

Tung Chung Catholic School

Primary One Admission (POA) for September 2018

Submit the Application Form on the following dates:

From : September 25 to 29, 2017 (Monday to Friday)

Submission Time of the Application Form
9:00 a.m. – 1:00 p.m.
Lunch Time (1:00 – 2:00 p.m.)
2:00 – 4:00 p.m.

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 authorization form);
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 organization 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 organization' before submitting the application form; and
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.

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

Release of Discretionary places admission results by schools

Application numbers of successful applicant children for the discretionary places admission will be posted on a notice board placed outside the school office and uploaded onto the school website on 27 November 2017 (Monday). Application numbers should be kept for checking the results. (Parents / Guardians of successful applicant children will not be informed of the results individually.)

***If more than one application is submitted, the applications for discretionary place will be rendered void.**

Points to Note when Filling in the Application Form

1. Parents / Guardians should read the sample and remarks on Page 13 and Page 14 carefully before completing the 'Application Form for Admission to Primary One', and use a BLUE or BLACK BALLPEN in completing the application form.
2. When filling in Part C of the application form, applicant children with sibling(s) studying or parent(s) working in the school to which they apply should fill in Item A of Part C only. Other applicant children should fill in Item B of Part C. All applicant children applying under Item A will be admitted by the school. If the number of applicant children applying under Item B exceeds the discretionary places quota of the school, the school will admit children according to the Points System. If there are applicant children with equal scores, the school will select applicant children by drawing lots in a fair and just manner or refer the applications to the Education Bureau for processing.
3. Please note that the person signing as the 'Parent / Guardian' in the Application Form will be regarded as the person fully responsible for processing the Primary One Admission application for the child. He / She should personally complete all procedures relating to the application for Primary One Admission (such as submitting the Application Form for Admission to Primary One, selection of schools or collection of the Primary One Registration Form) or appoint an authorized person in writing to do so on his / her behalf.
4. The applicant child's home address should be the applicant child's only or principal place of residence, i.e. a dwelling place at which the applicant child resides and which constitutes his / her sole or main home. Parent / Guardian should fill in the corresponding number of the POA School Net in which the applicant child resides in the application form.
5. For applicant children residing in the Mainland, parents should leave blank the box 'POA SCHOOL NET NO. OF HOME ADDRESS' in the top right-hand corner of the application form.