



DAME ALICE OWEN'S SCHOOL
Specialist Language, Music and Science School

Academy
Trustee: The Worshipful Company of Brewers

Dame Alice Owen's School ("the School") is a secondary school for boys and girls aged 11-18. Originally founded in 1613, it is an Academy and admits children of all ability.

ADMISSIONS ARRANGEMENTS 2017/18

11 PLUS ADMISSION

The Published Admission Number is 200 children.

In the last week of the Summer Term, **Thursday 21st July 2016** from 2 – 5 pm, parents and children are invited to attend an Open Afternoon during which there is an opportunity to see the School, meet the staff and students and to hear the Head speak.

All parents must complete their home Local Authority Common Application Form (CAF) and return it to their Local Authority by the date of application - **31st October 2016**. Applications received after this date will be treated as late applications. Further information on this is set out on page 3 of these arrangements.

Parents who wish their children to take the Entrance Examination and/or Musical Aptitude tests must submit the online Test Registration Form to the School by the date of registration – Friday 10th June 2016. See below for more information regarding these tests.

ENTRANCE EXAMINATION AND MUSICAL APTITUDE TESTS

The Entrance Examination for those children who wish to be considered for a place on academic ability will take place in September. Part I, the English and Mathematics Test, will be held on **Thursday 1st September 2016**. Part II, the Verbal Reasoning Test will take place on **Saturday 3rd September 2016**. Musical Aptitude Tests will take place on **Friday 2nd September 2016**.

Parents who wish their children to take the Entrance Examination and / or Musical Aptitude tests **must**

- (a) Ensure that their child's permanent home address is within one of the Local Priority Areas for the School **or** that their child is educated within the London Borough of Islington at the date of registration
- (b) Ensure that their child is available to sit the tests on the dates detailed above
- (c) Complete the Test Registration Form which will be available on the school website from **Thursday 5th May 2016** and submit it to the School no later than **Friday 10th June 2016**

Parents will be notified of the results of all tests before the Local Authority closing date for the return of CAFs. If, on receiving these results, parents decide they wish to apply to the School, they must list it as one of their preferences on their home Local Authority CAF. Parents should be aware that the results of the tests do not guarantee a place at the School.

ADMISSIONS WHEN THE SCHOOL IS OVERSUBSCRIBED

In the event of there being more than 200 applications (including children with statements of Special Educational Needs or Educational Health Plans naming the School), places will be allocated in accordance with the oversubscription criteria below in number order (with greatest priority being given to oversubscription criterion 1 and so on).

In allocating places under oversubscription criteria 1-5, at least 20 places overall will be offered to children who either have their permanent home address within the London Borough of Islington or who are being educated in that Borough at the date of application.

In accordance with Section 324 of the Education Act 1996, the School will admit any child with a statement of special educational needs or with an EHC (Education, Health and Care) Plan for whom the School is named.

Oversubscription Criteria

- 1 Children in public care (children looked after) and children who were previously looked after. Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) Regulations 2012. Priority under this criterion will also be given to children who were looked after, but ceased to be so because they were adopted or became subject to a Child Arrangements Order (this replaces Residence Orders under the provisions of the Children and Families Act 2014) or Special Guardianship Order (section 46 of the Adoption and Children Act 1989)

A "child looked after" is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of its social service functions (section 22 (1) of the Children Act 1989) at the time of making an application to the school

Children who **were not** "looked after" **immediately** before being adopted, or made the subject of a Child Arrangements Order or Special Guardianship Order **will not** be considered under this rule.

- 2 The twenty-two children whose permanent home address is closest to the School at the date of application.
- 3 Children who have a sibling attending the school at the time of application, excluding siblings who first entered the school in the Sixth Form (Y12 and Y13). All multiple birth siblings will be admitted, provided that at least one of the siblings gains a place at the School under any other criterion. Such additional places will be counted as sibling admissions.

