










# 小一入學統籌辦法電子申請常見錯誤 Common Errors in e-Applications of Primary One Admission System

填表項目 Items	常見錯誤 Common Errors	備註 Remarks
<p>1. 學校網 School Nets</p>	<p>➤ 填寫的小一學校網編號與申請兒童的居住地址不符 The POA school net no. filled in is not in line with the home address of the applicant child</p> <p>街道名稱及號數                      No. and Street Name</p> <p>XXX, 香港科學園, 白石角              XXX, HK SCIENCE PARK, PAK SHEK KOK</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>住址所屬小一學校網編號      POA School Net No. of Home Address</p> <p>84                                      84 <span style="border: 1px solid red; padding: 2px;">✗</span></p> </div> <p>第 84 學校網 (大埔)</p> <div style="border: 2px solid green; padding: 5px; margin: 10px 0;"> <p>住址所屬小一學校網編號      POA School Net No. of Home Address</p> <p>91                                      91 <span style="border: 1px solid green; padding: 2px;">✔</span></p> </div> <p>第 91 學校網 (沙田)</p>	<p>➤ 全港共劃分為三十六個小一學校網。 (可掃描二維碼或瀏覽以下網站: <a href="https://www.map.gov.hk/gm/map/">https://www.map.gov.hk/gm/map/</a> , 搜尋地址, 再按左上角: 資料分類 -&gt; 教育 -&gt; 2024 年度小一入學統籌辦法學校網, 以知悉居住地址所在的學校網)</p> <p>The whole territory is divided into <b>36 POA School Nets</b>. (To check the school net to which the residential address belongs, parents may <b>scan the QR code or browse the following website: <a href="https://www.map.gov.hk/gm/map/">https://www.map.gov.hk/gm/map/</a></b> Search the address and then click the top left hand corner: category → Education → 2024 POA School Net Boundaries)</p> <p>➤ 請依照申請兒童的居住地址, 將所屬的小一學校網編號填上。申請兒童的居住地址是指申請兒童的唯一或主要居所, 即日常主要起居生活的地方 Please fill in the corresponding number of the POA School Net according to the home address of the applicant child. The applicant's home address should be the applicant child's only or principal place of residence, i.e. a dwelling place at which the applicant child resides and which constitutes his/her sole or main home</p> 

