

**Pui Tak Canossian College**  
**Application Guidelines for S.1 Discretionary Places**  
**(Admission in September 2024)**

Application Period: **From 2 January 2024 (Tuesday) to 16 January 2024 (Tuesday)**

Number of Discretionary Places of our school: 30

**Procedures of Application**

1. All interested applicants may obtain the application form starts from 5 December 2023 by one the following ways:
  - Obtain in person from our School Office:  
(Office hours – Monday – Friday : 8:30 am – 5:00pm  
Saturday : 8:30 am – 11:45am) or
  - Download from our school website (<https://www.ptcc.edu.hk/en/admission>).
2. The following documents should be submitted **in person to the School Office** or **via the SSPA e-Platform** by **16 January 2024**.

**Submit in person to the School Office:**

- “Application Form for S.1 Discretionary Place” issued by EDB
- Completed application form issued by our school
- Photocopy of student’s HKID card.
- Photocopies of P5 and P6 School Report cards
- Photocopies of certificates or achievements of extra-curricular activities, services, and achievements in Primary 4 to 6 (if any)
- Photocopy of the Catholic Certificate of Baptism of the applicant (applicable to Catholics)
- Two recent photos (one to be glued onto the application form and the other one with student’s name written on the back)
- Two stamped (\$2.20) return envelopes

**Submit via the SSPA e-Platform:**

- Completed application form issued by our school
- Photocopy of student’s HKID card.
- Photocopies of P5 and P6 School Report cards
- Photocopies of certificates or achievements of extra-curricular activities, services, and achievements in Primary 4 to 6 (if any)
- Photocopy of the Catholic Certificate of Baptism of the applicant (applicable to Catholics)

**Admission Criteria & Weightings**

- |                                |       |
|--------------------------------|-------|
| 1. Academic Performance        | (40%) |
| 2. Extra-curricular activities | (30%) |
| 3. Interview performance       | (30%) |
| 4. Conduct grade B or above    |       |

**Details of interview**

1. Format
  - Individual interview, to be conducted in both Cantonese and English, length of interview is 15 minutes approximately
2. Contents
  - Self-introduction
  - School life
  - Situational questions

### 3. Selection Criteria

- Comprehension
- Creative thinking
- Expressiveness and communication skills
- Values
- Appearance, manners and self-confidence

### Remarks

1. Each student may apply to **at most two** secondary schools. Otherwise, her chance of acquiring a discretionary place will be forfeited.
2. The date of the interview will be **9 March 2024 (Saturday)**. All applicants will be notified by post in February 2024 regarding the time of the interview.
3. Parents or guardians of successful applicants will be notified by phone and mail of their child's inclusion in the Successful List for Secondary One Discretionary Places on **27 March 2024 (Wednesday)**.
4. All the results of allocation will be released on **9 July 2024 (Tuesday)**, together with the Central Allocation results.
5. There is **no need** to submit recommendation letters from their primary schools.

### Applicant's/Student's Personal Data Collection Statement

Purpose of Collection	<ol style="list-style-type: none"><li>1. The school will use the personal data provided in the application form to process school place application and will contact the applicant when necessary.</li><li>2. The personal data in the application form is provided on a voluntary basis. However, if the data provided is insufficient, this may hinder the communication between the school and the applicant.</li></ol>
Transfer of Data	<ol style="list-style-type: none"><li>3. Apart from the purpose stated in (1) above, part of the personal data provided in the application form will also be sent to the School Places Allocation Section of the Education Bureau.</li></ol>
Access to Personal Data	<ol style="list-style-type: none"><li>4. According to the Personal Data (Privacy) Ordinance Cap. 486, a data subject has the right to request access and correction to the personal data provided in the application form, including obtaining a copy of it. The data provided by an applicant will be kept confidential and destroyed at the end of a school year.</li></ol>
Enquiry	<ol style="list-style-type: none"><li>5. Please contact the school should there be any enquiries regarding the personal data provided in the application form, including data access request or correction of data.</li></ol>

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