

**SKH LAM WOO MEMORIAL SECONDARY SCHOOL**  
**Application Guide for S1 Discretionary Places (2024-2025)**

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 : 2 January 2024 (Tuesday) to 16 January 2024 (Tuesday)  
(Monday to Friday, except public holidays)
  - Office Hours : 9:00 a.m. – 12:00 noon  
2:00 p.m. – 4:00 p.m.
  - Method : 1. In-person submission to the General Office  
2. Submission via eSSPA (by 16 January 2024; Hong Kong Time 23:59)
  
4. Submission of Paper Application Forms and 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
  - 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. Submission of Application Forms and Documents received via eSSPA:  
*Parents should upload*
  - a) The completed application form (a recent photo attached)
  - b) 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)
  - c) Any recommendation letters from the primary schools are not required.

6. Admission criteria and weighting:

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

<b>Admission criteria</b>	<b>Weighting</b>
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 or by email and the details of interviews will be uploaded in the school website.

## 7. Application schedule for Form 1 admission

	<b>Procedures</b>	<b>Date</b>
1.	Submission of application forms for S.1 Discretionary Places	2 January 2024 to 16 January 2024
2.	First interview for Discretionary Places	24 February 2024
3.	Second interview for Discretionary Places	9 March 2024, 11 March (afternoon) or 16 March 2024
4.	Release of the Successful List for Discretionary Places	27 March 2024
5.	Release of allocation results	9 July 2024
6.	Application for S.1 Places after release of SSPA results	9 July 2024
7.	Written Examination and Interview for S.1 Places after release of SSPA results	10 July 2024 and 11 July 2024
8.	Form 1 Registration	11 July 2024 and 12 July 2024
9.	Form 1 Orientation Programme (Day 1)	13 July 2024
10.	Pre-Secondary One Hong Kong Attainment Test	16 July 2024
11.	Form 1 Summer Bridging Courses (Language Across the Curriculum and English Language)	To be confirmed
12.	Getting to know the School	24 August 2024

### 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 27 March 2024.
2. Disregard 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.
3. Moreover, parents should not submit applications bearing the same application number to different secondary schools respectively via paper form and SSPA e-Platform. Otherwise, the chance of acquiring a discretionary place will be forfeited.
4. Once submitted, disregard 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.