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	<p>➤ 為計劃跨境到港上學的申請兒童填寫小一學校網編號 Fill in a school net no. for applicant child who intend to commute daily to schools in Hong Kong</p> <p>居住地址 Residential Address 深圳YYY路ZZZ大廈10樓A室 RM A, 10 FLR, ZZZ BUILDING, YYY ROAD, SHENZHEN</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>住所所屬小一學校網編號 POA School Net No. of Home Address</p> <p>80 80 </p> </div> <div style="border: 2px solid green; padding: 5px; margin: 10px 0;"> <p>住所所屬小一學校網編號 POA School Net No. of Home Address</p> <p>請選擇 Please Select</p> <p><input checked="" type="checkbox"/> 計劃跨境到港上學的申請兒童 <input checked="" type="checkbox"/> Applicant child who intends to commute daily to schools in Hong Kong. </p> </div>	<p>➤ 如申請兒童計劃跨境到港上學，家長無須選擇學校網，只需勾選「計劃跨境到港上學兒童」 For mainland applicant children who intend to commute daily to schools in Hong Kong, parents need not choose the school net. Instead, they should tick the box “Applicant child who intends to commute daily to Hong Kong”</p>																				
<p>2. 申請兒童個人資料 Personal Particulars of Applicant Child</p>	<p>➤ 先寫名字，後寫姓氏 The first name precedes the surname</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>甲部：申請兒童資料 Part A: Applicant Child's Particulars </p> <p>姓名(英文) (按身份證明文件，先填姓氏) Name (in English) (Agree with that on identity document and start with surname)</p> <p>WUN CHING CHAI WUN CHING CHAI</p> <p>姓名(中文) (按身份證明文件，先填姓氏) Name (in Chinese) (Agree with that on identity document and start with surname)</p> <p>煥正齊 煥正齊</p> </div> <p>➤ 沒有填寫姓氏 The surname is missing</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>甲部：申請兒童資料 Part A: Applicant Child's Particulars </p> <p>姓名(英文) (按身份證明文件，先填姓氏) Name (in English) (Agree with that on identity document and start with surname)</p> <p>WUN CHING WUN CHING</p> <p>姓名(中文) (按身份證明文件，先填姓氏) Name (in Chinese) (Agree with that on identity document and start with surname)</p> <p>煥正 煥正</p> </div>	<p>➤ 例子：香港出生證明書 Example: Hong Kong Birth Certificate</p> <p>香港出生證明書 Hong Kong Birth Certificate</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">(1)</td> <td style="width: 25%;">登記編號 Registration no.</td> <td style="width: 20%;">S345678(3)</td> <td style="width: 50%;">香港出生證明書編號 Hong Kong Birth Certificate No.</td> </tr> <tr> <td>(2)</td> <td>出生日期及地點 When and where born</td> <td>二零一九年十月六日 6 OCTOBER 2019 瑪嘉烈醫院 PRINCESS MARGARET HOSPITAL</td> <td></td> </tr> <tr> <td>(3)</td> <td>名字(如有的話) Name, if any</td> <td>煥正 WUN CHING</td> <td>申請兒童姓名 Name of the applicant child</td> </tr> <tr> <td>(4)</td> <td>性別 Sex</td> <td>男 MALE</td> <td>申請兒童姓氏 Surname of the applicant child</td> </tr> <tr> <td>(5)</td> <td>父親姓名 Surname and name of father</td> <td>翟仕偉 CHAI SZE WAI</td> <td></td> </tr> </table> <p style="margin-top: 10px;">這不是香港出世證明書號碼。 This is NOT the Hong Kong Birth Certificate number.</p> <p style="text-align: right;">核數號碼 Audit no. B 000000</p>	(1)	登記編號 Registration no.	S345678(3)	香港出生證明書編號 Hong Kong Birth Certificate No.	(2)	出生日期及地點 When and where born	二零一九年十月六日 6 OCTOBER 2019 瑪嘉烈醫院 PRINCESS MARGARET HOSPITAL		(3)	名字(如有的話) Name, if any	煥正 WUN CHING	申請兒童姓名 Name of the applicant child	(4)	性別 Sex	男 MALE	申請兒童姓氏 Surname of the applicant child	(5)	父親姓名 Surname and name of father	翟仕偉 CHAI SZE WAI	
