

東涌天主教學校
二零二五年度小一入學

本校小一學校網編號：98

學校編號：536547

『自行分配學位』申請須知及注意事項

申請途徑	日期
1. 遞交紙本申請	2024年9月23日至27日下午4時 (辦公時間：上午9時至下午12時，下午1時至4時)
2. 透過「小一入學電子平台」遞交申請	2024年9月19日至27日晚上11時59分

◆注意事項◆

家長/監護人切勿同時經「小一入學電子平台」和以紙本申請表為同一名兒童遞交重複申請，並只可為每名申請兒童申請一間位於任何小一學校網的官立或資助小學的自行分配學位。無論有關申請是經「小一入學電子平台」或以紙本遞交，如家長/監護人同時向多於一間官立或資助小學申請學位，則其申請兒童的自行分配學位申請將會作廢。

透過「小一入學電子平台」遞交申請

為配合「智慧政府」策略，教育局已將小一入學申請全面電子化。家長可選擇於指定日期透過「小一入學電子平台」(網址：<https://epoa.edb.gov.hk/login?lang=tc> 或掃描右側的二維碼)遞交自行分配學位及統一派位申請，並查閱自行分配學位及統一派位結果。

如欲使用上述的電子服務，家長需透過「智方便」流動應用程式(網址：<https://www.iamsmart.gov.hk/tc> 或掃描右側的二維碼)，自行登記成為「小一入學電子平台」帳戶。以「智方便+」綁定帳戶的家長，可透過電子平台遞交小一入學申請及查閱自行分配學位及統一派位結果。而以「智方便」綁定帳戶的家長，則可透過電子平台查閱有關結果。

為讓家長了解「小一入學電子平台」的申請程序，請參考已上載至教育局網頁的相關簡報、短片及家長指南(主頁 > 教育制度及政策 > 小學及中學教育 > 學位分配 > 小一入學統籌辦法)。

(教育局網址：

<https://www.edb.gov.hk/tc/edu-system/primary-secondary/spa-systems/primary-1-admission/index.html> 或掃描右側的二維碼)



遞交紙本申請

交回申請表時，請攜帶下列文件：

1. 家長/監護人的身份證、護照或其他身份證明文件(如家長/監護人委託他人將填妥的申請表交回，則來人須出示家長/監護人身份證明文件的影印本及授權書)；
2. 申請兒童的香港出生證明書及其影印本(若出生證明書最後一欄顯示申請兒童的香港特別行政區永久性居民身份是「未確定」的，則家長/監護人必須出示該申請兒童的有效旅行證件或在港居留許可證的正本及影印本)；
3. 若申請兒童並無香港出生證明書，家長/監護人須出示該申請兒童的非本地出生證明書及獲准在本港居留的身份證明文件的正本及影印本；
4. 如申報申請兒童的兄/姊在本校(包括小學部及中學部)就讀，家長/監護人須出示有關證件(如：申請兒童兄/姊的出生證明書及兄/姊的學生手冊)的正本及影印本；
5. 如申報申請兒童的父/母或兄/姊為該小學的畢業生關係，家長/監護人須出示有關證件(如申請兒童兄/姊的出生證明書及申請兒童的兄/姊或家長的畢業證書等)的正本及影印本；
6. 如申報申請兒童與本校有相同的宗教信仰，家長/監護人須出示有關證件(領洗紙)的正本及影印本；
7. 如父/母為本校主辦社團的成員，家長/監護人須出示有關文件的正本及影印本；
8. 所申報的居住地址的證明文件(包括：已蓋釐印租約、差餉單、公屋租約或三個月內的水/電/煤氣/住宅電話收費單)的正本及影印本。所提交的地址證明文件上的姓名須與家長/監護人的姓名相同。

如有任何查詢，可致電 2109-4962 與校務處職員聯絡。

小一自行分配學位公佈方法：

獲取錄學生名單會在 **2024 年 11 月 18 日** 張貼於學校校務處外壁報版及上載於本校網頁

「2025 年度小一自行分配學位名單公佈」，請保留申請人的編號以作查閱結果之用。

(請自行查閱，恕不另行通知)

Tung Chung Catholic School
Primary One Admission (POA) for September 2025

Ways of submitting an application	Date
1. By submitting a paper application form	23 Sep 2024 to 27 Sep 2024 (till 4 p.m.) (School hours: 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.)
2. Via Primary One Admission e-Platform (ePOA)	19 Sep 2024 to 27 Sep 2024 (till 11:59 p.m.)

