

**SKH LAM WOO MEMORIAL SECONDARY SCHOOL**  
**Application Guide for S1 Discretionary Places (2022-2023)**

1. Number of discretionary places available: 40
  
2. Distribution of application form:  
Application forms can be downloaded from the school website (<https://www.lamwoo.edu.hk>) or obtained at the School Reception Counter.
  
3. Details of application:
  - Date : 3 January 2022 (Monday) to 17 January 2022 (Monday)  
(Monday to Friday, except public holidays)
  - Office Hours : 9:00 a.m. – 12:00 noon  
2:00 p.m. – 4:00 p.m.
  - Method : Applications with the following documents can be submitted in person to the General Office or by post (the postmark date should not be later than the prescribed deadline).
  
4. Submission of documents:
  - a) The Education Bureau (EDB) Copy, School Copy and Parent Copy (with all three parts intact) of the Application Form for S1 Discretionary Places issued by EDB
  - b) The completed application form (a recent photo attached)
  - c) **Two** self-addressed and stamped envelopes with the applicant as the addressee (for application in person) or **Three** self-addressed and stamped envelopes (for application by post)
  - d) Copies of the following documents:
    - Report cards of Primary 5 (whole year) and Primary 6 (first term)
    - Certificates of extra-curricular activities, services and awards in Primary 5 and Primary 6
    - Hong Kong Identity Card
    - Baptismal Certificate (if applicable)
  - e) Any recommendation letters from the primary schools are not required.

5. Admission criteria and weighting:

a) All applicants with conduct grade B or above will be invited for the first interview.

Admission criteria	Weighting
First interview performance ➤ Focus on knowledge of Mathematics, analytical, logical thinking and organisation skills, communication and presentation skills	15 %
EDB rank order and academic performance	40 %
Extra-curricular activities, services and awards	10 %
Affiliation with the school	10 %
<b>Total</b>	<b>75 %</b>
Second interview performance (not less than 80 short-listed applicants are invited according to the above admission criteria and scores.) ➤ Focus on students' confidence, value and attitude, global view	25 %

b) Letters of notification will be sent by post and the details of interviews will be uploaded in the school website.

6. Application schedule for Form 1 admission

	<b>Procedures</b>	<b>Date</b>
1.	Registration of Form 1 Admission Briefing Session (Live broadcast)	15 November 2021 (9:00 a.m.) to 26 November 2021 (5:00 p.m.)
2.	Form 1 Admission Briefing Session (Live broadcast)	11 December 2021 2:30 p.m. – 4:00 p.m.
3.	Submission of application forms for S.1 Discretionary Places	3 January 2022 to 17 January 2022
4.	First interview for Discretionary Places	19 February 2022
5.	Second interview for Discretionary Places	12 March 2022 or 19 March 2022
6.	Release of the Successful List for Discretionary Places	31 March 2022
7.	Release of allocation results	12 July 2022
8.	Application for S.1 Places after release of SSPA results	12 July 2022
9.	Interview for S.1 Places after release of SSPA results	13 July 2022 and 14 July 2022
10.	Form 1 Registration	14 July 2022 and 15 July 2022
11.	Form 1 Orientation Programme (Day 1)	16 July 2022
12.	Pre-Secondary One Hong Kong Attainment Test	19 July 2022
13.	Form 1 Summer Bridging Courses (Language Across the Curriculum and English)	To be confirmed
14.	Getting to know the School	27 August 2022

**Notes:**

1. The school will notify **parents of successful applicants of their children's inclusion** in the Successful List for Secondary One Discretionary Places by letter and phone on 31 March 2022.
2. Please submit the application form and documents in person and bring along the original copy for verification of personal particulars to the General Office during the application period. Late submission will not be entertained.
3. Each Primary 6 student may apply to not more than two secondary schools listed in the Handbook for 'Application for Secondary One Discretionary Places' provided by EDB, otherwise the chance of acquiring a discretionary place will be forfeited.
4. All application forms submitted cannot be cancelled or retrieved.