香港管理專業協會羅桂祥中學
The Hong Kong Management Association K S Lo College
2025/2027 中一自行分配學位申請須知
Instructions for Application for Secondary One Discretionary Places 2025/2027

(一) 申請程序 Application Procedure

a. 接受申請日期 ： 2027 年 1 月 4 日至 2027 年 1 月 18 日
Application Period： 4 January 2027 – 18 January 2027

b. 索取報名表：
Application Form Collection：
透過本校網頁下載申請表或在辦公時間內親臨本校索取申請表。
Download the application form from our school website (http://www.hkmakslo.edu.hk) or collect it from our General Office during office hours.

c. 本校辦公時間：
School Office Hours：

星期一至五：上午 9 時至下午 4 時 30 分	Monday to Friday: 9:00am – 4:30pm
星期六：上午 9 時至正午 11 時 30 分	Saturday: 9:00am – 11:30am
星期日及公眾假期：休息	Sunday and Public Holidays: Closed

(二) 所需繳交之文件 Documents to be Submitted

a. 教育局印製的「中一自行分配學位申請表」(內附有「教育局存根」、「學校存根」及「家長存根」)
The completed “Application Form for Secondary One Discretionary Place” issued by the Education Bureau (EDB), including the parts ‘EDB’s Copy’, ‘School’s Copy’, and ‘Parent’s Copy’.

b. 已填妥之香港管理專業協會羅桂祥中學「中一自行分配學位入學申請表」並貼上小六學生照片
The completed "S1 Discretionary Places Application Form" from HKMA K S Lo College with the student’s Primary Six photo attached.

c. 申請學生之小五全年及小六上學期學校成績表副本
A copy of the applicant’s Primary 5 and Primary 6 first-term school report cards.

d. 申請學生之其他獲獎證書或資料副本
A copy of the applicant’s additional award certificates and related documents.

e. 申請學生之身分證副本 **(11 歲)**
A copy of the applicant’s Hong Kong Identification (HKID) card **(for age 11)**.

f. 一個回郵長信封，信封面須清楚寫上**學生姓名**、地址並貼上足夠郵資（$2.4）的香港郵票。請注意，若透過「中一派位電子平台」提交申請，則毋須遞交回郵信封。
One self-addressed, stamped ($2.4) long envelope with the **student’s name** and address clearly written on them. Note that if you are submitting your application through the EDB's "SSPA e-Platform", no return envelope is required.

- 請將所有文件連同申請表用釘書機釘在一起，毋須另行用膠套式文件夾存放。申請表一經遞交，不可撤回或取消。
Please staple all documents and the application form together for submission. There is no need to use a plastic file. Once the application is submitted, it cannot be withdrawn or cancelled.
- 申請者**不需**遞交小學校長推薦信。
Applicants **do not need to** submit recommendation letters from their primary schools.

(三) 遞交申請表 Application Submission

a. 於上述辦公時間交回本校校務處
Please submit the application to the General Office in person during office hours.

b. 如選擇透過教育局「中一派位電子平台」遞交申請，請參閱教育局網頁。申請人請將項目 (b) 至 (d) 順序合併成為**一個** PDF 檔案，並上傳至電子平台。If you choose to submit the application through the EDB's "SSPA e-Platform", please refer to the EDB website. You are required to merge items (b) to (d) in the order into **ONE** PDF file and upload it onto the e-Platform.

遇有以下情況，本校將把教育局印發的『中一自行分配學位申請表』退回給申請人：
The school will return the "Application Form for S1 Discretionary Place" issued by the Education Bureau to the applicant under the following circumstances:

a. 「派位年度」、「學生編號」及「申請編號」的預印資料經塗改的申請表。 Application Forms with amendments to the pre-printed information for the 'Allocation Cycle', 'Student Reference Number', and 'Application Number'.

b. 「學生姓名」、「性別」及「出生日期」的預印資料經塗改而未附有小學校印（如屬參加派位學生）或教育局印章(如屬非參加派位學生)的申請表。 Application Forms with amendments to the pre-printed information for the 'Name of Student', 'Sex', and 'Date of Birth', without having a stamp chop from the primary school (for participating students) or the Education Bureau (for non-participating students).

c. 影印、損毀或欠完整的申請表。 Photocopied, damaged, or incomplete Application Forms.

(四) 可供申請的自行分配中一學額 Number of Discretionary Places Available

40

(五) 收生準則及比重 Admission Criteria and Weighting

a.	學業成績(按教育局成績調整)	Academic Performance (Adjusted According to the EDB Data)	40%
b.	行為品行	Conduct	15%
c.	課外活動及服務	Extra-curricular Activities / Service	10%
d.	獎項	Awards	5%
e.	面試表現	Interview Performance	30%

(六) 面試安排 Interview Arrangements

本校將約見所有申請人參加面試，面試日期為 2027 年 3 月 7 日(星期日)。校方將於 2027 年 3 月 3 日前透過書面（信件或電郵）通知面試安排，面試詳情也會上載於本校網頁(https://www.hkmakslo.edu.hk)。
Our school will schedule interviews for all applicants, to be held on Sunday, 7 March 2027. All applicants will be notified of the interview arrangements in writing (letter or email) before 3 March 2027. The interview details will also be posted on our school website (https://www.hkmakslo.edu.hk).

(七) 中一自行分配學位簡報會 Briefing Session for S1 Discretionary Places Allocation

本校將於 2027 年 1 月 3 日(星期日)下午二時至四時舉行「中一自行分配學位簡報會」，以便家長進一步瞭解本校的收生準則詳情、面試內容及其他事宜。詳情將於 2026 年 12 月在本校網頁公布。
To help parents better understand our admission criteria, interview content, and other related matters, a "Secondary One Discretionary Places Allocation" briefing session will be held from 2pm to 4pm on Sunday, 3 January 2027. Details will be announced on our school website in December 2026.

(八) 個人資料處理 Handling Personal Information

申請表格提供之資料，只供作申請本校中一學位之用途，並會向教育局呈交。在完成中一收生程序後，此等資料將予銷毀。
All personal information provided in the application form will solely be used for our school's S1 admission purposes and will be submitted to the EDB. Once the admission process is over, the information will be destroyed.

(九) 公布結果 Release of results

按教育局規定，校方會於 2027 年 3 月 31 日透過書面（信件或電郵）及電話通知所有正取學生家長，其子女已獲本校納入自行分配學位正取學生名單。
In accordance with EDB instructions, parents of all successful applicants will be notified in writing (letter or email) and phone on 31 March 2027 that their child has been included in the list of successful candidates for our school's discretionary places.
教育局將於 2027 年 7 月公布派位結果。
The EDB will release the allocation results in July 2027.

(十) 查詢 Enquiries

家長如有進一步查詢，可以聯絡
For further inquiries, parents may contact the following:

教育局中學學位分配組
School Places Allocation Section, EDB 電話 Phone No.: 2832 7740 / 2832 7700

香港管理專業協會羅桂祥中學
The Hong Kong Management Association K S Lo College 電話 Phone No.: 2470 3363