

「代交小一人學申請表」授權書

致： _____
(學校名稱)

本人因事未能親自前往貴校為申請兒童 _____ (*男/女)
(兒童姓名)

(小一人學申請編號： _____) 遞交小一人學申請表。現授權

_____ *先生/女士 (身份證明文件號碼： _____)

全權負責辦理有關手續。

家長/監護人： _____
(姓名) (身份證明文件號碼) (簽署)

_____ 年 _____ 月 _____ 日

* 請將不適用的字句刪去。

Letter of Authorization – Submitting the Application Form for Admission to Primary One

Date: _____

To: _____
(Name of School)

Owing to personal reason, I could not proceed to submit the Application form for Admission to Primary

One for the applicant child _____ (*M / F) of
(child's name)

POA Application No.: _____ at your school.

I would like to authorize *Mr / Ms _____ of

identity document No.: _____ to proceed the related procedures on my behalf.

Parent/Guardian _____
(Name) (Identity document No.) (Signature)

* Delete whichever is inappropriate.



小一入學申請編號
POA APPLICATION NO.

教育局
EDUCATION BUREAU
小一入學申請表 (2022) (下載版本)
APPLICATION FORM FOR ADMISSION TO PRIMARY ONE (2022)
(DOWNLOADABLE VERSION)

住址所屬
小一學校網編號
POA SCHOOL NET NO.
OF HOME ADDRESS

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此表格只適用於申請官立或資助小一學位
THIS FORM IS TO BE USED FOR APPLICATION FOR ADMISSION TO PRIMARY ONE
IN A GOVERNMENT OR AIDED PRIMARY SCHOOL ONLY

甲部：申請兒童資料
PART A: APPLICANT CHILD'S PARTICULARS

填寫此表格前請參閱「填表須知」及「填寫下載版本申請表須知」
PLEASE READ CAREFULLY "NOTES ON HOW TO COMPLETE THE APPLICATION FORM" AND "NOTES ON
HOW TO COMPLETE THE DOWNLOADABLE APPLICATION FORM" WHEN COMPLETING THIS FORM

2 姓名 (中文)		3 證件編號		證件類別	
NAME (IN ENGLISH)		DOCUMENT NO.		DOCUMENT TYPE	
4 性別 SEX		5 出生日期		6 有特殊教育需要的兒童	
男(M) 女(F)		DATE OF BIRTH		CHILDREN WITH SPECIAL EDUCATIONAL NEEDS	
8 通訊地址		樓 FLOOR		7 不能以中文作為學習媒介	
CORRESPONDENCE ADDRESS		座 BLOCK		CANNOT USE CHINESE AS LEARNING MEDIUM	
大廈名稱					
BUILDING NAME					
屋邨 / 村名稱					
ESTATE/VILLAGE					
街道名稱及號數					
NO. AND STREET NAME					
區				香港 HK	
DISTRICT				九龍 KLN	
				新界 NT	
				國內 Mainland China	
居住地址					
RESIDENTIAL ADDRESS					
(如與通訊地址相同, 則不須填寫) (Leave blank if same as correspondence address)					

乙部：家長 / 監護人資料

PART B: PARENT/GUARDIAN'S PARTICULARS

9 姓名 (中文)		10 證件編號		證件類別	
NAME (IN ENGLISH)		DOCUMENT NO.		DOCUMENT TYPE	
11 住宅電話		12 與申請兒童關係		13 教育局專用	
HOME TEL. NO.		RELATIONSHIP WITH APPLICANT CHILD		FOR OFFICE USE ONLY	
日間聯絡電話/手提電話				A <input type="checkbox"/> B <input type="checkbox"/>	
DAY TIME CONTACT TEL. NO. / MOBILE PHONE					

