1. Tak Oi Secondary School is a Catholic school for girls. English is used as the medium of instruction except for the subjects: Chinese Language, Chinese History, Putonghua as well as Ethics and Religious Education.

2. According to the Education Bureau, each P6 student may apply to not more than two secondary schools for a Discretionary Place. Otherwise his / her chance of acquiring a Discretionary Place will be forfeited.

3. There are 38 Discretionary Places for S1 admission of the academic year 2015-2016.

4. The Application Form will be available from 15th December 2014 (Mon) to 21st January 2015 (Wed).

5. The completed Application Form should be submitted during the period from 2nd January 2015 (Fri) to 21st January 2015 (Wed).

6. Office time for the distribution and submission of the Application Form (excluding Sundays and Public Holidays): 9:00 am to 4:30 pm on weekdays and 9:00 am to 12:00 noon on Saturdays.

7. Application procedures:
   i. The 2015-2016 S1 Discretionary Places Application Form can be obtained from the Information Counter on the G/F in the school, or downloaded from the school website (http://www.takoi.edu.hk).
   ii. The following documents should be submitted to the school’s General Office (1/F) in person on or before 21st January 2015 (Wed):
      1. The original and intact “Application Form for S1 Discretionary Place” issued by the Education Bureau (the EDB’s Copy, School’s Copy and Parent’s Copy of bearing the same Application Number);
      2. The completed 2015-2016 S1 Discretionary Places Application Form issued by the school;
      3. Copies of the following documents of the applicant:
         a. Birth Certificate and HKID Card;
         b. Report Cards of P5 (1st and 2nd Terms) and P6 (1st Term);
         c. Awards and certificates of extra-curricular activities (P5 and P6);
         d. Baptismal Certificate (applicable for Catholics only);
      4. A self-addressed stamped 23 cm x 10 cm envelope (the application will not be processed if it is not provided).
   Notes: - The above mentioned copies should be submitted in A4 paper size.
         - The applicant need not submit any recommendation letter from her primary school.
         - Application with incomplete information will not be processed.
         - Application by mail will not be accepted.

8. Interview: The interview is scheduled on 14th March 2015 (Sat). There are two parts for the interview: individual and group. Applicants with conduct grade B+ or above will be invited for the interview. An invitation letter will be sent to the shortlisted applicants by mail on or before 7th March. If the applicant is absent from the interview, her application for the Discretionary Place will be terminated.

9. Admission criteria and weighting:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Performance (Student Ranking from EDB as well as internal assessments of P5 and P6)</td>
<td>50%</td>
</tr>
<tr>
<td>Interview</td>
<td>35%</td>
</tr>
<tr>
<td>Extra-curricular activities and awards received (both internal and external)</td>
<td>10%</td>
</tr>
<tr>
<td>Conduct</td>
<td>5%</td>
</tr>
</tbody>
</table>

10. The allocation results will be released by the Education Bureau on 7th July 2015 (Tue) together with the results of Central Allocation through the applicant’s primary school.

Notes:
1. Information provided by the applicant will be used for 2015-2016 S1 Admission and other related affairs only. Credential of unsuccessful applicants will be destroyed by October 2015.
2. For any amendments to the submitted application or enquiries, please contact Mr Billy Hui at 2323 8504 or mail to the Student Registration Team of the school (8 Tsz Wan Shan Road, Kowloon, Hong Kong).