)

2. Distribution of Application Form:

- (i) Method: [Application forms](http://www.ktgss.edu.hk) can be downloaded from the school website (<http://www.ktgss.edu.hk>) or obtained at the School Office starting from 9:00 a.m., 19th December 2022
- (ii) Time: Monday – Friday 9:00 a.m. - 5:00p.m.
Saturday 9:00 a.m.-12:00 noon

3. Methods of Application

A. Method 1: Submission of Application Form (hard copy) in Person (by parents or their authorized representative)

- (i) Date: 3rd January 2023 (Tue) to 17th January 2023 (Tue)
- (ii) Venue: School Office
- (iii) Time: Monday–Friday 9:00 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 12:00 noon
- (iv) Please submit the following **required documents**:
 - (a) Application Form for S1 Discretionary Place issued by the Education Bureau
 - (b) The KTGSS Application Form for S1 Discretionary Place
 - (c) Copies of report cards of P5 and 1st Term in P6
 - (d) Copies of certificates and awards listed in Section (3) of the KTGSS Application Form (Please arrange in order)
 - (e) The **original copy** of student’s identity document must be presented for verification
 - (f) A self-addressed stamped \$2.2 envelope for interview notification use
- (v) An acknowledgement receipt will be issued immediately after submission of the application form.

Note 1: Applicant needs not submit any recommendation letter from the primary school or personal portfolio.

Note 2: If parents cannot come to school in person when submitting the form, please write a letter of authorization to authorize a representative to submit the form on behalf of them. The authorized representative should bring along a copy of the parent/guardian's identification document. (Parent’s name, parent’s ID card number, applicant’s name, applicant’s birth certificate number, the authorized representative's name, the authorized representative’s ID card number should be indicated in the letter of authorization.)

B. Method 2: Submission of Application via the SSPA e-Platform

The Education Bureau (EDB) will implement comprehensive digitalisation of S1 admission by phases starting from 2023. For parents registered as SSPA e-Platform users and bound your account with “iAM Smart+”, you may choose to submit DP applications via the SSPA e-Platform between 3rd January 2023 to 17th January 2023.

- (i) Procedures of Submitting Application Form
- (a) Applicant should upload a file containing the documents required by the school through the SSPA e-Platform.
The required documents to be uploaded to SSPA e-Platform are shown as follow:
1. The KTGSS Application Form for S1 Discretionary Place
 2. Copies of report cards of P5 and 1st Term in P6
 3. Copies of certificates and awards listed in Section (3) of the KTGSS Application Form (Please arrange in order)
 4. The copy of the student’s identity document(s) (e.g. the birth certificate, identity card or passport), and verify whether the student information shown on the SSPA e-Platform viz. the name of student, sex and date of birth is identical with those on the student’s identity document(s).
- The maximum file size for each applicant is 25MB in total. The system supports PDF format and common image file formats (GIF, BMP, PNG and JPEG).
- (b) A self-addressed stamped \$2.2 envelope should be submitted to Kwun Tong Government Secondary School by post
Address: 9 Shun Chi Street, Shun Lee Estate, Kowloon
- (c) In case of discrepancies in the information shown in the SSPA e-Platform, the applicant should notify their primary school (for a participating student) or the SPA Section of the EDB (for a non-participating student) immediately for rectification.

C. Method 3: Special Arrangements on submission of DP applications by post

In view of the COVID-19 epidemic, the EDB has specially allowed submission of DP applications by post to continue for this SSPA cycle. Should Primary 6 (P6) students/parents have genuine difficulties in submitting the Application Forms for S1 DP (Application Form) to our school in person by themselves or by their authorized representatives, parents could thoroughly consider the needs and associated risks, and arrange to submit the Application Forms, other required documents by post (may consider to send by registered mail) between 3 January (Tuesday) and 17 January 2023 (Tuesday), both dates inclusive (the postmark date should not be later than the prescribed deadline).

- (i) The required documents **to be posted** to Kwun Tong Government Secondary School are shown as follow:
- (a) Application Form for S1 Discretionary Place issued by the Education Bureau
 - (b) The KTGSS Application Form for S1 Discretionary Place
 - (c) Copies of report cards of P5 and 1st Term in P6
 - (d) Copies of certificates and awards listed in Section (3) of the KTGSS Application Form (Please arrange in order)

- (e) The **photocopy** of student's identity document must be submitted for verification
- (f) **TWO** self-addressed stamped \$2.2 envelope should be submitted to Kwun Tong Government Secondary School for acknowledgement receipt and interview notification use
Address: 9 Shun Chi Street, Shun Lee Estate, Kowloon

- (ii) After receiving parents' applications by post, our school would return the Parent's Copy of the Application Form to parents by post for retention. Parents should pay sufficient postage fees for their application submission. Otherwise, their application will not be accepted.

4. Notes for Applicant

- (i) Applicants (i.e. Parents or Guardians) should submit the duly completed Application Form together with other information required to the schools direct or submit application via the SSPA e-Platform. The existing SSPA mechanism remains unchanged. Disregard the applications are submitted in paper form or via the SSPA e-Platform, parents may apply to **not more than two participating schools**. If they apply to more than two participating secondary schools for DP, the chance of their child acquiring a DP will be forfeited.
- (ii) If parents have submitted paper Application Form to secondary school directly, they should not submit duplicate applications via SSPA e-Platform, and vice versa.
- (iii) If parents have submitted duplicate applications (i.e. submitted applications bearing the same application number to the same secondary school via both paper form and SSPA e-Platform), these applications will be regarded as one application only. Hence, duplicate applications will not increase the chance of being allocated to the school.
- (iv) Parents should not submit applications bearing the same application number to different secondary schools respectively via paper form and SSPA e-Platform. Otherwise, the chance of their child acquiring a DP will be forfeited.
- (v) Once application submitted, disregard in paper form or via the SSPA e-Platform, the applications cannot be retrieved or cancelled, and no change can be made to the order to school preference.

5. Admission Criteria and Weightings:

Items	Academic Results	Conduct	Extra-curricular Activity Awards	Talents & Services	EDB Rank Order List	Performance of Interview
Weighting (%)	30	10	5	5	20	30

6. Selection Criteria for Interview:

Criteria	Weighting
1. Academic Results	40%
2. Conduct	30%
3. Extra-curricular Activity Awards	10%
4. Talents	10%
5. Services	10%

7. Interview Arrangements:

- (i) List of interviewees: An email and a written notification will be sent to applicants on 22nd February 2023. If applicants do not receive email notification on 23rd February 2023, please contact our staff at 23436220 during office hours.
- (ii) Provisional Date of Interview: 11th March 2023(Saturday) or 18th March 2023(Saturday)
- (iii) Format of Interview: 5-6 students in one group
- Content: ♦ Personal life and family ♦ School life ♦ Daily life
Part 1 : Using Cantonese to discuss an assigned theme
Part 2 : Using English to describe a picture

(iv) Assessment Criteria of the Interview:

Items	Weighting
1. Comprehension in Cantonese and English	30%
2. Communication skills	30%
3. Creativity and analytical thinking	20%
4. Manner	20%

- (v) Latecomers or Absentees: Latecomers will not be entertained. NO make-up interviews will be arranged for latecomers or absentees.

8. Release of results:

- (i) The school will notify parents of successful applicants of their children's inclusion in the Successful Lists for Discretionary Places by letter and phone on 31st March 2023 (Friday).
- (ii) Allocation results for Discretionary Places and Central Allocation will be released on 11th July 2023 (Tuesday).