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	<p>➤ 在姓氏後面加上逗號 <b>Surname is written with a comma</b></p> <div data-bbox="367 268 1397 507" style="border: 2px solid red; padding: 5px;"> <p>甲部：申請兒童資料 <span style="float: right;">Part A: Applicant Child's Particulars</span></p> <p>姓名 (英文) (按身份證明文件, 先填姓氏) <span style="float: right;">Name (in English) (Agree with that on identity document and start with surname)</span></p> <p><input type="text" value="CHAI, WUN CHING"/> <input type="text" value="CHAI, WUN CHING"/> </p> <p>姓名 (中文) (按身份證明文件, 先填姓氏) <span style="float: right;">Name (in Chinese) (Agree with that on identity document and start with surname)</span></p> <p><input type="text" value="齊, 煥正"/> <input type="text" value="齊, 煥正"/></p> </div> <div data-bbox="367 539 1361 785" style="border: 2px solid green; padding: 5px; margin-top: 10px;"> <p>甲部：申請兒童資料 <span style="float: right;">Part A: Applicant Child's Particulars</span></p> <p>姓名 (英文) (按身份證明文件, 先填姓氏) <span style="float: right;">Name (in English) (Agree with that on identity document and start with surname)</span></p> <p><input type="text" value="CHAI WUN CHING"/> <input type="text" value="CHAI WUN CHING"/> </p> <p>姓名 (中文) (按身份證明文件, 先填姓氏) <span style="float: right;">Name (in Chinese) (Agree with that on identity document and start with surname)</span></p> <p><input type="text" value="齊煥正"/> <input type="text" value="齊煥正"/></p> </div> <p>➤ 把出生證明書上的核數號碼填寫為證件編號 <b>Fill in the Document No. by using Audit no. on the Birth Certificate</b></p> <div data-bbox="367 912 1397 1161" style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>證件類別 <span style="float: right;">證件編號</span></p> <p><input type="text" value="00 香港出生證明書"/> <input type="text" value="B000000"/> </p> <p>Document Type <span style="float: right;">Document No.</span></p> <p><input type="text" value="00 Hong Kong Birth Cert..."/> <input type="text" value="B000000"/></p> </div> <div data-bbox="367 1193 1397 1455" style="border: 2px solid green; padding: 5px; margin-top: 10px;"> <p>證件類別 <span style="float: right;">證件編號</span></p> <p><input type="text" value="00 香港出生證明書"/> <input type="text" value="S3456783"/> </p> <p>Document Type <span style="float: right;">Document No.</span></p> <p><input type="text" value="00 Hong Kong Birth Cert..."/> <input type="text" value="S3456783"/></p> </div>	<p>➤ 填寫的申請兒童姓名必須與的身分證明文件(例如: 香港出生證明書, 護照, 簽證身分書、回港證等)上的姓名完全相符 <b>The name of the applicant child filled in must be in line with that on the identity documents (e.g. Hong Kong Birth Certificate, Passport, Document of Identity, Re-entry Permit, etc.)</b></p> <p>➤ 請先寫姓氏, 無須標點 <b>Write the surname first, leaving a blank between words. No punctuation is needed</b></p>

