

**CUHKFAA Chan Chun Ha Secondary School**  
**2023-2024 Notes on Application for Secondary One Discretionary Places**

Each student may apply to not more than two secondary schools, otherwise his/her chance of acquiring a discretionary place (DP) will be forfeited

1. There are 40 discretionary places in this school.
2. Application Period: From 3<sup>rd</sup> January, 2023 (Tue) to 17<sup>th</sup> January, 2023 (Tue).
3. Collection of Application Form.
  - 1) Download from our school website (<http://www.cch.edu.hk>)
  - 2) Collect the form from our school office from (Sat) 3<sup>rd</sup> December, 2022.
  - 3) Request by mail. (Please enclose a self-addressed envelope with stamp.)

4. Methods of Application

**A. Paper Application Form**

- 1) Please complete the application form in BLOCK LETTERS. Append additional page(s) if required.
- 2) Submit the application form to the general office of the school in person or by post with the supporting documents between 3<sup>rd</sup> January, 2023 and 17<sup>th</sup> January, 2023.  
Please include the following items:
  - a) Application form from EDB
  - b) P5-6 Report Cards
  - c) Photocopies of Hong Kong ID documents
  - d) Other supporting documents
  - e) One passport photo
  - f) **Two** self-addressed envelopes with stamps (@ HK\$2.2). On the envelopes, please state: (a) Application for S1 Discretionary Place, (b) name of student, (c) student's home address. **Three** self-addressed envelopes are required for applications submitted by post.
  - g) If application is made by post, please enclose the above documents inside an A4-size envelope and state 'Application Form for S1 Discretionary Places' on it. Please ensure postage is fully paid and reserve the necessary time for mailing. The postmarked date on the envelope will be regarded as the date of application. Parents are advised to send the application by registered mail to minimize the chance of any unforeseen risks occurring.

**3) Personal Information Collection Statement**

The information submitted by parents for Allocation of Places are all personal data. The school will not use it for any purpose other than the application for self-allocation of Secondary One places. No one can read and disclose such information to others without the authorization of the Principal. The school will properly keep the information and it will be destroyed after the end of the school year.

## **B. SSPA e-Platform**

- 1) The EDB will implement comprehensive digitalization of S1 admission by phases starting from 2023. For parents registered as SSPA e-Platform users and bound their account with “iAM Smart+”, apart from the paper Application Form, they may choose to submit DP applications via the SSPA e-Platform. For details, please refer to the EDB’s website and related documents in due course. ([https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/sspa\\_eplatform\\_parents\\_guide.html](https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/sspa_eplatform_parents_guide.html))
- 2) Submit the application form with the supporting documents between 3rd January, 2023 to 17th January, 2023. Please upload the scanned copies of the following items:
  - a) Completed application form in BLOCK LETTERS. Append additional page(s) if required.
  - b) P5-6 Report Cards
  - c) Photocopies of Hong Kong ID documents
  - d) Other supporting documents
  - e) Student Reference No. (STRN)
  - f) One passport photoPlease note that the platform supports only PDF, GIF, BMP, PNG and JPEG formats, and the size limit of uploaded files is 25MB (Including applications for up to 2 schools. Applicants are thus advice to keep the file size for each school to 12.5MB)
- 3) No matter whether the applications are submitted in paper form or via the SSPA e-Platform, each Primary 6 student may apply to not more than two secondary schools listed in the Handbook for Application for Secondary One Discretionary Places (Handbook) provided by EDB, otherwise the chance of acquiring a discretionary place will be forfeited. Moreover, parents should not submit applications bearing the same application number to different secondary schools via paper form and SSPA e-Platform. Otherwise, the chance of acquiring a discretionary place will be forfeited.
- 4) Once submitted, either in paper form or via the SSPA e-Platform, the applications cannot be cancelled or retrieved, and no change can be made to the order of school preference.
- 5) **Personal Information Collection Statement**

The information and scanned files submitted by parents on the Secondary One Electronic Platform for Allocation of Places are all personal data. The school will use neither this data, nor scanned files, for any purpose other than the application for self-allocation of Secondary One places. No one can read and disclose such information to others without the authorization of the Principal. The school will properly keep the information and it will be destroyed after the end of the school year.

**\*Applicants are not required to submit any recommendation letters. (The application process only starts when all the required documents are received. Do not attach any original certificates or other academic documents.)**

### 5. Office hour

Monday – Friday	9:00 a.m. to 5 p.m.
Saturday	9:00 a.m. to 12 noon.

### 6 Interview:

**All applicants will be invited to attend an interview.** Applicants will be informed by post, e-mail or telephone for the interview arrangement in late January, 2023. The interview will be held on 18<sup>th</sup> February, 2023. Our school has the final decision for the admission.

\*If there is any change of the date of the interview, it will be announced on the school website and applicants will be contacted individually.

7. S1 Discretionary Places admission criteria and weighting:  
EDB Rank Order List and academic Result (40%): An average of Grade B or above,  
Conduct (20%): Grade B or above, Interview (25%), Service/ECA, Awards (15%)
8. S1 Discretionary Places result will be announced in written form and by telephone on 31<sup>st</sup> March, 2023. Results at the central allocation will be announced by EDB through the primary school on 11<sup>th</sup> July, 2023.