聖保羅男女中學附屬小學

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)可到香港黃竹坑南風徑11號聖保羅男女中學附屬小學辦事處索取申請表。
辦理時間：2010年8月30日(星期一)至2010年9月10日(星期五)
星期一至五 上午9:00至下午4:00

(2) 院校網頁下載
申請人家長/監護人可於2010年8月30日(星期一)至2010年9月10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，攜同已填妥之申請表及有關證明文件，親自交回香港黃竹坑南風徑11號聖保羅男女中學附屬小學辦事處。

報名日期：2010年9月6日(星期一)至2010年9月10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) 如在小學申請表格第21及22題選「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) 申請人之基督教領洗紙(如適用)副本；
   (vii) 申請人居住地證明文件副本，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，信封封面註明申請人姓名。

面見安排

(1) 申請人將獲安排於本年9月下旬及11月期間進行面見，詳情會另行書面通知。
(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105人）
與學校有關係者包括：
   - 兄/妹在小/中學就讀
   - 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45人)

申請結果
申請結果將於11月下旬書面通知家長/監護人。
"Application Procedures" 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 at 11 Nam Fung Path, Wong Chuk Hang, Hong Kong during the dates and office hours listed below to obtain the Application Form.

Dates of distributing the Application Form: 30 August to 10 September 2010 (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 30 August to 10 September 2010 (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 at 11 Nam Fung Path, Wong Chuk Hang, Hong Kong.

Application Period: 6 September to 10 September 2010 (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) the photocopy of the applicant’s Hong Kong Birth Certificate OR the photocopy of the applicant’s Birth Certificate of place outside Hong Kong and documents permitting him/her to stay in Hong Kong;
(iii) the photocopy of the applicant’s Identity Card (if applicable);
(iv) if the answer to Question 21 or 22 of the Application Form (Primary School) 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) the 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) the photocopy of the applicant/parent’s Baptism Certificate if claiming the same religious affiliation with the School;
(vii) the 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.

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 105 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 45 applicants)

Result of Application
Parent/Guardian will be notified of the result of the application in late November this year.