



10th July, 2018

Dear Parents/Guardians,

Notes on SSPA System 2016/2018

Dates for announcement of allocation results and students' registration with the allocated secondary schools for the SSPA 2016/2018 are as follows:

1.

Item	Date	Time
Announcement of allocation results	10 th July 2018 (Tuesday)	8:40 a.m.
Registration of students	12 th July 2018 (Thursday) 13 th July 2018 (Friday)	9:00 a.m. – 12: 30 p.m. 2:00 p.m. – 4:00p.m.
Pre-Secondary One Hong Kong Attainment Test	17 th July 2018 (Tuesday)	9:00 a.m.

2. Parents/guardians should complete the registration procedures for their child on the dates specified. Otherwise, the allocated S1 place will no longer be reserved.
3. If parents/guardians have genuine difficulties in completing the registration procedures at the allocated school in person or by a representative within the specified registration period and time, they should inform the allocated school or the School Places Allocation (SPA) Section of the Education Bureau (EDB) in advance so that alternative arrangements can be made. Otherwise, the allocated S1 place will not be reserved.
4. Things to bring for registration:
 - Admission slip
 - Hong Kong Birth Certificate
 - The latest School Academic Report
 - 2 copies of photos
5. Notes on students' registration
 - Be punctual.
 - Admission slip will be collected by secondary and allocation documents should be kept by parents.
 - If parents wish to transfer their children to another school after the release of allocation results, they must retrieve the Admission slip back from the allocated school.
 - All the secondary school will not give offer the student who cannot submit Admission slip.
 - If parents/guardians know in advance that they will not be able to complete the registration procedures for their child on the dates specified, they should obtain from the school head of their child's primary school a written authorisation for a representative to act on their behalf.
 - The authorised representative should complete the registration procedures on the dates specified. Otherwise, the allocated S1 place will no longer be reserved.
 - A student will not be allocated to a school in other districts except the student may have been admitted by a school in another district at the Discretionary Places (DP) stage or allocated a school place in another district chosen under Part A Unrestricted School Choices at the Central Allocation (CA) stage.
6. If students lose their allocation documents before the registration period, they should apply for replacement as soon as possible. The official signature fee is HK\$125.
7. Fee will not be charged by secondary school except some tutorial fee.
8. When a No. 3 Signal, Tropical Cyclones, Red signal and Black signal is issued, please listen to radio or television announcements for the latest information.
9. Please read the Notes for Parents at the back of the allocation documents.

Yours faithfully,
Mr. So Wai Ming
Principal