領取申請表方法

(1) 親臨索取
申請人家長/監護人(或代表)可到香港堅尼地道26號「聖保羅男女(堅尼地道)小學」或香港麥當勞道33號「聖保羅男女(麥當勞道)小學」索取申請表

辦理時間：2003年9月8日(星期一)至2003年9月19日(星期五)
星期一至五 上午9:00至下午4:00
星期六 上午8:00至正午12:00

(2) 本校網頁下載
申請人家長/監護人可於2003年9月8日(星期一)至2003年9月19日(星期五)期間，在以下網址 www.spcc.edu.hk下載「申請表」及「報名須知」。

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之副本，親自交回報名之學校。
聖保羅男女(堅尼地道)小學及聖保羅男女(麥當勞道)小學均與聖保羅男女中學同屬相同辦學團體及校董會，兩小學亦

報名日期：2003年9月15日(星期一)至2003年9月19日(星期五)
辦理時間：上午9:00至下午4:00
報名地點：香港堅尼地道26號「聖保羅男女(堅尼地道)小學」或香港麥當勞道33號「聖保羅男女(麥當勞道)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) 父母/監護人之香港身份證副本；
(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。

面見安排

(1) 申請人將獲安排於2003年10月及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(即每校不超過39人)
與學校有關係者包括：
- 兄/妹在中/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(即每校不少於17人)

申請結果

申請結果將於11月書面通知家長/監護人。
Obtaining Application Form

(1) In person
Parent/Guardian (or representative) may come to either St. Paul's Co-educational (Kennedy Road) Primary School at 26 Kennedy Road, Hong Kong or St. Paul's Co-educational (Macdonnell Road) Primary School at 33 Macdonnell Road, Hong Kong during the dates and office hours listed below to obtain the Application Form.

Dates of distributing the Application Form: 8-9-2003(Mon) - 19-9-2003(Fri)
Office Hours:
Monday - Friday: 9:00 a.m. - 4:00 p.m.
Saturday: 9:00 a.m. - 12:00 noon

(2) Download from the School Website

Application Procedures

(1) Parent/Guardian should submit in person the completed Application Form and copies of all relevant documents to the applied Primary School. Both St. Paul's Co-educational (Kennedy Road) Primary School and St. Paul's Co-educational (Macdonnell Road) Primary School will be linked through the ‘through-train’ mode with St. Paul's Co-educational College. All three schools are under the same Sponsoring Body and School Council. Therefore, each applicant should only apply to one of our Primary Schools.

Application Period: 15-9-2003 (Mon) - 19-9-2003 (Fri)
Office Hours: 9:00 a.m. - 4:00 p.m.
Address: St. Paul's Co-educational (Kennedy Road) Primary School - 26 Kennedy Road, Hong Kong OR St. Paul's Co-educational (Macdonnell Road) Primary School - 33 Macdonnell Road, 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) the photocopies of the Identity Cards of the applicant's father and mother/guardian;
(v) the photocopy of the Primary/Secondary School Graduation 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) Interview will be arranged for the applicant within October to November this year. Applicants will be notified of the details later.
(2) An interview panel, which is comprised of the 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 admission falls onto applicants related to the Schools (i.e. no more than 39 applicants per school)
- Applicants related to the Schools includes:
  - 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 schools

(2) Not less than 30% of the admission falls onto applicants NOT related to the Schools (i.e. not less than 17 applicants per school)

Result of Application

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