

Notes on Year 1 Admissions (2023-2024)

一年級入學申請須知 (2023-2024)

1. General Information 一般須知

- Financial Assistance Scheme is available for eligible registered students.
本校設有學費資助計劃供合資格的已註冊的學生申請。
- As a direct subsidy scheme school, our school is excluded from the Primary One Admission System. All students will be admitted only through our admission and selection process. According to the guidelines given by the Education Bureau, after you have submitted the application form to us, you are still eligible to apply for another school during the "Discretionary Places Admission" stage.
本校是一所直接資助計劃(「直資」)小學，並無參與「統一派位」。所有申請人需直接向本校遞交申請，經過甄選程序才會獲取錄，而申請入讀本校並不影響學生參加「自行分配學位」的申請。
- Admitted applicants, who have signed a matriculation agreement with us, will not be allocated any places through the Primary One Admission System. If the student has been allocated a place through the system, that school place will be withdrawn.
凡獲本校取錄的申請人，在接受學位後，將不能透過小一入學統籌辦法獲派小一學位。如申請人已透過小一入學統籌辦法獲派學位，該學位亦會被取消。
- The School Administrative & Admissions Committee of ELCHK Lutheran Academy reserves all rights related to all arrangements of application for admissions, and may amend the arrangements at any time without prior notice. In case of any disputes arising out of the admissions, the decision of Lutheran Academy shall be final.
基督教香港信義會宏信書院行政及入學申請組保留一切申請安排及其修改的權利而毋須事先知會家長。如有任何爭議，本校保留最終決定權。
- The application is valid for one academic year. (September 2022 to July 2023)
申請表的有效期限為一學年。(本年九月至翌年七月)
- The applicant must reach 5 years 8 months when he/she is enrolled in year 1 in September 2023.
一年級的申請者必須於2023年9月入學時，已年滿五歲八個月。
- Each applicant can only apply for one year level in each academic year.
每位申請者只能於每學年報讀一個級別。
- The Year 1 Admissions will start from 4 July 2022 (Monday) until 12 September 2022 (Monday), 4pm.
一年級入學申請由2022年7月4日(星期一)開始截至2022年9月12日(星期一)下午四時正為止。

2. Submission 遞交申請

- Complete the online application at <http://admissions.luac.edu.hk>
Application Period: 4 July 2022 (Monday) to 12 September 2022 (Monday).
到以下網址填妥網上申請表格：<http://admissions.luac.edu.hk>
申請期限：2022年7月4日(星期一)至2022年9月12日(星期一)

An application fee of HK\$50 should be paid to our Admissions Office by cash or a crossed cheque made payable to “ELCHK LUTHERAN ACADEMY” by 12 September 2022 (Monday) 4pm. (Cheque can also be posted to our Admissions Office). Please write the applicant’s name and application number at the back of the cheque.

請於2022年9月12日下午四時正前，親身到本校的入學組辦事處以現金或劃線支票支付報名費港幣伍拾圓正(亦可以郵寄方式遞交劃線支票到本校入學辦事處)，抬頭請寫「基督教香港信義會宏信書院」，並於支票背後寫上申請人姓名及申請編號。

This fee is non-refundable. The school assumes no responsibility or obligation for any mistakes or losses of the cheques sent by mail. However, if applicants have financial difficulties in paying the application fee, please submit a written explanation, we will consider waiving the application fee.

該費用一經繳付，概不退還。本校概不會負責任何郵寄之損失。惟申請人如有任何財政困難，以致未能繳交報名費，可以書面形式申請豁免，以供我們考慮豁免繳交報名費之用。

The application will not be proceeded if the applicant fails to settle the application fee of HK\$50 before 12 September 2022.

如申請人未能於2022年9月12日前交妥港幣\$50報名費，其申請將不會獲得處理。

- Supporting documents to be submitted with the online application form:
於網上遞交申請表時，申請人須同時附上以下之證明文件：
 - A most recent photo of the applicant 申請人近照乙張
 - A photocopy of the applicant’s birth certificate/identity card/passport 香港身份證/出生證明書副本/證件*
 - For non-permanent Hong Kong residents:
 - Applicants should present valid supporting document to show that he/she can reside and study in Hong Kong. 申請人須出示有效的證明文件，以證明他／她能夠在香港逗留及讀書。
 - The date on the VISA showing the limit of the applicant’s stay in Hong Kong should still valid at the time of admission to the school. 簽證上的日期須顯示持證人在獲得取錄時，其在港逗留期限仍然有效。
 - A photocopy of the applicant’s recent report card 最近一次的成績表副本
 - No more than one recommendation letter, if any 不多於一封的推薦信(如適用)

- All documents submitted will not be returned.
本校恕不會退還任何已遞交的文件。

3. Interview 面試

***Due to the Covid-19 pandemic**, we now propose **Plan A** and **Plan B** for the admissions interview. The final decision shall be made according to the situation of COVID-19 and details will be released in late September.

