

觀塘功樂官立中學

中一至中四插班生收生程序

中一至中四級插班生申請資格：

1. 新來港學童
2. 教育局推薦(持教育局轉介文件)
3. 轉校

申請期限：

1. 不設限期。
2. 申請入讀本學年的截止期限為三月三十一日。之後申請入讀本校，會視作申請下學年入學。

申請手續：

1. 申請人將個人資料及聯絡方法、申請就讀班級、最近兩學年的成績表副本及曾獲獎狀的副本郵寄本校；
2. 本校非中央派位入學組會就申請人的成績及操行評語作篩選，並作面試及簡單英文測驗；
3. 英文測驗時限約 10 分鐘；
4. 校長參考老師建議審批，並通知申請人結果。

取錄手續：

1. 學生須填妥註冊表格，並出示身分證明文件；
2. 派發新生須知、書單、校服式樣、訂飯表格(如需要)、暑假作業資料、上課時間表等；
3. 補辦學生證等文件、補交家長教師會會費及課外活動費等。

<< 個人資料 (私隱) 條例 >> 聲明

本表格所收集的資料，將用以辦理入學申請事宜。本校可能會把這些資料向教育局或其他獲授權處理個人資料的人士披露，用以處理學位分配或其他有關教育的事宜。

你必須在本表格提供你的個人資料，並確保資料準確、完整及最新近的。如提供的資料不足，本校可能無法處理有關申請。

你有權按照《個人資料 (私隱) 條例》第 18 和 22 條及附表一第六原則的規定，查閱及改正個人資料。查閱資料的權利，包括取得本表格/紀錄所載個人資料的副本。

如欲查詢有關本表格收集的個人資料，包括查閱及改正資料，應提交：

九龍觀塘
功樂道 90 號
觀塘功樂官立中學校長
電話：2343 5059



學生資料表格

(填寫本表格前請留意背頁有關 << 個人資料 (私隱) 條例 >> 聲明)

學生編號 (STRN) : _____

學生姓名(中文) _____ (英文) _____
(請用正楷)

出生日期 : _____ 日 _____ 月 _____ 年 性別 : 男 香港身份證號碼 : _____ ()

出生地點 : _____ 內地來港日期 : _____ 日 _____ 月 _____ 年

國籍 : _____ 家中使用語言 : _____

住宅電話 : _____ 學生流動電話 : _____

住址 : _____
(請以中文填寫)

曾就讀小學 : _____

其他資料 : _____

(例如弱視、弱聽或行動不便等)

(由校方填寫)

註冊編號 : _____

取錄班級 : _____ 班別 : _____ 班號 : _____

學社 : _____ 取錄日期 : _____ 首天上課日 : _____



家長 / 監護人資料表格

(填寫本表格前請留意背頁有關 << 個人資料 (私隱) 條例 >> 聲明)

註冊編號： _____ (由校方填寫)

學生姓名(中文) _____ (英文) _____
(請用正楷)

父親 / 監護人 (一)

姓名 (英文) : _____ 香港身份證號碼 : _____ ()

姓名 (中文) : _____ 關係 : _____ 職業 : _____

辦事處電話 : _____ 手提電話 : _____ 緊急聯絡電話 : _____

地址 : _____

(如與學生相同 , 可不用填寫)

母親 / 監護人 (二)

姓名 (英文) : _____ 香港身份證號碼 : _____ ()

姓名 (中文) : _____ 關係 : _____ 職業 : _____

辦事處電話 : _____ 手提電話 : _____ 緊急聯絡電話 : _____

地址 : _____

(如與學生相同 , 可不用填寫)

Kwun Tong Kung Lok Government Secondary School
Procedures for Interim Admission (S.1-4)

Eligibility Criteria:

1. Newly-arrived children
2. Recommendation given by EDB (with EDB's referral document)
3. For those who want to continue their studies in a new school.

