



小一入學申請報名須知

領取申請表方法

(1) 親臨索取

申請人家長/監護人(或代表)可到聖保羅男女中學附屬小學辦事處索取申請表。

辦理時間：2011年8月29日(星期一)至2011年9月9日(星期五)
星期一至五 上午9:00至下午4:00

(2) 本校網頁下載

申請人家長/監護人可於2011年8月29日(星期一)至2011年9月9日(星期五)期間，在本校網址 www.spcc.edu.hk 下載「申請表」。

報名辦法

(1) 申請人家長/監護人須於報名日期之辦理時間內，攜同填妥之申請表及有關證明文件，親自交回聖保羅男女中學附屬小學辦事處。

報名日期：2011年9月5日(星期一)至2011年9月9日(星期五)

辦理時間：星期一至五 上午9:00至下午4:00

報名地點：香港黃竹坑南風徑11號聖保羅男女中學附屬小學

(2) 報名所需呈交文件：

- (i) 填妥之小一入學申請表；
- (ii) 申請人之香港出生證明書副本或香港以外地方之出生證明書副本及外國護照副本/獲准居港證明文件；
- (iii) 申請人之香港身份證(如有)副本；
- (iv) 如在申請表格問題15或16選擇了「是」作為答案，請在提交申請表時攜同父母身份證正本到校核實。家長亦可選擇隨申請表提交身份證副本；
- (v) 如屬校友，父/母獲本校小/中學發出之畢業證書(如有)副本；
- (vi) 申請人/父/母之基督教領洗紙(如適用)副本；
- (vii) 申請人居住地址證明文件副本，文件上的姓名須與家長/監護人的姓名相同；
- (viii) 貼足郵票之回郵信封3個，回郵信封將用作通知面見時間及申請結果，請家長小心填寫地址，信封面請註明申請人姓名。

(3) 透過幼稚園提名(助學)計劃申請者，必須符合全數學費減免資格，並獲得幼稚園校長簽署確認。

學費減免及助學金

有需要的學生(包括來自綜援家庭及領取學生資助辦事處「學資處」財政資助的學生)可申請學費減免。有關學費減免計劃詳情，請參閱附件或致電 2523 0067。此外，符合全數學費減免資格的學生可獲發助學金，資助教科書、校服、午膳及交通等開支。

面見安排

- (1) 申請人將獲安排於本年9月下旬至11月期間進行面見，詳情將另行書面通知；
- (2) 申請人須接受一個由校長、副校長和老師組成的面見安排小組進行面見；
- (3) 家長/監護人須於面見當日攜同各有關證明文件之正本到校核實。

取錄準則

- (1) 不超過70%小一學位收取與學校有關係之申請人(即不超過98人)
與學校有關係者包括：
 - 兄/姊在中/小學就讀
 - 中/小學畢業生子女
 - 中/小學教職員子女
 - 校董子女
- (2) 不少於30%小一學位收取與學校無關係之申請人(即不少於42人)

申請結果

申請結果將於11月下旬書面通知家長/監護人。



Notes to Applicants for Admission to Primary One

Obtaining Application Form

(1) In person

Parent/Guardian (or representative) may come to St. Paul's Co-educational College Primary School during the dates and office hours listed below to obtain the Application Form.

Dates of distributing the Application Form : 29 August to 9 September 2011 (Mon-Fri)

Office Hours: Monday - Friday : 9:00 am - 4:00 pm

(2) Download from the School Website

Application Form can be downloaded from the School website: www.spcc.edu.hk from 29 August to 9 September 2011 (Mon-Fri).

Application Procedures

(1) Parent/Guardian should submit in person the completed Application Form and all relevant documents to St. Paul's Co-educational College Primary School.

Application Period : 5 September to 9 September 2011 (Mon-Fri)

Office Hours : Monday - Friday : 9:00 am - 4:00 pm

Address : St. Paul's Co-educational College Primary School - 11 Nam Fung Path, Wong Chuk Hang, Hong Kong

(2) Documents to be submitted :

- (i) the completed Application Form;
- (ii) photocopy of the applicant's Hong Kong Birth Certificate OR photocopy of the applicant's Birth Certificate of place outside Hong Kong and documents permitting him/her to stay in Hong Kong;
- (iii) photocopy of the applicant's Identity Card (if applicable);
- (iv) if the answer to Question 15 or 16 of the Application Form is yes, on submission of this application form, please bring along the original copy of the Parent's Identity Card for verification OR the parent could provide a copy of the Identity Card to the School with the Application Form;
- (v) photocopy of the Primary/Secondary School Graduate Certificate of the applicant's parent if claiming parent's graduate status from St. Paul's Co-educational College;
- (vi) photocopy of the applicant/parent's Baptism Certificate if claiming the same religious affiliation with the School;
- (vii) photocopy of the proof of residential address. The name on the documentary proof should agree with that of the parent/guardian;
- (viii) 3 stamped self-addressed envelopes with sufficient postage. Self-addressed envelopes will be used to notify the applicant about the interview arrangement and the result of the application. Parents should provide accurate address and name of the applicant on the stamped envelopes.

