

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 2nd January, 2025 (Thursday) to 16th 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 2nd January, 2025 (Thursday) to 16th January, 2025 (Thursday). Parents will receive an interview notification reply slip immediately after the submission.

OR

- Submit application via the [SSPA e-Platform](#) from 2nd January, 2025 (Thursday) to 16th 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 1st Term and 2nd Term School Report Cards in Primary 5;
6. Photocopies of student's 1st 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 1st 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 31st 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 8th 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 2024/2025](#).

10. Enquiry:

- Please call at 2571-5422 during office hours or email at lcdmc@lcdmc.edu.hk.