



## Tak Oi Secondary School 2024-2025 S1 Reserved Places Application Guidelines

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. The Application Form

The 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>) from 9 July 2024 to 11 July 2024.

3. Application Period: 9 July 2024 (Tue) to 11 July 2024 (Thu).

4. Service Hours for Form Distribution and Submission:

Monday to Friday (except Public Holidays)	9:00a.m. - 4:00p.m.
---	---------------------

5. Submission of Application

The following documents should be returned to the school General Office on the 1/F in the school **in person**, from **9 July 2024 to 11 July 2024 on or before 4 p.m.** with the following documents:

- i. The completed 2024-2025 S1 Reserved Places Application Form issued by the school;
- ii. A copy of 2024-2025 Allocation Slip issued by the Education Bureau;
- iii. Copies of the following documents of the applicant:
  - a. Birth Certificate or HKID Card;
  - b. Report Cards of First and Second Terms of P5 and P6 (Applicants must have Grade B or above in Chinese Language, English Language and Mathematics, and Grade B+ or above in Conduct);
  - c. Awards and certificates of extra-curricular activities (P5 and P6);
  - d. Baptismal Certificate (applicable for Catholics only).

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.

6. Applicants are selected based on academic results, conduct and achievements in extra-curricular activities. Shortlisted applicants will be notified by telephone and invited to attend an **interview scheduled at 2:00 p.m. – 4:00 p.m. on 10 July 2024 (Wed) or 12 July 2024 (Fri)**. Shortlisted applicants please bring the original copies of all documents such as academic report cards, awards and certificates of extra-curricular activities, etc. to the interview.

7. Only successful applicants will be notified by telephone **at or before 12:00 noon on 15 July 2024 (Mon)**.

8. Successful applicants and their parents must do the registration at the General Office on the 1/F in the school at or before 5:00 p.m. on 15 July 2024 (Mon) and then attend the Pre-S1 Attainment Test in our school at 8:30 a.m. on 16 July 2024 (Tue).

9. For any query, please feel free to contact Mr. Hensel Cheung, Vice-principal at 2323 8504.



德愛中學  
二零二四至二零二五年度  
「中一後補生」學位申請須知

1. 本校為一所天主教英文女子中學。除中國語文、中國歷史、普通話與宗教及倫理科外，其他學科均以英語授課。
2. 索取表格：  
家長可於 2024 年 7 月 9 日至 2024 年 7 月 11 日到本校地下詢問處索取 2024 至 2025 年度「中一後補生」入學申請表，或於本校網頁自行下載申請表（本校網址：<http://www.takoi.edu.hk>）。
3. 申請日期：2024 年 7 月 9 日（星期二）至 2024 年 7 月 11 日（星期四）。

4. 派表及遞交表格時間：

星期一至星期五（公眾假期除外）	上午九時至下午四時正
-----------------	------------

5. 申請辦法：

家長須於 2024 年 7 月 9 日（星期二）至 2024 年 7 月 11 日（星期四）下午四時前親自將下列文件一併交回本校一樓校務處，逾時恕不辦理：

- i. 由本校發出之 2024 至 2025 年度「中一後補生」學位申請表正本；
- ii. 由教育局發出之 2024 至 2025 年度「派位證」副本；
- iii. 申請人以下文件之副本：
  - a. 出生證明書或香港身份證；
  - b. 小五及小六上、下學期的成績表（中、英、數三科必須考獲 B 級或以上成績及操行必須獲 B+ 等級或以上）；
  - c. 小五及小六課外活動獎項及證書；
  - d. 領洗紙（只適用於天主教教友）。

註：- 上述有關文件副本須縮印成 A4 尺寸。

- 申請人無須提交所屬小學推薦信。
- 如所需資料並未齊備，校方將無法處理有關申請。

6. 本校將按申請人之成績、品行及課外活動等作出甄選，申請人如獲面試機會，將接獲本校電話通知面試時間；申請人如不獲面試機會，將不會個別通知。面試時間為 2024 年 7 月 10 日（星期三）或 7 月 12 日（星期五）下午 2 時至 4 時正於本校進行。獲通知面試之申請人必須攜同所有相關證件、成績表、課外活動獎項及證書之正本前來面試。
7. 本校將於 2024 年 7 月 15 日（星期一）中午或以前以電話通知申請人家長面試取錄結果。申請人如不獲取錄，將不會獲個別通知。
8. 獲取錄之申請人及其家長必須於 2024 年 7 月 15 日（星期一）下午 5 時正或以前到本校一樓校務處辦理中一註冊手續，並須於 2024 年 7 月 16（星期二）上午 8 時 30 分到校參與「中一入學前香港學科測驗」。
9. 如有任何查詢，可致電 2323 8504 聯絡副校長張興仁老師。