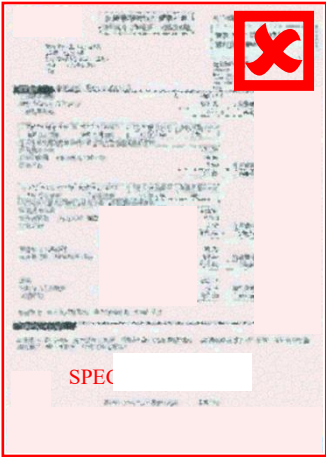
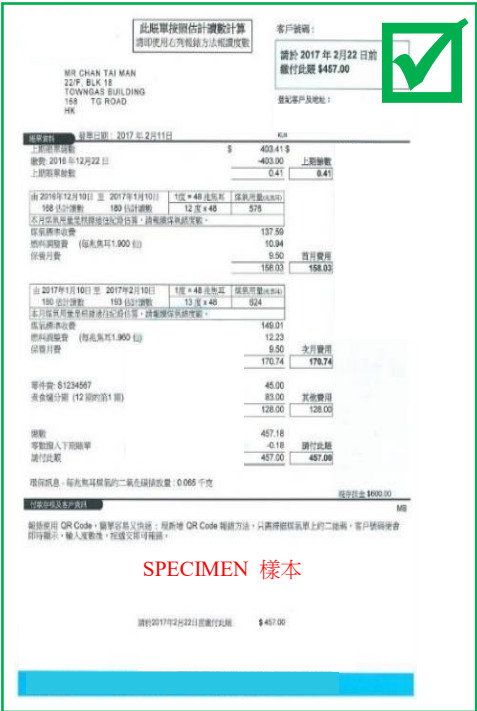
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<p>3. 選擇「(乙) 依計分辦法準則分配的自行分配學位」 Choose "(B) Discretionary Places allocated according to points system"</p>	<p>➤ 未有就填報的計分辦法準則項目上載證明文件 <b>Supporting documents have not been uploaded for the Items of the Point System filled in</b></p> <p>(乙) 依計分辦法準則分配的自行分配學位。申請兒童只能在第一至第五項及 / 或第六至第七項各選一項</p> <p>(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.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>計分制第一至第五項</p> <p>(3) 父/母為該小學的校董 (20 分)</p> <p>家長姓名 XXX</p> </div> <div style="width: 45%;"> <p>Points system item 1 - 5</p> <p>(3) PARENT(S) BEING A SCHOOL MANAGER OF THE SECONDA...</p> <p>Name of Parent XXX</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p><b>上傳證明文件</b></p> <p>請上傳文件以供審閱。</p> <p>① * 最多可上傳 20mb 的文件 (已使用: 0.00 MB/20MB) ② 僅接受 PDF 和圖像文件</p> </div> <div style="width: 45%;"> <p><b>Upload Supporting Documents</b></p> <p>Please upload documents for verification.</p> <p>① Maximum 20mb of total files uploaded (0.00MB/20mb used) ② Accept PDF and Image file only</p> </div> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>依計分辦法準則分配的自行分配學位的證明文件或其他文件副本</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>選擇檔案 沒有選擇任何檔案</p> </div> <div style="width: 45%;"> <p>Choose File No file selected</p> </div> </div> <div style="text-align: right; font-size: 2em; color: red; font-weight: bold;">✘</div> </div> <div style="border: 2px solid green; padding: 5px; margin-top: 10px;"> <p>依計分辦法準則分配的自行分配學位的證明文件或其他文件副本</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>選擇檔案 1 項文件已上傳</p> <p>校董.pdf 0.10mb</p> </div> <div style="width: 45%;"> <p>Choose File 1 file uploaded</p> <p>School_Manager.pdf 0.10mb</p> </div> </div> <div style="text-align: right; font-size: 2em; color: green; font-weight: bold;">✔</div> </div>	<p>➤ 任何申報的關係必須證明屬實並上載相關證明文件，方能獲得有關分數。各計分辦法準則項目相應所需文件詳見附件 1 The relationship claimed <b>must be verified with supporting documents uploaded</b> for award of points. <b>Please refer to Annex 1 for the documents required for the corresponding Items of the Point System</b></p>

