Pui Tak Canossian College
Application Guidelines for S.1 Discretionary Places
(Admission in September 2027)

Application Period: **From 4 January 2027 (Monday) to 18 January 2027 (Monday)**
Number of Discretionary Places of our school: 30

Procedures of Application

1. All interested applicants may obtain the application form starting from 23 November 2026 by one of the following ways:
   - Obtain in person from our School Office:
     (Office hours – Monday – Friday : 8:30 am – 5:00pm
     Saturday : 9:00 am – 12:00 noon) or
   - Download from our school website (https://www.ptcc.edu.hk/).

2. The following documents should be submitted **in person to the School Office** or **via the SSPA e-Platform (choose one method only)** by **18 January 2027**.

   Submit in person to the School Office:
   - "Application Form for S.1 Discretionary Place" issued by EDB
   - Completed application form issued by our school
   - Photocopy of student's HKID card.
   - Photocopies of P5 and P6 School Report cards
   - Photocopies of certificates and records of extra-curricular activities, services and awards obtained in Primary 4 to 6 (if any)
   - Photocopy of the Catholic Certificate of Baptism of the applicant (applicable to Catholics)
   - Two recent photos (one to be glued onto the application form and the other one with student's name written on the back)
   - Two stamped ($2.40) return envelopes

   Submit via the SSPA e-Platform:
   - Completed application form issued by our school
   - Photocopy of student's HKID card.
   - Photocopies of P5 and P6 School Report cards
   - Photocopies of certificates and records of extra-curricular activities, services and awards obtained in Primary 4 to 6 (if any)
   - Photocopy of the Catholic Certificate of Baptism of the applicant (applicable to Catholics)

Admission Criteria & Weightings

1. Academic Performance (40%)
2. Extra-curricular activities (30%)
3. Interview performance (30%)
4. Conduct grade B or above

Details of interview

1. Format
   - Individual interview, to be conducted in both Cantonese and English, length of interview is 15 minutes approximately
2. Contents
   - Self-introduction
   - School life
   - Situational questions

3. Assessment Criteria
    - Comprehension
    - Creative thinking
    - Expressiveness and communication skills
    - Values
    - Appearance, manners and self-confidence

Remarks

1. Each student may apply to **at most two** secondary schools. Otherwise, her chance of acquiring a discretionary place will be forfeited.
2. The date of the interview will be **6 March 2027 (Saturday)**. All applicants will be notified by post by the end of February 2027 regarding the time of the interview.
3. Parents or guardians of successful applicants will be notified by phone and mail of their child's inclusion in the Successful List for Secondary One Discretionary Places on **31 March 2027 (Wednesday)**.
4. All the results of allocation will be released on **6 July 2027 (Tuesday),** together with the Central Allocation results.
5. There is **no need** to submit recommendation letters from their primary schools.

Applicant's/Student's Personal Data Collection Statement

Purpose of Collection	1. The school will use the personal data provided in the application form to process school place application and will contact the applicant when necessary. 2. The personal data in the application form is provided on a voluntary basis. However, if the data provided is insufficient, this may hinder the communication between the school and the applicant.
Transfer of Data	3. Apart from the purpose stated in (1) above, part of the personal data provided in the application form will also be sent to the School Places Allocation Section of the Education Bureau.
Access to Personal Data	4. According to the Personal Data (Privacy) Ordinance Cap. 486, a data subject has the right to request access and correction to the personal data provided in the application form, including obtaining a copy of it. The data provided by an applicant will be kept confidential and destroyed before 30 September 2027.
Enquiry	5. Please contact the school should there be any enquiries regarding the personal data provided in the application form, including data access request or correction of data.

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