(3) If the application is made through the Kindergarten Nomination Scheme (Financially Disadvantaged Students), the applicant has to qualify for full fee remission and needs to seek endorsement from the head of the kindergarten on the Application Form.

Fee Remission and Bursary

Needy students, including those from families receiving the Comprehensive Social Security Assistance (CSSA) and students receiving financial assistance provided by the Student Financial Assistance Agency (SFAA), could apply for fee remission. Please refer to the attachment or call 2523 0067 for details. Moreover, students eligible for full fee remission will be awarded a bursary to help cover their expenses on textbooks, school uniform, meals and transportation.

Interview Arrangement

- (1) An interview will be arranged for the applicant from the last week of September to November this year. Applicants will be notified of the details later.
- (2) An interview panel comprising the Headmistress, Deputy Headmistress and teachers would be formed for the purpose of interviewing the applicants.
- (3) Parent/Guardian is required to bring along the originals of all relevant documents for verification on the date of interview.

Standard of Admission

- (1) Not more than 70% of the successful applicants are related to the Schools (i.e. not more than 98 applicants)
Applicants related to the Schools include:
 - Brother(s)/Sister(s) is/are student(s) of our Primary/Secondary School
 - Parent being a graduate of our Primary/Secondary School
 - Parent working full time in our Primary/Secondary School
 - Parent being a registered School Manager of our Primary/Secondary School
- (2) At least 30% of the successful applicants are NOT related to the Schools (i.e. not less than 42 applicants)

Result of Application

Parent/Guardian will be notified of the result of the application in late November.

5. 居住地址 中文 _____

 Residential Address In ENGLISH _____

請提交住址證明文件副本，例如：電/水/煤氣/住宅電話收費單，差餉單等。該文件上的姓名須與家長/監護人的姓名相同。
 (註：本校為直接資助學校，收生無住址所屬校網之限制。)
 A photocopy of the proof of residential address (e.g. electricity/water/town gas/residential telephone bills, demand note for rates, etc.) should be submitted. The name on the documentary proof should agree with that of the parent/guardian.
 (Remarks: Being a direct subsidy school, we can admit applicants from any school net to fill the Primary One places.)

6. 住宅電話
 Home Tel. No. _____

7. 以中文為學習媒介 可以 Able
 Use Chinese as Learning Medium 不可以 Unable

8. 現正就讀之幼稚園/幼兒園及地址
 Kindergarten/Nursery Attending & _____
 Address _____

9. 現正就讀之班級
 Class/Level Attending _____

B. 家長/監護人資料
 Parents' / Guardian's Particulars

10. 父親 a. 姓名 所填寫的姓名，必須與香港身份證及申請人出生證明書上的姓名相符。
 Father Name The name entered must agree exactly with the parent's Hong Kong Identity Card and the applicant's Birth Certificate.
 中文 _____
 姓氏 名字
 In ENGLISH _____
 SURNAME OTHER NAMES

b. 香港身份證號碼
 Hong Kong Identity Card No. _____

c. 職業
 Occupation _____

d. 辦事處地址
 Office Address _____

e. 辦事處電話
 Office Tel. No. _____

f. 其他聯絡電話
 Other Contact No. _____

11. 母親 a. 姓名 所填寫的姓名，必須與香港身份證及申請人出生證明書上的姓名相符。
 Mother Name The name entered must agree exactly with the parent's Hong Kong Identity Card and the applicant's Birth Certificate.
 中文 _____
 姓氏 名字
 In ENGLISH _____
 SURNAME OTHER NAMES

b. 香港身份證號碼
 Hong Kong Identity Card No. _____

c. 職業
 Occupation _____

d. 辦事處地址
 Office Address _____

e. 辦事處電話
 Office Tel. No. _____

f. 其他聯絡電話
 Other Contact No. _____

12. 監護人 a. 姓名 所填寫的姓名，必須與香港身份證上的姓名相符。
 (如適用) Name The name entered must agree exactly with the guardian's Hong Kong Identity Card.
 Guardian 中文 _____
 (if applicable) 姓氏 名字
 In ENGLISH _____
 SURNAME OTHER NAMES

5. _____

6. _____

7. _____

8. _____

9. _____

10. a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

11. a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

12. a. _____

- b. 香港身份證號碼
Hong Kong Identity Card No. _____
- c. 職業
Occupation _____
- d. 辦事處地址
Office Address _____
- e. 辦事處電話
Office Tel. No. _____
- f. 其他聯絡電話
Other Contact No. _____

C. 其他資料 Other Information

13. 申請人的父/母為本校註冊校董
Parent Being a Registered School Manager of Our School 不是 No
 是 Yes 父/母姓名
Name of Parent _____