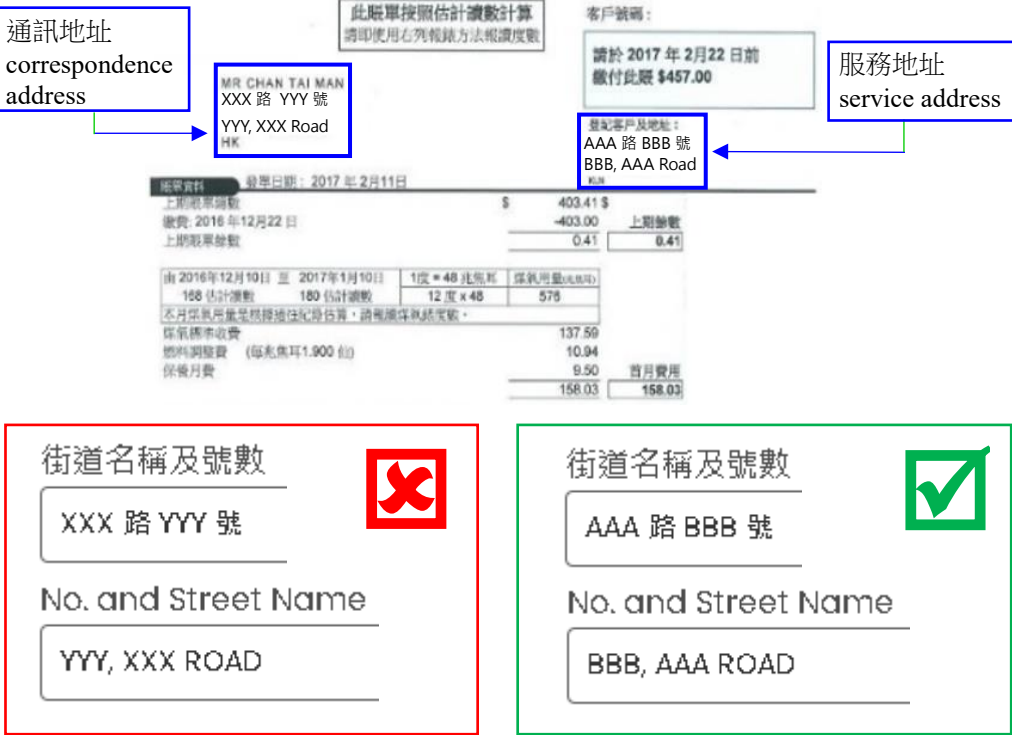
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<p>4. 上傳證明文件 Uploading Supporting Documents</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>上傳證明文件</b> 請上傳文件以供審閱。</p> <ul style="list-style-type: none"> <li>① * 最多可上傳 20mb 的文件 (已使用 : 0.00 MB/20MB)</li> <li>② 僅接受 PDF 和圖像文件</li> </ul> </div> <div style="width: 45%;"> <p><b>Upload Supporting Documents</b> Please upload documents for verification.</p> <ul style="list-style-type: none"> <li>① Maximum 20mb of total files uploaded (0.00MB/20mb used)</li> <li>② Accept PDF and Image file only</li> </ul> </div> </div> <div style="border: 2px solid blue; padding: 10px; margin-top: 10px;"> <p><b>Copy of Proof of Residential Address (e.g.: stamped tenancy agreement, demand note for rates, public housing tenancy agreement or water / electricity / town gas / residential telephone bills) (Mandatory)</b></p> <p>住址證明文件副本 (例如: 已蓋釐印租約、差餉單、公屋租約或水 / 電 / 煤氣 / 住宅電話收費單) (必須上傳檔案)</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid green; padding: 5px; display: flex; align-items: center;"> <span style="background-color: #e0ffe0; padding: 2px 5px;">選擇檔案</span> <span style="margin-left: 5px;">沒有選擇任何檔案</span> </div> <div style="border: 1px solid green; padding: 5px; display: flex; align-items: center;"> <span style="background-color: #e0ffe0; padding: 2px 5px;">Choose File</span> <span style="margin-left: 5px;">No file selected</span> </div> </div> </div> <p>➤ 上傳的圖像只顯示文件的一部分 <b>Only part of the document is shown in the image uploaded</b></p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;">  </div> <p>➤ 上傳的文件不合適(例子: 稅單) <b>Document uploaded is inappropriate (example: tax demand note)</b></p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;">  </div>	<p>➤ 必須上傳完整、清晰、方向正確及合適的文件以供查閱。有關認可的居住地址證明的例子，請參閱附件 2 Complete, clear, properly oriented and appropriate documents must be uploaded for vetting. Please refer to <b>Annex 2</b> for the examples of recognized proof of residential address</p> <p>➤ 不論申請兒童是否在香港出生，均須上傳出生地簽發的出生證明書 Irrespective of whether the applicant child was born in Hong Kong, a birth certificate issued at the place of birth must be submitted</p>