*由於2019冠狀病毒病的疫情關係，本校現為入學面試提供**計劃A**及**計劃B**兩個方針。本校會視乎當時疫情情況而確實面試模式，並於九月下旬公佈有關詳情。

- **Plan A Face-to-Face Interview**

The 1st round of the interview will be conducted on 8 October 2022 (Saturday). Shortlisted applicants and their parents / guardians will be invited to meet our team for the 2nd round interview on 5 November 2022 (Saturday).

計劃A 面對面形式進行面試

首輪面試將於 2022年10月8日 (星期六) 舉行，而入圍的學生及家長或監護人將與本校老師於 2022年11月5日 (星期六) 進行會面。

- **Plan B Online Interview (Zoom)**

The 1st round of the interview will be conducted on 8 October 2022 (Saturday) or 15 October 2022 (Saturday). Parents / guardians of shortlisted applicants will be invited for a parent-teacher meeting on 2 November 2022 (Wednesday) respectively.

計劃B 網上形式 (Zoom) 進行面試

首輪面試將於 2022年10月8日 (星期六) 或 2022年10月15日 (星期六) 舉行，而入圍的學生家長或監護人將與本校老師分別於 2022年11月2日 (星期三) 進行會面。

- The interview time is randomly assigned; please reserve the aforementioned date for the interview as requests for rescheduling will not be entertained.
面試時間乃隨機分配，敬請申請人預先騰出前述日期的時間，並依照面試通知書的指定時間出席面試。 (有關面試日期及時間恕不更改)

- Applicants will not be considered if they fail to appear at the interviews.
如申請人缺席面試，其入學申請將作廢。

- All applicants will receive an interview and will be notified of the details by email.
所有申請人將獲邀進行面試，面試詳情會以電郵方式通知申請人。

- Original copies of the relevant documents should be presented for verification during the interview.
面試時請出示有關文件正本以供核實。

4. Result of Application 申請結果

- Applicants will be notified by e-mail of their application status in mid-November.

申請結果將於十一月中旬以電郵方式通知申請人。

- If all places are filled up during the first round of admissions, the rest of candidates will be put on our waiting list.
當所有學位於第一階段已獲分配時，其餘申請人將會列入後補名單。

5. Admissions Criteria 收生準則

- We place high importance on our students' proficiency level of English and good characters.
本校非常重視學生良好的英文水平及品格。
- The overall assessment is divided into two parts,
整體評分分為兩部分：
 1. The applicant's in-school performance and his/her talents
(e.g. academic performance, conduct, interests and talents etc)
申請人的校內表現及其興趣專長（如校內成績、操行、興趣及專長等）；
 2. The applicant's interview performance
(e.g. communication ability, co-operation, comprehensiveness etc)
申請人的面試表現（如溝通能力、合群性、理解能力等）
- Portfolio is not required and will not be considered in the admissions process.
申請人毋須遞交個人資料夾，因收生過程中不作參考。
- For non-permanent Hong Kong residents: Applicants should present valid supporting document to show that he/she can reside and study in Hong Kong.
非香港永久性居民：申請人須出示有效的證明文件，以證明他/她能夠在香港逗留及讀書。

6. Fee Remission Scheme 學費津助

- Fee Remission will be provided to students who are in financial needs.
本校會為經濟困難的學生提供學費減免。
- Please read the details of the schemes, posted on school's website, at www.luac.edu.hk
有關學費津助的詳情，請瀏覽本校網頁查閱 www.luac.edu.hk。

7. Registration 註冊

- Registration of the admitted applicants will take place in late-November.
獲取錄的學生須於十一月下旬前來學校進行註冊。

8. Contacts 聯絡方法

Office Hours of Admissions Office: Mondays – Fridays, 9am – 5pm;
Saturdays, 9am – 1pm. (except for public holidays)

入學申請組辦事處辦公時間：星期一至五，上午九時至下午五時；
星期六，上午九時至下午一時。（公眾假期除外）

Tel / 電話：820 820 92 Fax / 傳真：2443 1400

Email / 電郵：admissions@luac.edu.hk