

TWGHs Yau Tze Tin Memorial College  
Discretionary Places Admission Procedures for Secondary One  
(September 2023 Intake)

I. Application Procedures:

1. Application forms can be obtained directly from the school office or downloaded from the school website ([www.ytt.edu.hk](http://www.ytt.edu.hk)) from 26<sup>th</sup> November 2022.

2. Submission dates of application forms and documents: 3<sup>rd</sup> to 17<sup>th</sup> January 2023 (both dates inclusive)  
40 places are open for Discretionary Places admission.

Opening hours of school office: Monday – Friday: 9:00 am – 5:00 pm

Saturday: 9:00 am – 12:00 pm

Sunday and public holiday: closed

3. From 3<sup>rd</sup> to 17<sup>th</sup> January 2023 (both dates inclusive), applicants should:

A. Submit the application form in person

Applicants should bring along the original copy of the identity document for verification.

- a completed application form with a recent ID photo affixed
- a completed application form for S1 Discretionary Places issued by the Education Bureau with an EDB's Copy, a School's Copy and a Parent's Copy
- photocopies of Primary 5 (Whole year) and Primary 6 (First Term) school reports
- photocopies of personal particulars, attendance and conduct records in Student Handbook
- photocopies of certificates or proof of extra-curricular activity achievements or social service records
- One self-addressed and stamped envelope

To complete the application process, applicants should return the documents to the school office in a sealed envelope with the student's name clearly marked on it. Applicants must not submit the documents by post.

\* Recommendation letters from primary schools are NOT required.

B. Submit the application form online

The EDB will implement comprehensive digitalisation of S1 admission by phases starting from 2023. Parents may click the link below so as to know more about the process. [General Information on Secondary School Places Allocation \(SSPA\) System \(edb.gov.hk\)](http://www.edb.gov.hk)

C. Submit the application form by post

In view of the COVID-19 epidemic, the EDB has specially allowed submission of DP applications by post for this SSPA cycle. Should Primary 6 students/parents have **genuine difficulties in submitting the application forms to secondary schools they intend to apply to in person by themselves or by their authorized representatives**, parents could thoroughly consider the needs and associated risks, and arrange to submit the application forms and other documents required by the school **by post (registered mail is recommended)** between 3rd and 17th January 2023, both dates inclusive (the postmark date should not be later than the prescribed deadline). Upon receiving parents' applications by post, our school will return the Parent's Copy application form to parents by post for retention.

II Interview dates: 4<sup>th</sup> to 11<sup>th</sup> March 2023

- Applicants will be notified the date and time of the interview by post and phone in late February 2023.
- In case of failure to receive the notice by 28th February 2023, applicants may contact the school at 2465 2205 or 2467 4548.

III Interview results:

Interview results will be released on 31<sup>st</sup> March 2023. Successful DP applicants will be notified by phone and post.

IV Admission criteria of the school:

- Applicants must be awarded Grade B or above for conduct in Primary 5 and 6.
- Selection criteria and weighting :

Weighting (If interview can be arranged)	Weighting (If interview cannot be arranged)
1. Academic performance: 50% 2. Interview performance: 20% 3. Conduct performance: 15% 4. Achievements in extra-curricular activities: 15%	1. Academic performance: 60% 2. Non-academic performance: 40%

In case of receiving too many applications, applicants will be shortlisted for interviews based on the following criteria: academic performance (60%), conduct and extra-curricular activities performance (40%).

V No late submission of applications will be handled. Once an application is submitted, no withdrawal or cancellation of applications will be entertained.