◆Points to Note before Submitting the Application Form◆

Parents / Guardians **should NOT** submit duplicate applications via ePOA and in paper form for the same child and are allowed to apply for a discretionary place of **only ONE government or aided primary school in any POA School Net** for each applicant child. **Irrespective of whether the application is submitted via ePOA or in paper form, if more than one application is submitted, the applications for discretionary place will be rendered void.**

Submitting the application via Primary One Admission e-Platform (ePOA)

In line with the “Smart Government” strategy, the Education Bureau (EDB) has fully implemented digitalisation of POA. Parents can choose to submit applications for discretionary places and central allocation, as well as check results of allocation of discretionary places and central allocation via the POA e-Platform (ePOA) (URL: <https://epoa.edb.gov.hk/login?lang=en> or scan the QR code on the right) during the specified periods.

If parents wish to use the above electronic services, they have to register their ePOA accounts via the “iAM Smart” mobile app (URL: <https://www.iamsmart.gov.hk/en> or scan the QR code on the right). Parents who have bound their accounts to “iAM Smart+” can submit primary one applications and check the results of allocation of discretionary places and central allocation through e-Platform. Parents who have bound their accounts to “iAM Smart” can check the results through the e-Platform.

To facilitate parents to better understand the application procedures for ePOA, please make reference to the relevant PowerPoint, videos and Parent Guides uploaded to the EDB’s website (URL: <https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/primary-1-admission/index.html> or scan the QR code on the right) (Home >Education System and Policy >Primary and Secondary Education >School Places Allocation Systems >Primary One Admission System).



Submitting a paper application form

When returning the completed application form, the parent / guardian signing the application form is required to bring along the following documents and submit their photocopies:

1. The parent / guardian's Identity Card, Passport or other identity documents (If the parent / guardian cannot come in person, his or her representative should produce a photocopy of the parent / guardian's identity documents and the letter of authorization);
2. The applicant child's Hong Kong Birth Certificate and its photocopy (If the 'Status of permanent resident of the Hong Kong Special Administrative Region' in the last column of the Birth Certificate is 'Not Established', the original and photocopy of his / her travel document(s) or Permit to Remain in Hong Kong are required);
3. In the absence of a Hong Kong Birth Certificate, the parent / guardian should bring along the applicant child's Birth Certificate (non-local) and document(s) permitting him / her to stay in Hong Kong and their photocopies;
4. Birth Certificate and school handbook of the applicant child's sibling, together with a photocopy of the documents, if claiming the applicant child's sibling is studying in the school or the secondary section of the school of the same address applied for;
5. Birth Certificate of the applicant child's sibling and graduate certificate of the applicant child's sibling / parent together with a photocopy of the documents, if claiming the applicant child's sibling or parent's graduate relationship;
6. Baptism Certificate of the applicant child and a photocopy of the document, if claiming the applicant child's same religious affiliation relationship with the school. Parents / Guardians are advised to consult the school direct about the definition of 'same religious affiliation' before submitting the application form;
7. The parent's membership document and a photocopy of the document, if the parent claims that he / she is a member of the same organisation which sponsors the operation of the primary school. Parents / Guardians are advised to consult the school direct about the definition of 'a member of the same organisation' before submitting the application form;
8. Proof of residential address including but not limited to stamped tenancy agreement, demand note for rates, public housing tenancy agreement or water / electricity / town gas / residential telephone bills and a photocopy of the document. In general, the name on the document submitted as proof of residential address should agree with that of the parent / guardian. Please note that only documents (water / electricity / town gas / residential telephone bills) issued between late June and September are considered valid.

Parents seeking further information may contact the staff of the school office at 21094962.

Release of Discretionary places admission results by schools

Names of successful applicant children for the discretionary places admission will be posted on a notice board placed outside the school office and a list of successful applicant children will be uploaded onto the school website on **18 November 2024 (Monday)**. Application numbers should be kept for checking the results. (Parents / Guardians of successful applicant children will not be informed of the results individually.)