



**S.K.H. Kei Hau Secondary School**  
**Guidance Notes on Application for Secondary 1**  
**Discretionary Places**  
**2023-2024**

<http://www.keihau.edu.hk>

5, Kai Tin Road, Lam Tin, Kowloon, Hong Kong

Tel: 2346 0252

1. **Eligibility**

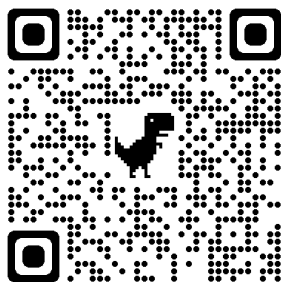
Primary 6 students

2. **Admission requirements**

- |   |                                 |
|---|---------------------------------|
| 2.1 School results of Primary 5 & 6 (25%) | 2.2 Conduct (25%)               |
| 2.3 Rank Order provided by the EDB (25%)  | 2.4 Interview Performance (25%) |

3. **For application**

- 3.1 Application forms can be obtained at the General Office during office hours ; or  
3.2 Downloaded from the school website <http://www.keihau.edu.hk/p/168>



4. **Submission of application**

<b>Submission period</b>	3/1/2023~17/1/2023 (both dates inclusive)
<b>Office hours</b>	Monday - Friday (9am to 12nn; 2pm to 5pm) Saturday (9am to 12nn) (except for public holidays)
<b>Required documents</b>	<ul style="list-style-type: none"><li>● “Application Form of S.1 Discretionary Places” provided by S.K.H. Kei Hau Secondary School</li><li>● “Application Form of S.1 Discretionary Places” provided by the EDB (including EDB’s copy, School’s copy and Parent’s copy with same application number and all three parts intact.)</li><li>● One stamped self-addressed envelope except using SSPA e-Platform (stamp value HK\$2.2, with student’s name and address. Size of envelope: approximately 4” x 9”). Please do not staple the self-addressed envelope to the application form.</li><li>● A copy of Primary 5 Semester1 &amp; 2 and Primary 6 Semester 1 Report cards</li><li>● A copy of the applicant’s identity card</li><li>● <b><u>Reference letters and certificates of activities are not required</u></b></li></ul>

<b>Submission method</b>	<p>Method 1: Submit in person at General Office (1/F) during office hours.</p> <p>Method 2: Application can be submitted by post. The postmark date should not be later than the prescribed deadline. (In order to minimize the risk of unsuccessful delivery, mailing by registered mail is encouraged.)</p> <p>Method 3: Application can be submitted via SSPA e-Platform.</p> <p>Remarks: Please use one of the methods above and read the requirements carefully.</p>
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## 5. **Interviews**

5.1 All eligible applicants will be invited to an interview.

5.2 Interview date:

- 11/3/2023 (1<sup>st</sup> round)
- 18/3/2023 (2<sup>nd</sup> round)

If an applicant is selected for the second-round interview, his/her parent/guardian should also attend the interview.

5.3 Interview time: notifications will be sent out in due course

5.4 Applicants will receive an official letter from the school one week prior to the interview. If the official letter is not received 2 days prior to the interview, please contact Ms. Ho of the General Office at 2346 0252 during office hours or refer to our school website for information.

## 6. **Notification of Allocation Results**

Parents of successful applicants will be notified of the allocation results in writing and by telephone on 31/03/2023. Applicants on the waiting list and unsuccessful applicants will not receive notifications. Please note that such notifications do not represent official allocation results.

## 7. **Release of Allocation Results by the EDB**

Admission List will be released on 11/7/2023 by the EDB together with the Central Allocation Results. Applicants will not need to make enquiries to the school. Successful applicants will have to complete the registration process as stipulated by the EDB.

8. The number of Secondary One discretionary places is 40 ◦

9. As stipulated by the EDB, each applicant can only submit applications to two secondary schools or applications will be disqualified.

10. Data collected in the application form will be used for application purpose and passed to the concerned government department for the allocation of Secondary One places.

11. Documents submitted for applications will not be returned and will be removed after the release of allocation results.

12. According to the Personal Data (Privacy) Ordinance, applicants are given the right to access and make correction to their data. If necessary, please notify the school in writing.

Unsuccessful applicants are welcome to apply for transfer places after the release of Central Allocation results. Details are as follows:

Application period: the date of the release of Central Allocation results (full day) and the following day

Application time: Monday to Friday (9am to 12nn; 2pm to 5pm)  
Saturday (9am to 12nn)  
(except for public holidays)

Required documents: a copy of Primary 5 & 6 report cards, a copy of the certificate of birth or identity card, a copy of the Allocation Slip (Recommendation letter written by the Principal is not needed)

- Notes :
- (i) Applicants who have applied for our discretionary places but are not admitted must submit applications again within the specified period.
  - (ii) If two applicants are comparable in terms of academic results and conduct, preference will be given to those who have applied for our discretionary places.

13. Please keep this Guidance Notes for future reference.

14. Telephone: 2346 0252 ; School website: <http://www.keihau.edu.hk>