

聖公會偉倫小學

〈插班生申請程序〉

1. 申請日期:	全年接受小一至小五年級插班生申請，額滿即止。
2. 申請程序:	<p>A. 填妥「入學申請表」(表格可於學校網頁下載)</p> <p>B. 遞交「入學申請表」並連同以下相關文件<u>親身或郵寄</u>到本校。</p> <ul style="list-style-type: none"> ● 學生出世紙副本 ● 學生相片一張 (貼於申請表上) ● 學生(最近兩年)成績副本 ● 家長身份證副本 ● 住址證明 <p>C. 備註:</p> <ul style="list-style-type: none"> ● 信封面請註明：插班生申請 ● 本校會個別致電合適的申請者進行插班生入學試。 ● 所有未齊備任何文件之申請，本校將不作任何處理。
3. 評核內容:	<p>A. 插班生入學試包括中、英、數三科，每科時限 30-45 分鐘。</p> <p>B. 校方會按學生筆試表現篩選，進行面試及接見家長。</p>
4. 考試安排:	<ul style="list-style-type: none"> ● 校方會視乎申請者履歷及學位空缺情況邀請合資格的申請者出席插班生筆試。 ● 校方將會個別通知合資格的申請者進行插班生筆試。
5. 通知取錄:	<ul style="list-style-type: none"> ● 校方會致電通知被取錄之學生家長。 ● 校方<u>不會</u>個別致電通知未獲取錄者，故<u>凡未獲通知者則視為未獲取錄論</u>。

** 特別注意事項**

- 如申請表格經郵寄方式交回學校，家長必須確保齊備所需文件。
- 請家長確保郵件貼上足夠郵資，郵資不足的申請信件將不獲接收。

**SKH Wei Lun Primary School
Admission Procedure**

1. Application Date:	Applications are accepted at any time subject to available places for each level (P.1 - P.5).
2. Application Procedure:	<p>A. Complete the Admission Application Form (The form can be downloaded from the school website.)</p> <p>B. Submit the Admission Application Form with the following documents to school by mail or in person.</p> <ul style="list-style-type: none"> • Photocopy of the applicant child's Hong Kong Birth Certificate • Applicant child's photo (to be placed on the application form) • Photocopy of the applicant child's academic reports of last two years and photocopies. • Photocopy of the parent/guardian's identity card • Proof of residential address <p>C. Remarks:</p> <ul style="list-style-type: none"> • Remark the envelope's cover with 'Admission Application'. • The school will contact the eligible applicants and arrange for written tests by phone. • Application without supporting documents will not be processed.
4. Admission Test:	<p>A. Three written test papers including Chinese, English and Mathematics. The duration of each paper is from 30 to 45 minutes.</p> <p>B. Applicants' and parents' interviews will be arranged according to the written test results.</p>
5. Date of Admission Test:	<ul style="list-style-type: none"> • New admissions are subject to the availability of school places and students' personal assessment. • Eligible applicants for new admission will be notified individually.
6. Notification of Admission:	<ul style="list-style-type: none"> • Parents will be notified by phone. • If parents are not notified, the applicants' application is considered as unsuccessful.

**** Special Arrangement****

- **Please make sure to enclose all the required documents if you send the application by mail.**
- **We will not receive the mails with insufficient postage.**