14. 申請人的父/母為本校小/中學全職教職員
Parent Working Full Time In Our Primary/Secondary School 不是 No
 是 Yes 父/母姓名
Name of Parent _____

15. 申請人的兄/姊正在本校小/中學就讀
Sibling(s) Studying In Our Primary/Secondary School 不是 No
 是 Yes 兄/姊姓名
Name of Sibling(s) _____
現讀 小學 Primary School
Class Attending 中學 Secondary School
班別 Class _____

如「是」，請在提交申請表時攜同父母身份證正本到校核實。家長亦可選擇隨申請表提交身份證副本。
If yes, on submission of this application form, please bring along the original copy of the Parent's Identity Card for verification OR the parent could provide a copy of the Identity Card to the School with this application form.

16. 申請人的父/母為本校小/中學畢業生
Parent Being a Graduate of Our Primary/Secondary School 不是 No
 是 Yes 父/母姓名
Name of Parent _____

如「是」，請在提交申請表時攜同父母身份證正本到校核實。家長亦可選擇隨申請表提交身份證副本。
If yes, on submission of this application form, please bring along the original copy of the Parent's Identity Card for verification OR the parent could provide a copy of the Identity Card to the School with this application form.

- 上午小學 AM Primary School
 下午小學 PM Primary School
 中學 Secondary School

畢業年份
Year of Graduation _____

17. 申請人為首名出生子女
First-born Child 不是 No
 是 Yes

18. 申請人與本校辦學團體有相同的宗教信仰
Same Religious Affiliation as the Sponsoring Body of Our School 不是 No
 是 Yes

如「是」，請提交申請人/父/母之基督教領洗紙副本，以便核實。
If yes, please submit a photocopy of Applicant's/Parent's Baptism Certificate for verification.

19. 透過幼稚園提名（助學）計劃申請
Applicant being nominated for admission through the Kindergarten Nomination Scheme (Financially Disadvantaged Students) 不是 No
 是 Yes

如「是」，煩請幼稚園校長簽署確認，並蓋上校印。
If yes, the application should be endorsed by the head of kindergarten.

校長簽署及校印
Authorised Signature with School Chop

備註：

- 所有申請人須接受一個由校長和老師組成的面見安排小組進行面見。
 - 家長/監護人在申請表格所提供的個人資料，將只用於辦理申請聖保羅男女中學附屬小學一學位事宜。
 - 請家長/監護人在申請表格提供所需資料。倘若所提供的資料不充足，本校可能無法辦理有關申請。
 - 根據《個人資料(私隱)條例》第18和22條及附表1第6原則的規定，家長/監護人有權更改或查詢所提供的個人資料。
- Remarks:
- All applicants should go through interviews conducted by an interview panel comprising the Headmistress and teachers.
 - The personal data provided by means of the Application Form will only be used for application for St. Paul's Co-educational College Primary School Primary One Place.
 - Please provide the required information. If Parent/Guardian does not provide sufficient information, our school may not be able to process the application.
 - You have a right of access and correction with respect to the personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

- b.
c.
d.
e.
f.

13.

14.

15.

16.

17.

18.

19.

本人聲明

- (1) 本人為上述申請人的家長/監護人。
- (2) 本人已明白此表格提供的個人資料的用途，和有關查閱及改正資料的權利。
- (3) 本人同意 貴校向申請人就讀之幼稚園/幼兒園諮詢有關其學習情況。
- (4) 此表格內的資料全屬正確無訛，倘若有虛報資料，本申請則作廢。
- (5) 本人確知申請人將獲安排於本年9月下旬至11月期間進行面見，家長須攜同各有關之證明文件正本到校核實。
- (6) 本人現隨申請表提交各有關證明文件之副本以供參考。

I declare

- (1) I am the parent/guardian of the above mentioned applicant.
- (2) I understand the purposes of which the personal data provided by means of this form will be used, as well as my rights for data access/correction.
- (3) I understand that your school may consult the Kindergarten/Nursery on the applicant's development.
- (4) To the best of my knowledge and belief, the information contained in this form is true and correct. If false information is supplied, this application will be rendered null and void.
- (5) I understand that an interview will be arranged for the applicant from the last week of September to November this year. Originals of all relevant documents must be brought along for verification.
- (6) I submit photocopies of all relevant documents with this Application Form.

家長/監護人簽署

Signature of Parent/Guardian _____

家長/監護人姓名

Name of Parent/Guardian _____

日期

Date _____



校印
School Chop

小一入學申請表收據 Receipt of Primary One Application Form

2012-2013
小一 Primary One

茲收到申請人

Received from Parent/Guardian of _____
(申請人姓名 Name of Applicant)

家長/監護人向聖保羅男女中學附屬小學
the Application Form for Admission to

遞交之小一入學申請表。

Primary One in St. Paul's Co-educational College Primary School.

收表日期

Date Received _____

/9/2011

收表人簽署

Collector's Signature _____