



庇理羅士女子中學  
BELILIOS PUBLIC SCHOOL

Application for S1 Discretionary Places  
(Application Guidelines)

1. General Information

- 1.1 Each applicant may apply to not more than two secondary schools participating in the Secondary School Places Allocation (SSPA) system. All application forms submitted cannot be cancelled or retrieved.
- 1.2 The Central Allocation of the SSPA guarantees that all P6 students will be allocated an S1 place for free education, application for Discretionary Places (DP) is just an extra right. Apart from applying to not more than two secondary schools for DP, parents still retain the chance to choose which schools to apply for their children when filling in the Choice of Schools Form.
- 1.3 From **14 December 2024 (Saturday) to 16 January 2025 (Thursday)**, applicants can download the application form from our school website <http://www.bps.hk/admission> or obtain it at the school's main entrance during the following office hours:  
(Monday to Friday: 9:00 am to 4:00 pm; Saturday: 9:00 am to 12:00 noon)

2. Filling in the Application Form

- 2.1 Applicants can fill in the form using either Chinese or English in block letters.
- 2.2 The total number of items (with supporting documents) for Part 3 to Part 4, i.e. extra-curricular activities (internal & external) and other information, **should not be more than 20.**
- 2.3 Please fill in the applicant's personal particulars carefully. Any misrepresentation on the application form may lead to the school's refusal to process the application for S1 Discretionary Places.
- 2.4 Please affix a recent photo of the applicant on the application form.
- 2.5 Please note that the Student Reference Number (STRN) can be found on the application form for S1 Discretionary Places issued by the Education Bureau.

3. Submission of the Application Form

- 3.1 The completed application form, together with the supporting documents, should be submitted
  1. through the SSPA e-Platform or
  2. in person to the school.

**Documents required for application\*\***

Please submit the relevant documents in the following order:

1. The application form for S1 Discretionary Places issued by the Education Bureau (EDB) (including the EDB Copy, School Copy and Parent Copy);
2. The duly completed application form (with a photo affixed);
3. The photocopy of the Hong Kong ID Card or Birth Certificate;
4. The photocopies of Primary 5 and Primary 6 school report cards; and
5. **The photocopies of other relevant certificates and supporting documents must be printed on A4 paper and arranged in numerical order as listed in Parts 3 and 4 of the application form.**

\*\* It is the applicant's responsibility to ensure that the information in the form, and the certificates and documents submitted are true. Otherwise, they shall bear the relevant criminal responsibility.

### SSPA e-Platform

- Please upload the completed application form, copies of the Identity Card/ Passport/ Birth Certificate, and copies of the certificates and supporting documents to the platform.

### In-person

- Please bring along the original copies of the Identity Card/ Passport/ Birth Certificate, both the original copies of the certificates and supporting documents for verification.
- 3.2 According to the EDB guidelines, letters of recommendation issued by primary schools are **NOT** required.
- 3.3 Please hand in the completed application form, together with all relevant and supporting documents, to our school within the following period. Late applications will not be accepted.

Date	Time
2 January 2025 (Thursday) to 16 January 2025 (Thursday)	Monday – Friday (9:00 a.m. – 4:00 p.m.) Saturday (9:00 a.m. – 12:00 noon)

## 4. Selection Criteria

Number of Discretionary Places: 43 (30% of all S1 students)

### 4.1 Conduct Requirement

Grade B or above in Primary 5 and Primary 6

### 4.2 Interview

The school will select qualified students for an interview according to their academic and extra-curricular activities performance.

### 4.3 Mark allocation

	Academic Results	Interview	Extra-curricular Activities*
With rank order provided by EDB	45 %	40 %	15 %
Without rank order provided by EDB	--	70 %	30 %

\* Including internal and external services, competition results and awards

## 5. Interview Arrangement

- 5.1 Qualified applicants will be notified to attend an interview which will be held on **8 March 2025 (Saturday)**. **The Application Number of the Applicants who are shortlisted for the interview will be published on our school website <http://www.bps.hk> on 1 March 2025 (Saturday)**. A notification email regarding the interview arrangements will be sent to the shortlisted applicants on the same day.
- 5.2 Students' abilities in English language, Chinese language and Mathematics will be assessed during the interview. The interview will be conducted in English and Cantonese.
- 5.3 No make-up interviews will be arranged for latecomers or absentees.

## Allocation Result

- 6.1 Successful applicants on the “Successful Lists for Discretionary Places” will be notified by mail and by phone on 31 March 2025 (Monday).
- 6.2 Successful applicants will get the DP before the release of the Central Allocation of the SSPA and will be notified on 8 July 2025 (Tuesday), so it is **unnecessary to contact our school for inquiries concerning the allocation result**.
- 6.3 Unsuccessful applicants may still be admitted to our school through the Central Allocation of the SSPA, so parents can still put our school into the Choice of Schools Form.

## 6. Personal Information Collection Statement

### 7.1 Purpose of Personal Information Collection

The personal data provided by means of this form will be used for processing applications for an S1 Discretionary Place. They may be disclosed to the Education Bureau authorized to process personal data for allocation/placement and other education-related purposes.

All data will be destroyed within a year.

### 7.2 Provision of Personal Information

The applicant is responsible for providing correct and up-to-date information to the school. In case of any changes to the information in the application form, the applicant must contact the school as soon as possible.

