港大同學會小學

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2021-2022 年度小二至小五插班生入學申請須知

(一) 申請方法

以下兩項報名方法，選取其中一項	
方法 1：網上報名	• 報名日期：**2021 年 4 月 7 日上午 9 時正 至 4 月 16 日下午 5 時正** • 家長於本校網站填寫「入學報名表」及上載所需文件，並以 PayPal 繳交報名費。
方法 2：親身遞交	• 報名日期：**2021 年 4 月 12 日 至 4 月 16 日** • 家長/家人於辦公時間親臨本校校務處交齊所需文件及費用。 (辦公時間：星期一至五 上午 9 時正至下午 5 時正；星期六 上午 9 時正至中午 12 時正；星期日及公眾假期休息) • 除申請所需的文件外，本校不接受其他附加資料。
注意事項	✧ 本校將因應學位空缺數目、申請人的操行及學業成績進行遴選，邀請合適的申請人參加入學考試，無論申請人是否獲邀，所繳付的報名費一概不設退款。 ✧ 所有逾期申請將不獲受理。

(二)所需文件及費用

所需文件	• 填妥的「入學報名表」一份 (可於本校網頁下載或到本校校務處領取) • 學生證件相片一張 (約 4 厘米闊 x 5 厘米高；請把相片貼在報名表的指定位置上) • 學生之香港出生證明書/香港身份證副本一份 (如果申請人並非在本港出生，應同時遞交其在本港居留的有效證明文件副本) • 學生現在就讀小學的最近期成績報告表副本一份 (清楚展示申請人的操行及各科的學業成績)
報名費	• 港幣五十元 (不設退款) 網上報名：以 PayPal 繳交 親身遞交：抬頭為「港大同學會小學」支票一張；支票背面列明申請人姓名及報讀年級

(三)時間表

公佈入學考試名單 2021 年 4 月 26 日	• 家長可於本校網頁的報名系統查閱申請人的遴選結果。 • 如申請人獲邀參加入學筆試，報名系統的畫面會顯示申請人的「入學筆試通知信」。 • 如家長未能登入本校網頁的報名系統，請在 4 月 30 日或以前與本校校務處職員聯絡 (電話 2202-3922)。
第一部份：入學筆試 2021 年 5 月 28 日	• 請家長/家人出示「入學筆試通知信」列印本及申請人本學年有效學生手冊(附學生相片及學校印章)，陪同申請人到本校進行入學筆試。 • 所有遲到及未能提供所需文件者，一律不獲參加考試。
公佈入學面試名單 2021 年 6 月 7 日	• 家長可於本校網頁的報名系統查閱申請人的入學考試結果。 • 如果申請人獲邀參加下一階段的入學面試，報名系統的畫面會顯示申請人的「入學面試通知信」。 • 如家長未能登入本校網頁的報名系統，請於 6 月 9 日或以前與本校校務處職員聯絡 (電話 2202-3922)。
第二部份：入學面試 2021 年 6 月 15 日至 6 月 18 日	• 請家長/家人出示「入學面試通知信」列印本及申請人本學年有效學生手冊 (附學生相片及學校印章)，陪同申請人到本校進行入學筆試。 • 入學面試有兩部份： (1) 面試 (申請人及家長與校長/副校長會面) 及 (2) 普通話及英語口試 • 所有遲到及未能提供所需文件者，一律不獲參加考試。
公佈插班生錄取名單 2021 年 6 月 25 日	• 家長可於本校網頁的報名系統查閱申請人的最後申請結果。 • 如家長未能登入本校網頁的報名系統，請於 6 月 28 日或以前與本校校務處職員聯絡 (電話 2202-3922)。 • 本校會以郵寄方式，向成功獲得取錄的申請人發出「取錄通知信」及有關的註冊文件。
2021 年 6 月 29 日或 6 月 30 日	插班生註冊日

Notes for 2021-2022 P.2 to P.5 Admission

(A) Application Methods

	Parents may choose either method (1) or (2) for application.
Method 1: Online Application	• Application period: from **09:00 7th April to 17:00 16th April 2021** • Parent/Guardian submit the Online Application Form, upload required documents and pay the application fee by PayPal via our school website.
Method 2: Submit Application Form in-person	• Application period: from **12 April to 16 April 2021** • Parent/Guardian please submit in-person the required documents and the processing fee to school general office. (Office hours: 09:00-1700 Monday to Friday; 09:00-12:00 Saturday; Closed on Sunday and public holidays) • Our school will not accept any additional documents.
Remarks	✧ Admission test will be arranged only when there is vacancy and provided that the applicant's conduct and academic performance have met expectation of the school. In any case, the application fee will not be refunded. ✧ Late or incomplete applications will not be processed.

(B) Required documents and fee

Required documents	• Completed application form (Copy of application form is available at school office and from our school website) • A recent student photo (4cm width X 5cm height; please affix the photo on the application form) • A copy of the birth registration document of the applicant (In case of absence of HK Birth Certificate/HKID Card, copies of valid supporting documents certifying the child's right of abode in HK is required.) • A latest copy of academic assessment report / report card from the applicant's existing primary school.
Application fee	• HK$50 (non-refundable) By online application: To be paid by PayPal By walk-in: A crossed cheque payable to "HKUGA Primary School". Please write down the applicant's name and applying year-level on the back of the cheque.

(C) Timeline

Release of the shortlisted applicants for Admission Test (Written) 26 April 2021	• Parents can check the shortlisted applicants for the Admission Test (Written) from the online admission system on our school website. • Candidates who are invited to attend the Admission Test - Written will receive a Notification Letter for Admission Test - Written from our online admission system. • Parents who cannot access the online admission system should contact school office before 30 April 2021.
Part 1: Admission Test (Written) 28 May 2021	• Candidate should bring a printout of the Notification Letter for Admission Test - Written and a student handbook (with photo) of current school. • Admission test will not be arranged for late-comer or candidate who cannot present the required documents.
Release of the shortlisted applicants for Admission Test (Interview and Oral Test) 7 June 2021	• Parents can check the shortlisted applicants for the Admission Test (Interview and Oral Test) from our school website. • Candidates who are invited to attend the Admission Test (Interview) will receive a Notification Letter for Admission Test – Interview and Oral Test from our online admission system. • Parents who cannot access the online admission system should contact school office before 9 June 2021.

Part 2: Admission Test (Interview and Oral Test)
15 June to 18 June 2021
	• Candidate should bring a printout of the Notification Letter for Admission Test – Interview and Oral Test and a student handbook (with photo) of current school.
	• Part 2: Interview and Oral Assessment
	  (1) Interview (Students and parents will be invited for an interview with Principal or Vice-principal) and;
	  (2) Putonghua and English Oral Assessment for students
	• Admission test will not be arranged for late-comer or candidate who cannot present the required documents.

Announcement of the result for admission of new students 25 June 2021	• Parents can check the result for admission of new students from our school website. • Parents who cannot access the online admission system should contact school office before 28 June 2021. • Successful applicants will receive by post a letter of acceptance and related documents.
29 June to 30 June 2021	Date for registration of new students