

# Tung Wah Group of Hospitals Lee Ching Dea Memorial College

## Secondary One Discretionary Places Application (in September 2025)

### Guidelines for Application

#### 1. Date of Application:

- From 2<sup>nd</sup> January, 2025 (Thursday) to 16<sup>th</sup> January, 2025 (Thursday)

#### 2. Request for the Application Form:

- Applicants may collect the application form from the school general office.  
Monday – Friday (7:45 am – 5:30 pm)  
Saturday (9:00 am – 12:30 pm)
- Applicants may download the [Application form \(ENG\)](#) / [申請表\(中文\)](#)

#### 3. Number of Secondary One Discretionary Places for 2025/2026:

- 30

#### 4. Submission of the Application Form:

- Completed Application Form and the required documents as listed below should be returned to our school general office in person from 2<sup>nd</sup> January, 2025 (Thursday) to 16<sup>th</sup> January, 2025 (Thursday). Parents will receive an interview notification reply slip immediately after the submission.

OR

- Submit application via the [SSPA e-Platform](#) from 2<sup>nd</sup> January, 2025 (Thursday) to 16<sup>th</sup> January, 2025 (Thursday). The school will notify parents the details of the interview by phone. For more information about the submission of the electronic form, please refer to the [Education Bureau website](#).

- It is essential to use the "iAM Smart +" mobile app.
- You can now register for " iAM Smart +" using the latest version of the " iAM Smart" mobile app.
- If you have already installed the " iAM Smart" mobile app on your phone, you can also upgrade to " iAM Smart +" at any [registration location](#).

#### 5. List of documents to be submitted:

1. Completed School Application Form;
2. Education Bureau's Application Form for Secondary One Discretionary Place;
3. Photocopy of student's Identity Card;
4. Photocopy of student's birth certificate;
5. Photocopies of student's 1<sup>st</sup> Term and 2<sup>nd</sup> Term School Report Cards in Primary 5;
6. Photocopies of student's 1<sup>st</sup> Term School Report Card in Primary 6 (to be replenished if necessary);
7. Photocopies of Certificates of Award or Certificates of Appreciation of Academic Areas/ Competitions / Services / Extra-curricular activities (Maximum: 4 documents can be submitted)

#### Remarks:

- NO reference or recommendation letter is needed.
- Each applicant may apply to NOT MORE THAN TWO participating secondary schools. Otherwise the chance of acquiring a Discretionary Place will be forfeited.
- If parents have already submitted their application through the "SSPA e-Platform", please do not re-submit the paper application form to the secondary school, and vice versa.

**6. Interview:**

- All applicants will be invited to an interview. For arrangements, please refer to the interview notification reply slip.
- The interview will be conducted on 1<sup>st</sup> March, 2025 (Saturday). Applicants will be reminded to attend on time by phone / email at the end of February.
- Applicants must be accompanied by their parents or legal guardians to attend the interview. If they are not accompanied, they must provide a letter of parental authorization.
- Interviews will be conducted in Chinese and English, and there will be no written test.

**7. Selection Criteria and Weighting:**

Criteria	Weighting
Academic Performance	40%
Conduct	20%
Other Learning Experiences (Including extra-curricular activities, service awards, school reviews, etc.)	10%
Interview (Student appearance, courtesy, answering performance and attitude)	30%

**8. Release of List of Successful Applicants for Discretionary Place:**

- Parents of all successful applicants will receive notifications of successful Discretionary Place applications by letter and phone on Monday 31<sup>st</sup> March, 2025. Students who are unsuccessful will not be notified according to the guidelines.

**9. Points to Note:**

- To ensure better chance of allocation to our school, applicant may choose our school as their first preference in the Central Allocation stage.
- The results of Discretionary Place application will be announced at the same time with the Central Allocation results on 8<sup>th</sup> July, 2025 (Tuesday).
- For those applicants who have passed all the selection procedures of our school but are not allocated Secondary 1 discretionary places, their selection results will be retained for consideration by our school.
- Personal data collected will only be used for the application for S.1 discretionary places and related matters.
- Parents and students who would like to know more about our teaching, counseling, discipline and extra-curricular activities, please visit our school website at <https://www.lcdmc.edu.hk>, or the Education Bureau's website at <https://www.edb.gov.hk/>, and browse the contents of the [Secondary School Profiles 2023/2024](#).

**10. Enquiry:**

- Please call at 2571-5422 during office hours or email at [lcdmc@lcdmc.edu.hk](mailto:lcdmc@lcdmc.edu.hk).