### 7.3 Transferral of Personal Information

The school will not transfer the personal data collected to any third party, unless the individual concerned has given his/her consent for a change of use of data or such use is permitted by law.

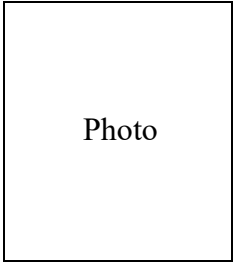
### 7.4 Access to and Correction of Personal Information

The applicant has a right under Sections 18 and 22 of the Personal Data (Privacy) Ordinance (Cap 486) to request access to and correction of personal data. For access to and correction of personal data submitted, please contact the School Administrative Executive, Ms. CHAN Wai-sam, Juliana, by email at wschan@bps.hk.

**Please keep this set of guidelines for your reference.**



**Belilios Public School**  
**Application form for S1 Discretionary Places**



Please read the **Application Guidelines** before filling in the form

Remarks : (For Official Use Only)

Application No.

**1. Applicant's (student's), Parents'/Guardian's and other family members' particulars**

<b>Applicant</b>	Name <sup>1</sup>	English		Chinese		
	Name of Primary School Attending					
	Student Reference No. (STRN)				(8 digits)	
	Residential Address	English				
		Chinese				
	Correspondence Email					
	Telephone	Mobile Phone No.		Home Tel. No.		
	Date and Place of Birth (DD/MM/YY)		Date		Place	
	Birth Certificate No./ Declaration Certificate No.					
I.D. Card No.						

<b>Father</b>	Name	Chinese		English	
	Occupation			Name of Company	
	Correspondence Address			Tel.	
<b>Mother</b>	Name	Chinese		English	
	Occupation			Name of Company	
	Correspondence Address			Tel.	
<b>Guardian<sup>2</sup></b>	Name	Chinese		English	
	Occupation			Name of Company	
	Correspondence Address			Tel.	

If the applicant's mother/sister(s) studied/is (are) studying in this school, please fill in the following information:

Name	Relationship with Applicant	Year of Graduation or Current Class

<sup>1</sup> As printed on Hong Kong ID Card  
<sup>2</sup> If the guardian is not the applicant's parent, please fill in this part.

**2. Conduct in Primary 5 and Primary 6** (Please indicate the sub-items, e.g. Punctuality and Politeness, if any)

P5 1 <sup>st</sup> Term (If there are three exams in a year, please select the 2 <sup>nd</sup> exam.)	P5 2 <sup>nd</sup> Term	P6 1 <sup>st</sup> Term	For Official Use Only

**3. Internal Performance** (From Primary 4 to Primary 6)

(A) Services (mm/yyyy)	Posts / Services (Please list at most 5 items in chronological order starting from Primary 4. Only state the highest post of the same category.)	Page no. of the copies of documents submitted <sup>3</sup>	For Official Use Only
(e.g.) 09 / 2024	Head Prefect	01	

(B) Extra-curricular activities (mm/yyyy)	Name of Competitions (Please list at most 3 items in chronological order starting from Primary 4. Only state the highest rank of the same category.)	Prizes/Awards Obtained (if applicable)	Page no. of the copies of documents submitted <sup>3</sup>	For Official Use Only
(e.g.) 05 / 2024	English Writing Competition (Senior Section)	Champion	02	

<sup>3</sup> The total number of items for Part 3 to Part 4, i.e. extra-curricular activities (internal & external) and other information, **should not be more than 20**. Please arrange a page number for the documents and fill in the column "Page no. of the copies of documents submitted" according to numerical order, starting from 01. Please also write down the page number in the top right hand corner of the documents.

**4. External Performance (From Primary 4 to Primary 6)**

(C) (mm/yyyy)	<b>Name of Competitions / Activities</b> (Please provide the information in <b>chronological order</b> starting from <b>Primary 4</b> )	<b>Awards Obtained</b> (Please show the best result of the competitions which are in the same category. <b>Do not list more than 7 items.</b> )	Page no. of the copies of documents submitted <sup>3</sup> (continue from Part 3 page no.)	For Official Use Only
(e.g.) 03 / 2024	<b>The 76<sup>th</sup> Hong Kong Schools Music Festival – Clarinet Solo – Primary School – Senior</b>	<b>Champion</b>	<b>03</b>	

(D) (mm/yyyy)	<b>Examinations / Training Courses</b> (Please provide the information in <b>chronological order</b> starting from <b>Primary 4</b> )	<b>Levels or Awards Obtained</b> (Please show the best result of the examinations which are in the same category. <b>Do not list more than 5 items.</b> )	Page no. of the copies of documents submitted <sup>3</sup> (continue from Part 3 page no.)	For Official Use Only
(e.g.) 08 / 2023	<b>Associated Board of the Royal Schools of Music Clarinet Exam</b>	<b>Grade 8</b>	<b>04</b>	
(e.g.) 07 / 2024	<b>Taekwondo</b>	<b>Red Belt</b>	<b>05</b>	

Signature of Applicant (Student) : \_\_\_\_\_

Signature of Parent/Guardian : \_\_\_\_\_

**Remarks : (For Official Use Only)**

A:	B:	C:	D:	Remarks:
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