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	<p>➢ 上載的圖像模糊不清。 The image uploaded is <b>unclear</b>.</p>  	

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	<p>➤ 上載文件上的服務地址與申請表填報的居住地址不相符 The service address on the uploaded document is not in line with the residential address provided in the application form</p> 	<p>➤ 申請表填報的居住地址應為<b>服務地址</b>，而非通訊地址 The residential address provided in the application form should follow the <b>service address</b> instead of the correspondence address</p> <p>➤ 如上載的公用事業文件為按金單，請同時交回繳費紀錄 If a deposit bill of public utility is uploaded, please also provide the payment record</p>

**計分辦法準則各項目的所需文件**  
**Documents Required for Items of the Points System**

附件 1  
Annex 1

計分辦法準則項目 Items of the Points System	所需文件 Documents Required
<p>1. 父／母全職在與該小學同一校址的幼稚園或中學部工作 [20 分] 1. 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]</p>	<p>➤ 獲學校認可的職員合約 Employment contract recognized by the school</p>
<p>2. 兄／姊在與該小學同一校址的中學部就讀 [20 分] 2. Sibling(s) studying in the secondary section if it is of the same address as the primary school [20 Points]</p>	<p>➤ 申請兒童兄／姊的出生證明書及兄／姊的學生手冊封面和學生資料頁 Birth Certificate of the applicant child's elder sibling as well as the cover page and the student particular page of the student handbook of the applicant child's elder sibling</p>
<p>3. 父／母為該小學的校董 [20 分] 3. Parent(s) being a school manager of the primary school [20 Points]</p>	<p>➤ 由教育局發出確認校董註冊的信件，顯示的任期仍然有效 Letter confirming registration as school manager issued by the EDB with valid tenure of office</p>
<p>4. 父／母或兄／姊為該小學的畢業生 [10 分] 4. Parent(s) or sibling(s) being a graduate of the primary school [10 Points]</p>	<p>➤ 家長的畢業證書或申請兒童兄／姊的出生證明書及其畢業證書 Graduation certificate of the parent, or birth certificate of the applicant child's elder sibling and their graduation certificate</p>
<p>5. 與該校的辦學團體有相同的宗教信仰 [5 分] 5. Same religious affiliation as the sponsoring body which operates the primary school [5 Points]</p>	<p>➤ 家長須直接向申請的學校查詢有關「相同宗教」的定義 Parent should consult the school direct about the definition of "same religious affiliation"</p>
<p>6. 父／母為該小學主辦社團的成員 [5 分] 6. Parent(s) being a member of the same organisation which sponsors the operation of the primary school [5 Points]</p>	<p>➤ 家長須直接向申請的學校查詢有關「主辦社團的成員」的定義 Parent should consult the school direct about the definition of "a member of the same organisation"</p>



## 認可的居住地址證明 Recognized Proof of Residential Address

**注意：**

- (a) 居住地址證明須列明申請兒童父母的名字。  
The name of the parent of the applicant child should appear on the proof of residential address.
- (b) 如父母曾改名，請提交改名契。  
If the parent has changed his/her name, deed poll should be provided.
- (c) 如地址證明上顯示的是祖父母的名字，須提交補充文件，例如載有祖父母與申請兒童父母關係的出生證明書。  
If grandparent's name appears on the proof of residential address, supplementary information should be provided, such as birth certificates showing the relationship between the grandparent and the parent of the applicant child.

合適的文件 Appropriate Documents (載有業主 / 租客姓名，如適用) (showing names of owner / tenant of property, where applicable)	不合適的文件 Inappropriate Documents
<ul style="list-style-type: none"> <li>➤ 已蓋釐印的租約 Stamped tenancy agreement</li> <li>➤ 公屋租約/租用證及租卡 Tenancy agreement/ tenant's rent card issued by the public housing authorities</li> <li>➤ 寬頻上網單據 Home broadband bill</li> <li>➤ 固網電話費單 / 電費單 / 水費單 / 煤氣單 Fixed line telephone bill / electricity bill / water bill / gas bill</li> <li>➤ 管理費單 Property management bill</li> <li>➤ 綜援通知信件 Letter from Comprehensive Social Security Assistance Scheme</li> <li>➤ 房屋署公屋配屋通知書（列明確實單位地址） Public Housing Offer letter from the Housing Authority (Complete address must be shown)</li> <li>➤ 香港房屋委員會發出的租金收據 Official receipt from the Hong Kong Housing Authority</li> <li>➤ 徵收差餉及/或地租通知書 Demand notes for rates and/or Government rent</li> <li>➤ 經由差餉物業估價署批署的「新租出或重訂協議通知書(表格 CR109 / e-CR109)」 Notice of New Letting or Renewal Agreement (Form CR109 / e-CR109) endorsed by Rating and Valuation Department</li> <li>➤ 即將遷入政府宿舍的證明文件，如便箋 Supporting documents stating relocation to government quarters, such as memo</li> </ul>	<ul style="list-style-type: none"> <li>➤ 流動電話費單 Mobile phone bill</li> <li>➤ 法庭傳票 Court summons</li> <li>➤ 政府部門通知信件 Notification letters from Government departments</li> <li>➤ 幼稚園手冊 Handbook of kindergarten</li> <li>➤ 私人樓宇租金單 Record of rental payment of private property</li> <li>➤ 稅單 Tax demand note</li> <li>➤ 銀行結算單 Bank statement</li> </ul>