天主教母佑會蕭明中學

地址：新界葵涌葵葉街六號　　電話：2424 1796　　傳真：2484 1434
網 址： http://dmhcsm.edu.hk　　電郵：general@dmhcsm.edu.hk

中一自行分配學位申請須知(適用於二零二七年九月入讀中一)

1. 自行分配學額 ： 40 (佔本校中一學位 30%)

2. 索取申請表格方法 ：
   a. 親臨本校索取
   b. 本校網頁下載：http://dmhcsm.edu.hk (載有英文版本 The English version is available online.)

3. 遞交報名表格 ： 請親臨**本校**或透過**「中一派位電子平台」**遞交以下資料：
   1. 本校申請表格　　2. 相關文件影印本
   3. 報名費 40 元 (如使用電子平台申請，將安排於面試日收取費用)

4. 到校索取表格日期或在本校網頁下載表格 ： 10/10/2026（星期六）至 18/01/2027（星期一）

5. 遞交表格日期 ： 04/01/2027（星期一）至 18/01/2027（星期一）

6. 收發表格時間 ：
   星期一至五　　上午 8:30 至下午 5:00
   星期六　　上午 8:30 至中午 12:00
   （公眾假期除外）

7. 遞交申請表格附件 ：
   a. 教育局所印發的「中一自行分配學位申請表」教育局存根、學校存根及家長存根（只適用於親臨本校報名）
   b. 申請人的身份證明文件影印本
   c. 申請人小四(上、下學期)、小五(上、下學期)及小六(上學期)成績表影印本
   d. 獎狀、證書或證明文件影印本（只限與報名表內列出的相關項目）(若有)
   e. 申請人及其父母的天主教領洗證書影印本（天主教徒適用）
   f. 註明申請人(學生)姓名及地址的回郵信封 2 個（各貼$2.4 郵票）(如透過電子平台申請，請於面試日交到本校）

   註：①截止遞交申請表格日期後，除了六年級上學期成績表外，本校將不會接受其他後補資料。
   ②申請人不需要提交任何推薦信。

8. 取錄準則 ： 根據小學校內成績、參與的課外活動（或專長）及服務、獎項、面試表現。

9. 計分比重 ：
   A. 第一階段
      按申請表內項目計算分數
      a) 校內成績　　40 分
      b) 校內及校外獎項、服務、課外活動(或專長)及其他　　20 分
   B. 第二階段
      面試表現(小五下學期操行達 B 或以上的申請人都有面試機會)　　40 分
   C. 最後階段，根據以上兩項(A 及 B)的總分遴選及取錄申請人。

10. 面試安排及日期 ：
    a. 凡申請人小五下學期操行等同或高於 B，均可參與面試。
    b. 學校將於 2027 年 2 月 12 日(星期五) 或之前發信通知申請人面試日期及時間，而面試日期暫定為 2027 年 3 月 6 日(星期六)。

11. 取錄結果公佈日期 ： 本校將會於 2027 年 3 月 31 日(星期三) 以電話通知正取生家長取錄結果，並會發信通知確實。
    所有申請人會於 7 月中獲通知中學學位分配辦法下的派位結果，家長無需致電本校查詢。

Daughters of Mary Help of Christians Siu Ming Catholic Secondary School

Address : 6 Kwai Yip Street, Kwai Chung, N.T. Tel. No. : 2424 1796 Fax. No. : 2484 1434
Web Site : http://dmhcsm.edu.hk E-mail Address : general@dmhcsm.edu.hk

Notes for Application for S.1 Discretionary Places (Admission in September 2027)

1. Number of S.1 discretionary places : 40 (30% of our S.1 school places)

2. Ways to obtain the application forms :
   a. Obtainable in person from our school
   b. Downloadable from our school website: http://dmhcsm.edu.hk

3. Submission of application forms : Submit the following documents **in person** or via the **SSPA e-Platform**:
   1. The application form provided by our school
   2. Photocopies of supporting documents
   3. The application fee of $40 (for submission via e-Platform, the fee will be collected on the day of interview)

4. Date of distribution of application forms or online application forms : 10/10/2026 (Saturday) to 18/01/2027 (Monday)

5. Date of submission of application forms : 04/01/2027 (Monday) to 18/01/2027 (Monday)

6. Time of distribution and submission of application forms :

Monday – Friday	8:30 a.m. – 5:00 p.m.
Saturday (except public holidays)	8:30 a.m. – 12:00 noon

7. Documents to be submitted :
   a. the EDB's Copy, School's Copy and Parent's Copy of the "Application form for S.1 Discretionary Place" provided by EDB (for submission in person)
   b. a copy of the applicant's ID card
   c. copies of the applicant's Primary 4 (1st & 2nd terms), Primary 5 (1st & 2nd terms) and Primary 6 (1st term) report cards
   d. copies of the applicant's awards, certificates or supporting documents (for items listed in the application form only) (if any)
   e. a copy of the Catholic Certificate of Baptism of the applicant and the applicant's parents (applicable to Catholics)
   f. two stamped ($2.4 for each), self-addressed envelope clearly stating the addressee (student's name) and the address (for submission via e-Platform, the envelope should be given to the school on the date of interview)

   Note : ① No supplementary documents will be accepted after the deadline for submission of application forms, except for copies of the applicant's Primary 6 (1st term) report cards.
   ② Recommendation letter is not required.

