

大埔官立小學

申請 2024-2025 年度小二至小五插班須知

一、由即日起接受報名

二、索取申請表

1. 親臨本校地下詢問處或一樓校務處索取

2. 於本校網頁下載 (<http://www.tpgps.edu.hk>)

三、遞交申請表

填妥後，請貼上相片，於辦公時間內（星期一至五上午 9：00—下午 4：00），帶同下列文件一併交回本校一樓校務處：

1. 身份證明文件

a. 在香港出生者—香港出生證明書正本及副本

b. 在外地出生者—外地出生證明書及獲在本港居留的身份證明文件正本及副本

2. 最近期的成績表正本及副本

四、校方將個別以電話通知合適的申請人參加考試

投考官立小學二年級至六年級申請書

參考編號：_____
(學校專用)

I. 有關學生的資料：

學生姓名 (.....)
(英文姓名)

擬投考的學校

學生紀錄卡編號 擬入讀班級 申請入學年度

國籍 性別 身份證明文件號碼
(身份證／出生證明書／護照／其他*)

出生日期 年 月 日 出生地點

首天到港日期 (只適用於新來港兒童)

住址

..... 電話

現在就讀的學校 班級

照
片

II. 有關家長／監護人的資料：

家長／監護人* 姓名

職業

與學生關係

聯絡電話

家長／監護人簽名

..... 年 月 日

注意：—(1) 申請書須在截止日期前填妥交回擬投考的學校，並請附上出生證明文件及成績表副本。

(2) 教育局會用本表格所載的個人資料，作以下其中一種或多種用途：——

- (a) 辦理申請入學事宜；
- (b) 提供教育服務；
- (c) 進行研究及編製統計資料，以便規劃教育服務；
- (d) 處理有關教育專業人員發展的事宜；
- (e) 執行《教育條例》及《教育規例》(第 279 章)。

(3) 申請人必須在本表格上填寫個人資料。申請人如不提供這些資料，申請的處理工作及結果或會受影響。

(4) 本表格所蒐集的個人資料，或會向獲授權處理有關資料的學校／組別／部門／機構披露，作上文所述用途。

(5) 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，你有權要求查閱及改正你的個人資料。要求查閱的權利，包括要求提供本表格所載個人資料的副本，但須繳付費用。

(6) 如欲查詢有關本表格所蒐集的個人資料，包括要查閱及改正資料事宜，請提交本校校長。

* 請刪去不適用者

Application Form for Admission to Primary 2 to 6 Classes
Government Primary Schools

Reference No: _____
(for school use)

I Particulars of Pupil:

Name (.....
in Chinese

School to which admission is desired

Pupil Record Card No. Class and School Year applied for

Nationality Sex Identity Document No.

(Identity Card/Birth Certificate/
Passport/Others*)

Date of Birth (yr)/ (mth)/ (date) Place of Birth

Date of First Arrival in Hong Kong (Only applicable to
Newly Arrival Children)

Address

..... Tel No.

Name of present school

..... Class

Photograph

II Particulars of Parent/Guardian:

Name of Parent/Guardian*

Occupation

Relationship with pupil

Contact Tel. No.

Signature of Parent/Guardian

Date

- Note:*— (1) This form must be completed and returned to the school to which admission is desired before the closing date for receipt of applications. Copies of birth certificates and testimonials should be attached to this form.
- (2) The Personal data provided in this form will be used by the Education Bureau for one or more of the following purpose(s):—
- (a) processing application for admission to the school;
 - (b) provision of education services;
 - (c) conducting research and compiling statistics to facilitate planning of education services;
 - (d) processing matters relating to the development of the education profession;
 - (e) administering and enforcement of the Education Ordinance and Regulations (Cap. 279).
- (3) The provision of personal data by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of your application.
- (4) The personal data collected in this form may be disclosed to schools/sections/departments/agencies authorized to process the information for purposes mentioned above.
- (5) You have a right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. This is however subject to payment of a fee.
- (6) Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to the school head of the school.

* Please delete where inappropriate