丙部：申請學校自行分配學位者始需填寫

PART C: TO BE COMPLETED ONLY IF APPLYING FOR A DISCRETIONARY PLACE

申請的小學名稱		14 學校授課時間*			學校專用	
NAME OF SCHOOL APPLIED FOR:		SCHOOL SESSION			FOR SCHOOL USE ONLY	
(甲) 兄/姊在該小學就讀或父/母在該小學就職		上午 AM			15 學校編號	
(A) SIBLING(S) STUDYING OR PARENT(S) WORKING IN THE PRIMARY SCHOOL APPLIED FOR		下午 PM			SCHOOL NUMBER	
16 是 <input type="checkbox"/>		全日 WD				
父/母或兄/姊姓名*		現讀班級				
NAME OF PARENT / SIBLING		CLASS ATTENDING				
若沒有兄/姊在該小學就讀或父/母在該小學就職, 則填(乙)項。 IF SIBLING(S) NOT STUDYING OR PARENT(S) NOT WORKING IN THE PRIMARY SCHOOL APPLIED FOR, PLEASE COMPLETE TYPE (B).						
(乙) 依計分辦法準則分配的自行分配學位。申請兒童只能在一至五項及/或六至七項中各選一項填報。 (B) DISCRETIONARY PLACES ALLOCATED ACCORDING TO POINTS SYSTEM. APPLICANT CHILDREN CAN ONLY CLAIM ONE ITEM FROM 1 TO 5 AND/ OR ONE ITEM FROM 6 TO 7.						
1. 父/母全職在與該小學同一校址的幼稚園或中學部工作		(二十分)		父/母或兄/姊姓名*		
PARENT(S) TEACHING OR WORKING FULL-TIME IN THE KINDERGARTEN OR SECONDARY SECTION IF IT IS OF THE SAME ADDRESS AS THE PRIMARY SCHOOL		(20 POINTS)		NAME OF PARENT / SIBLING		
2. 兄/姊在與該小學同一校址的中學部就讀		(二十分)				
SIBLING(S) STUDYING IN THE SECONDARY SECTION IF IT IS OF THE SAME ADDRESS AS THE PRIMARY SCHOOL		(20 POINTS)				
3. 父/母為該小學的校董		(二十分)		17 <input type="checkbox"/>		
PARENT(S) BEING A SCHOOL MANAGER OF THE PRIMARY SCHOOL		(20 POINTS)		畢業年份/現讀班級*		
4. 父/母或兄/姊為該小學的畢業生		(十分)		YEAR OF GRADUATION/ CLASS ATTENDING		
PARENT(S) OR SIBLING(S) BEING A GRADUATE OF THE PRIMARY SCHOOL		(10 POINTS)				
5. 首名出生子女 (即為家庭各子女中最年長者)		(五分)				
FIRST - BORN CHILD (THE ELDEST CHILD IN THE FAMILY IRRESPECTIVE OF SEX)		(5 POINTS)				
6. 與該校的辦學團體有相同的宗教信仰		(五分)		18 <input type="checkbox"/>		
SAME RELIGIOUS AFFILIATION AS THE SPONSORING BODY WHICH OPERATES THE PRIMARY SCHOOL		(5 POINTS)				
7. 父/母為該小學主辦社團的成員		(五分)				
PARENT(S) BEING A MEMBER OF THE SAME ORGANISATION WHICH SPONSORS THE OPERATION OF THE PRIMARY SCHOOL		(5 POINTS)				
本人有超過一名子女在自行分配學位階段向同一間小學申請		19 是 <input type="checkbox"/>		校印 SCHOOL CHOP		
I HAVE MORE THAN ONE CHILD APPLYING FOR DISCRETIONARY PLACES IN THE SAME PRIMARY SCHOOL.		YES				
其小一入學申請編號(如有)及姓名是:						
THE POA APPLICATION NUMBER(S) (IF ANY) AND NAME(S) IS / ARE:						

注意：如需列印/影印此申請表使用，必須將第一及第二頁作雙面列印/影印

Note: If you would have to use printed/photocopied application form, please ensure P.1 and P.2 are printed/photocopied on the same sheet (i.e. double-sided printing).