8. Selection criteria : The school will consider the applicants' academic results, participation in extra-curricular activities (or specialties) and service, awards and interview performance.

9. Details of selection criteria :

   A. First Stage:
   Items included in the application form will be marked.

a.	Academic results	40 marks
b.	Internal & external awards, service, ECA (or specialties) and others	20 marks

   B. Second Stage:
   Interview performance (Interviews will be arranged for applicants who meet the conduct requirement of grade B or above in the 2nd term of Primary 5.) 40 marks

   C. Final Stage:
   Admission is based on the total marks of parts A and B.

10. Date of interview :
    a. Applicants who meet the conduct requirement of grade B or above in the 2nd term of Primary 5 will be invited to attend an interview.
    b. The school will notify the applicants of the date and time of the interview by mail on or before 12/02/2027 (Friday). The tentative date of interview is 06/03/2027 (Saturday).

11. Date of announcement of admission results : Our school will notify successful applicants of our inclusion in Successful List for S1 Discretionary Places through mail and by phone on 31/03/2027 (Wednesday). All applicants will receive the Secondary School Places Allocation results in mid-July. Parents are requested not to make enquiries about the results over the phone.

Daughters of Mary Help of Christians Siu Ming Catholic Secondary School
天主教母佑會蕭明中學

Notes for Submission of Application for S.1 Discretionary Place (Admission in September 2027)
中一自行分配學位報名須知（適用於二零二七年九月入讀中一）

Please submit the application form along with the following documents and application fee.
請連同以下文件及報名費用繳交「中一自行分配學位報名表」。

Checklist of Documents 文件核對清單

1. The EDB's Copy, School's Copy and Parent's Copy of the "Application Form for S.1 Discretionary Place" provided by EDB (for submission in person);
   由教育局印發的「中一自行分配學位申請表」教育局存根、學校存根及家長存根(只適用於親臨本校報名)；

2. A copy of the applicant's ID card;
   申請人(學生)的身份證明文件影印本；

3. Copies of the applicant's Primary 4 (1st & 2nd terms), Primary 5 (1st & 2nd terms) and Primary 6 (1st term) report cards;
   申請人(學生)的小四(上、下學期)、小五(上、下學期)及小六(上學期)成績表影印本；

4. Copies of the applicant's awards, certificates or supporting documents related to the competitions, activities, service roles and specialty or talent listed in this "Application Form for S.1 Discretionary Place" (if any);
   在本份「中一自行分配學位報名表」內列出的比賽、活動、服務職責、專長或才能，申請人(學生)相關的獎狀、證書或證明文件影印本(若有)；

5. A copy of the Catholic Certificate of Baptism of the applicant and the applicant's parents (applicable to Catholics);
   申請人(學生)及其父母的天主教領洗證書影印本(天主教徒適用)；

6. Two stamped, self-addressed envelopes (4"x9") clearly stating the student's name and the address (please affix postage: $2.4 stamps on each return envelope) (for submission via e-Platform, the envelope should be given to the school on the date of interview);
   註明學生姓名及地址的 4"x9"回郵信封 2 個(請在各回郵信封面分別貼上$2.4 郵票)（如透過電子平台申請，請於面試日交到本校）；

7. Application fee of HK$40 (for submission via e-Platform, the fee will be collected on the day of interview)
   報名費用港幣 40 元正(如透過電子平台申請，將安排於面試日收取費用)

PS 備註：

(a) Recommendation letter is not required.
不需要提交小學推薦信。

(b) The personal data provided by means of this form will be used for processing application for S.1 discretionary place. If the information provided is insufficient, the school may not be able to process the application. The applicant has the right to request access or correction of her personal data in the right of the Personal Data (Privacy) Ordinance. All information provided, when no longer required, will be destroyed.
本表格所收集的資料，只用於辦理申請中一自行分配學位有關事宜。如申請人提供的資料不足，本校可能無法處理有關申請。申請人有權按《個人資料（私隱）條例》，查閱及更改個人資料。所提供的資料於無需保留時將全部銷毀。

(c) For access to or correction of the personal data after submission of this application form, please contact our school office: (Tel. No.) 2424 1796 (Fax No.) 2484 1434
如在遞交此表格後要查閱或更改個人資料，請聯絡本校校務處：（電話）2424 1796（傳真）2484 1434