Application Deadline:

1. Applications are accepted throughout the year on an ongoing basis .
2. The deadline for applying the 21-22 school year is 31 March, 2022. Applications received after this date will be considered for the subsequent school year.

Application Procedures:

1. The **completed** application form * must be submitted **by post** with the following documents:
 - i.) a photocopy of academic reports (last 2 years) from previous and present secondary school(s)
 - ii.) a photocopy of certificates of extra-curricular activities and achievement awards
**(Please [click here](#) to download the application form or collect a copy from the School General Office during office hours. Please indicate which level (S.1,S.2,S.3,S.4) the applicant is applying to join in the top right hand corner of the application form.)*
2. Selection will be made by our staff from the Non-Central Allocation Team based on the applicant's academic results and conduct.
3. Shortlisted applicants will be invited to attend an interview and sit a 10-minute English written test.
4. The principal will refer to the comments given by our colleagues. Successful applicants will be notified as soon as possible.

Admission Procedures:

1. Students must fill in the registration form and bring the original copy of the above documents as well as the I.D. card / birth certificate / passport of the applicant for verification.
2. Notes for new students, textbook order form, lunchbox order form (if necessary), summer holiday assignments and school timetables will be distributed by teacher(s) in charge.
3. Students may need to complete other procedures such as student ID card, Parent Teacher Association membership fee payment and Extra Curricular Activities payment (S4).

Personal Information Collection Statement

This Personal Information Collection Statement (PICS) is made in accordance with the guidelines issued by the Privacy Commissioner for Personal Data.

The personal information collected by the School will be used for school admission purposes only. The School will take all practicable steps to keep your personal data confidential, but the School may transfer such data to Education Bureau or designated staff members who are authorized to handle your information for school places allocation or other matters in relation to school admission.

You must ensure that all personal data provided to the School are accurate, complete and up-to-date. If the personal data provided are inaccurate or incomplete, your application may not be processed or the outcome of the application may be affected.

Under the provisions of the Ordinance, you have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect.

Applications for access to and correction of personal data should be addressed to:

Principal of Kwun Tong Kung Lok Government Secondary School

90, Kung Lok Road, Kwun Tong, Kowloon.

Tel: 2343 5059

*If there is any inconsistency between the English and Chinese version of this PICS, the Chinese version shall prevail.



Student Record Form

(Please read the attached Personal Information Collection Statement)

Student Reference No. (STRN) _____

Name of Student :

(Chinese) _____ (English) : _____
(BLOCK LETTERS)

Date of Birth :

(D / M / Y) _____ Sex : M HKID Card No. : _____ ()

Date of arrival :

Place of birth : _____ (D / M / Y) _____

Nationality : _____ Language Spoken at home : _____

Telephone Number:

(Home) _____

Telephone Number:

(Student Mobile) _____

Address :

Primary School _____

Attended : _____

Other Relevant _____

Information : _____

(Eg. Special Educational Needs-please specify)

School Use Only (To be filled up by the school)

Registration No. : _____

Accepted Level : _____ Class : _____ Class No. : _____

House : _____ Accepted Date : _____ First Day of School : _____



Particulars of Parents/Guardians

(Please read the attached Personal Information Collection Statement)

Registration No. : _____ (To be filled up by the school)

Students' Name :

(Chinese)

_____ (English)

(BLOCK LETTERS)

Father / Guardian (1)

Name in English : _____ HKID : _____ ()

Name in Chinese : _____ Relationship : _____ Occupation : _____

Office _____ Emergency _____

Telephone No. : _____ Mobile No. : _____ Contact No. : _____

Residential _____

Address : _____

(Please leave blank if it is correspondence address)

Mother / Guardian (2)

Name in English : _____ HKID : _____ ()

Name in Chinese : _____ Relationship : _____ Occupation : _____

Office _____ Emergency _____

Telephone No. : _____ Mobile No. : _____ Contact No. : _____

Residential _____

Address : _____

(Please leave blank if it is correspondence address)