POA113 (Rev. 7/21) Downloadable version

請翻後頁 Please Turn Over

<p>1. 本人謹作以下聲明:</p> <p>(i) 本人為上述申請兒童的家長 / 監護人* ; 及</p> <p>(ii) 此表格內的資料全屬正確無訛。倘若有虛報資料, 本申請將會作廢及申請兒童獲派的學位將會被取消。</p> <p>2. 本人明白教育局會在有需要時採取適當的行動, 查核此申請表內所提供的資料, 及/或有關此申請所提供的資料的真確性。教育局亦可能因此而要求本人面見並提供任何相關的文件和資料, 及/或作出宣誓。本人明白, 如有需要, 教育局亦可能會進行家訪, 查核此申請表內所提供的, 及/或與此申請有關的資料的真確性。本人亦明白, 若教育局在合理及有需要的情況下作出上述要求, 以證實此申請表內, 及/或有關此申請所提供的資料的準確性和真確性, 而本人又未有向教育局提供此等協助及/或資料, 教育局則會就本人的申請採取相應行動, 其中包括暫緩處理有關的申請。</p> <p>3. 本人同意教育局聯絡有關人士、公司、機構或政府部門, 向他們透露在此申請表內, 及/或與此申請有關的個人資料, 以核實此申請表內, 及/或與此申請有關的資料的真確性及作學位分配事宜和其他與教育有關的用途, 本人亦同意任何人士、公司、機構或政府部門為此向教育局透露本人的個人資料。</p> <p>4. 本人已明白印於本頁下半部份關於在此表格提供的個人資料的用途, 和有關查閱及改正資料的權利。</p> <p>5. 本人確知只能為申請兒童向一間官立或資助小學申請學校自行分配的學位。倘若同時申請多間官立或資助小學, 則本申請將會作廢及申請兒童將不獲分派自行分配學位。</p> <p>6. 本人已明白申請兒童如獲直接資助計劃(直資)小學取錄, 在接受直資學校小一學位後, 將不能透過小一入學統籌辦法獲派小一學位。如他/她已透過小一入學統籌辦法獲派學位, 該學位亦會被取消。</p> <p>7. 本人已明白申請兒童若已獲私立小學取錄而仍然繼續參加小一入學統籌辦法, 其名字將會在統一派位結果公布前送交有關小學參考。</p> <p>*請將不適用者刪去</p>	<p>1. I declare that:</p> <p>(i) I am the parent/guardian* of the aforementioned applicant child; and</p> <p>(ii) To the best of my knowledge and belief, the information contained in this form is true and correct. If false information is provided, this application will be rendered null and void and the Primary 1 place allocated on the basis of this application will be withdrawn.</p> <p>2. I understand that the Education Bureau (EDB) will take measures as they consider necessary and appropriate to verify the information provided in and/or in relation to this application and I may be required to attend interview and provide EDB with any document and information, and/or to make any sworn declaration for such purpose. I understand that EDB may also conduct home visits to verify the information provided in and/or in relation to this application as and when necessary. I understand that if EDB is not provided with such assistance and/or information as reasonably necessary to satisfy it as to the accuracy and truthfulness of the information provided in and/or in relation to this application, EDB will take any necessary action in relation to my application, including holding it in abeyance.</p> <p>3. I give consent to EDB to disclose the personal data provided in and/or in relation to this application to, and to liaise with, any person, company, organisation or government department/bureau concerned for the purpose of verifying the information provided in and/or in relation to this application, school places allocation and other education-related purposes. I also give consent to any person, company, organisation or government department/bureau to release my personal data to EDB for any of such purposes.</p> <p>4. I understand the purposes for which the personal data provided by means of this form will be used, as well as my rights for data access/correction as printed below on this page.</p> <p>5. I understand that I may apply for a discretionary place for the applicant child in only ONE government or aided primary school. I also understand that if multiple applications are made, this application will be rendered null and void and any discretionary place offered on the basis of this application will be withdrawn.</p> <p>6. I understand that if the aforementioned applicant child has accepted the offer of a Primary 1 place in a Direct Subsidy Scheme primary school, he/she will not be allocated a Primary 1 place through the Primary One Admission System. If a school place has been allocated to him/her through the Primary One Admission System, that school place will be withdrawn.</p> <p>7. I understand that if the aforementioned applicant child has been offered a Primary 1 place by a private primary school and yet opted to remain in the Primary One Admission System, his/her name will be sent to the primary school concerned for information prior to the release of results of Central Allocation.</p> <p>* Delete whichever is inappropriate</p>
<p>日期 Date: _____</p>	<p>家長或監護人簽署 Signature of parent/guardian: _____</p>

