



港大同學會小學

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2024-2025 年度小二至小五插班生入學申請須知

不接受小六插班生申請

(一) 申請方法

網上報名	<ul style="list-style-type: none">報名日期：2024 年 4 月 15 日上午 9 時正 至 4 月 19 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。成功遞交「入學報名表」後，本校的入學申請系統將自動向閣下發出一封「確認入學申請電郵通知」。故請閣下小心輸入一個常用及正確的電郵地址。如閣下於兩個工作天後仍未收到確認電郵，請致電本校查詢(2202-3922)。
注意事項	<ul style="list-style-type: none">◇ 本校會因應學位空缺數目、申請人的操行及學業成績進行遴選，並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<u>不設退款</u>。◇ 所有逾期申請將不獲受理。

(二) 所需文件及費用

所需文件	<ul style="list-style-type: none">填妥網上「入學報名表」一份學生證件相片一張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)學生現就讀小學的 2023-24 年度成績報告表副本一份 (須清楚展示申請人的操行及各科的學業成績以進行遴選)
報名行政費用	<ul style="list-style-type: none">港幣七十五元 (不設退款)網上報名：以 PayPal 繳交

(三) 時間表

公佈入學考試名單 2024 年 5 月 14 日	<ul style="list-style-type: none">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 5 月 17 日或以前與本校校務處職員聯絡。
第一部份：入學筆試 2024 年 5 月 24 日(下午)	<ul style="list-style-type: none">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 2024 年 6 月 11 日	<ul style="list-style-type: none">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 14 日或以前與本校校務處職員聯絡。
第二部份：入學面試 2024 年 6 月 17 日或 6 月 18 日	<ul style="list-style-type: none">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：<ol style="list-style-type: none">(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 2024 年 6 月 25 日	<ul style="list-style-type: none">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。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。
2024 年 6 月 27 日或 28 日	插班生註冊日



Notes for 2024-2025 P.2 to P.5 Admission

We do not accept P.6 Admission Application

(A) Application Methods

Online Application	<ul style="list-style-type: none"> Application period: from 09:00 15th April to 17:00 19th April 2024 Parent/Guardian submit the Online Application Form, upload required documents and pay the application fee by PayPal via our school website. A confirmation email will be automatically sent to your registered email address once you have successfully completed the application. Please provide a correct and valid email address that you check regularly. Please contact our school (2202-3922) if you do not receive the confirmation email after two working days.
Remarks	<ul style="list-style-type: none"> ✧ 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 <u>will not be refunded</u>. ✧ Late or incomplete applications will not be processed.

(B) Required documents and fee

Required documents	<ul style="list-style-type: none"> Completed online application form A recent student photo 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 copy of 2023-24 academic assessment report / report card from the applicant's existing primary school. (Applicant's conduct and academic performance of each subject must be shown clearly for selection)
Administrative fee for admission application	<ul style="list-style-type: none"> HK\$75 (non-refundable) For online applications: Payment should be made via PayPal

(C) Timeline

Release of the shortlisted applicants for Admission Test (Written) 14 May 2024	<ul style="list-style-type: none"> 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 the school office before 17 May 2024.
Part 1: Admission Test (Written) 24 May 2024 (PM)	<ul style="list-style-type: none"> Candidate should bring a printout of the Notification Letter for Admission Test (Written) and a student handbook (with photo) of his/her current school. Admission test will not be arranged for late-comers or candidates who cannot present the required documents.
Release of the shortlisted applicants for Admission Test (Interview and Oral Test) 11 June 2024	<ul style="list-style-type: none"> 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 the school office before 14 June 2024.
Part 2: Admission Test (Interview and Oral Test) 17 June 2024 or 18 June 2024	<ul style="list-style-type: none"> Candidate should bring a printout of the Notification Letter for Admission Test – Interview and Oral Test and a student handbook (with photo) of his/her current school. Part 2: Interview and Oral Assessment <ol style="list-style-type: none"> (1) Interview (Students and parents will be invited for an interview with the Principal or Vice-principal) and; (2) Putonghua and English Oral Assessment will take place for students Admission test will not be arranged for late-comers or candidates who cannot present the required documents.
Announcement of the result for admission of new students 25 June 2024	<ul style="list-style-type: none"> 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 2024. Successful applicants will receive, by post, a letter of acceptance and related documents.
27 or 28 June 2024	Date for registration of new students