**家長請注意
Notice to Parents**

- (1) 你在此表格所提供的個人資料, 將用於核實此申請表內, 及/或與此申請有關的資料的真確性或作學位分配事宜及其他與教育有關的用途。獲得「自行分配學位」的申請兒童姓名將在有關的學校張貼。
The personal data provided by means of this form will be used for verifying the information provided in and/or in relation to this application, school places allocation and other education-related purposes. Names of successful applicant children for the discretionary places admission will be posted up at the schools concerned.
- (2) 本局可能將收集所得的個人資料向任何有關人士、公司、機構或政府部門及你的子女獲派/轉讀的學校披露, 以作任何上述第(1)段所述的用途。
The personal data collected may also be disclosed to any person, company, organization or government department/bureau and the school to which your child is allocated/transferred for any of the purposes mentioned in paragraph (1) above.
- (3) 你必須在此表格提供所需的個人資料。倘若所提供的資料不充足, 教育局可能無法辦理有關申請。
The provision of the personal data by means of this form is obligatory. If you do not provide sufficient information, the Education Bureau may not be able to process your application.
- (4) 根據《個人資料(私隱)條例》第 18 和 22 條及附表 1 第 6 原則的規定, 你有權更改或查詢所提供的個人資料。
You have the right of access and correction with respect to the personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
- (5) 任何與所收集的個人資料有關的查詢, 包括要求查閱和改正資料, 應提交:
Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to:
- | | |
|--|---|
| <p>九龍觀塘
偉業街 223 號
宏利金融中心 2 樓 2 室
教育局學位分配組
高級教育主任</p> | <p>Senior Education Officer,
School Places Allocation Section, Education Bureau
Office 2, 2/F,
Manulife Financial Centre,
223 Wai Yip Street,
Kwun Tong,
Kowloon.</p> |
|--|---|
- (6) 根據刑事條例(香港法例第 200 章), 任何人製造虛假文書, 意圖由其本人或他人藉使用該文書而誘使另一人接受該文書為真文書, 並因接受該文書為真文書而作出或不作某些作為, 以致對該另一人不利, 則該名首述的人即犯偽造的罪行, 一經循公訴程序定罪, 可處監禁 14 年。
A person who makes a false instrument, with the intention that he/she or another shall use it to induce somebody to accept it as genuine, and by reason of so accepting it to do or not to do some act to his/her own or any other person's prejudice, commits the offence of forgery and is liable on conviction on indictment to imprisonment for 14 years under the Crimes Ordinance, Cap. 200 Laws of Hong Kong.
- (7) 有關小一入學一般查詢, 可致電 2832 7700 與教育局學位分配組聯絡。
For enquiries concerning Primary One Admission, please contact the School Places Allocation Section of the Education Bureau at 2832 7700.

注意: 如需用列印/影印此申請表使用, 必須將第一及第二頁作雙面列印/影印

Note: If you would have to use printed/photocopied application form, please ensure P.1 and P.2 are printed/photocopied on the same sheet (i.e. double-sided printing).

注意：如家長以郵寄或使用學校設立的收集箱等遞交申請表的特別安排，學校未能即時檢查家長所出示各項證明文件的正本，相關家長需在遞交申請時簽署以下聲明書聲明所遞交證明文件副本是由相關文件的正本複印所得及會於2021年11月1日或之前帶同有關文件正本到學校核實。

小一入學統籌辦法

家長聲明書

本人_____ (家長姓名) (身份證明文件號碼：_____)，
未能親身或以書面授權親友帶同所需證明文件正本到校辦理自行分配
學位申請手續，本人現聲明本人所遞交的證明文件副本是由相關文件
的正本複印所得，並會在2021年11月1日或之前^(註)，將

_____ (小一申請兒童姓名) (身份證明文件號
碼：_____)申請小一入學統籌辦法所需的證明文件正本呈
交_____ (小學名稱) 檢視，以便學校可繼續辦理
該申請兒童的自行分配學位申請，否則該申請將會自動作廢。

(註：學校在收取有關申請表後會預約家長在2021年11月1日或之前到學校提供相關文件的正本以供核實。)

家長 / 監護人簽署：_____

日期：_____

聯絡電話：_____

Note: Since schools could not check the original of the documents if the applications are submitted by post or using the drop-box provided by the school, parents should complete the following declaration form to declare that documents provided are true copies and will submit the original of the supporting documents to the school on or before 1 November 2021 for verification.

Primary One Admission (POA)

Declaration Form

I _____ (Name of parent) (Identity Document no.: _____) could not apply in person or authorize a representative to submit the application for discretionary place due to special circumstances. I declare that the supporting documents provided in relation to the POA application of my child _____ (Name of applicant child) (Identity Document no.: _____) are true copies and will provide the original of the supporting documents to _____ (Name of school) for verification on or before 1 November, 2021 ^(Note) and further processing of the POA application by the school. Otherwise, the aforesaid application will be rendered null and void.

(Note: After receiving the application form, the school concerned will arrange parent to provide the original of the supporting documents to the school for verification on or before 1 November 2021.)

Signature of parent / guardian : _____

Date : _____

Contact Tel : _____

二〇二二年度小一入學特別安排 填寫下載版本申請表須知

1. 家長或監護人只需為每名申請兒童填寫一份下載版本的申請表，並且需在填寫申請表時參閱「『小一入學申請表』填表須知」及「填寫下載版本申請表須知」。請注意，參加小一入學統籌辦法的申請兒童只能使用一張申請表向一所官立或資助學校遞交申請，如家長已取得一式三份的印刷版本申請表，**則毋須下載網上版本的申請表**，以免重覆遞交申請表，或不慎申請多於一所官立或資助學校時被取消申請自行分配學位的資格。
2. 如有需要，家長或監護人亦可選擇在教育局小一入學統籌辦法網頁下載有關的網上版本以便列印使用[瀏覽路徑：教育局網頁 (<https://www.edb.gov.hk>) > 教育制度及政策 > 小學及中學教育 > 學位分配 > 小一入學統籌辦法]。在列印時，請將申請表第一及二頁以白色 A4 紙張作**雙面列印**。有關下載版本為‘pdf’格式，家長或監護人可直接列印並填寫表格，或在開啟下載版本申請表後直接輸入有關資料才列印及簽署。
3. 家長或監護人在遞交網上下載版本「小一入學申請表」至擬申請自行分配學位的小學時，請**切勿**填寫左上角的「小一入學申請編號」。當家長或監護人於 2021 年 9 月 20 日至 27 日期間（星期六、日及公眾假期除外）直接送交擬申請自行分配學位的官立或資助學校時，有關小學會按一貫程序檢查家長或監護人提交的文件後，把小一入學申請編號標籤貼在下載版本的申請表上，並把申請表影印兩份及分別蓋上校印，然後把一份影印本交回家長或監護人保存。家長或監護人填寫的正本及另一份影印本會分別供教育局及學校存檔，以完成處理有關小一申請手續。
4. 如家長或監護人有超過一名子女在本年度自行分配學位階段向同一間小學提交申請，請在第 19 項填上「✓」，並填上子女的小一入學申請編號（如有）及姓名。
5. 家長或監護人填寫下載版本「小一入學申請表」時，須具備 Adobe® Acrobat® Reader 來檢視／填寫／列印‘pdf’格式文件。為確保正確顯示／列印中文字元，請同時安裝亞洲字型套件(繁體中文)。請到下列網址下載所需軟件：

Adobe Reader - <https://get.adobe.com/reader/>

亞洲字型套件 - <http://www.adobe.com/products/acrobat/acrrasianfontpack.html>