For the purpose of these arrangements "sibling" means:

- a child having at least one parent (or parent by legal adoption) in common with the applicant, or
- a child related to the applicant as a step-sibling by the inter-marriage or civil partnership of one of each of their parents prior to the date of admission of the applicant.

and, in both cases, living permanently in the same house as the other sibling Monday to Friday.

*Places will be allocated under oversubscription criteria 4 & 5 only to children who have their permanent home address within one of the Local Priority Areas for the School or are educated within the London Borough of Islington **at the date of application – 31st October 2016.***

- 4 Children demonstrating musical aptitude as determined by the Governors' Assessment Procedure (not more than 10 places).

The Governors' Assessment Procedure consists of a Musical Aptitude Test. A limited number of children will be invited back for an individual test.

- 5 Up to 65 children selected by academic ability, having taken the Governors' Entrance Examination. Of these we will admit:

As many children from the Islington Priority Area as, when added to the number from that area already admitted under criteria 1 to 4, will ensure that at least 20 children are admitted from Islington.

As many children from the non-Islington Local Priority Areas as, when added to the number from Islington already admitted under the paragraph above, will total not more than 65 children.

The Governors' Entrance Examination consists of three separate papers - a standardised verbal reasoning paper, an English paper and a Mathematics paper.

Subject to these Admission Arrangements, places will be offered in merit order, with priority to those children obtaining the highest total score from all three papers.

- 6 Children of Staff.

A member of staff is defined as a person who has a permanent contract of employment with the Governing Body of the School at the time of application, and qualifies in the following circumstances:

- (a) the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made, or
- (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- 7 Children whose permanent home address is closest to the School within the Local Priority Areas at the date of application.

- 8 Any other child.

If a tie-break is needed between children who are equally qualified within any particular priority criterion, the place will be offered to the child whose permanent home address is closest to the School. Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the School is the same. This will be supervised by a member of the Hertfordshire County Council appeals team who are wholly independent of the school.

In determining distance to the School, the distance will be measured from the address point of the child's home to the address point of the School by the straight line home-school distance measurement provided by Hertfordshire County Council as outlined in their application literature.

Local Priority Areas

The Local Priority Areas referred to above consist of the following parishes, towns, London Post Code sectors and Borough. **Parishes and towns within Hertfordshire:**

Aldenham	Essendon	Northaw & Cuffley
Bayford	Hatfield	Potters Bar
Brickendon Liberty	Little Berkhamsted	Ridge
Colney Heath	London Colney	Shenley
Elstree & Borehamwood	North Mymms	Welwyn Garden City

London postcodes within the London Boroughs of Barnet and Enfield

EN2 sectors 7, 8	N11 sectors 1, 3	N14 all sectors
EN4 all sectors	N12 all sectors	N20 all sectors
EN5 all sectors	N13 sectors 4, 5	N21 all sectors

Within Islington

Children who have their permanent home address in the London Borough of Islington or are being educated in that Borough.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Applications for children outside of their normal age group should be made via Hertfordshire County Council and will be considered by the Governors of the Admissions Committee on an individual basis. Additional information may be requested to assist the Governors in their decision making process.

ADMISSIONS IN-YEAR AND OUTSIDE NORMAL ADMISSIONS ROUND/CONTINUING INTEREST LISTS

The Governing Body is responsible for the allocation of all in-year places in accordance with the School's published admission rules.

Please be aware the School is heavily oversubscribed and we very rarely have vacancies.

Children who have been unsuccessful in gaining a secondary transfer place will continue to be considered until the end of the summer term preceding their transition to secondary school. Parents can then then make an In Year application for year 7 if they wish to.

In Year applications for Years 7 to 11 can be made through Hertfordshire County Council who coordinate our In Year applications on our behalf - www.hertsdirect.org/inyear. If we are unable to offer a place to a child he/she will be placed on our Continuing Interest (CI) list for consideration until the end of the academic year in which the application was made. Parents will need to make a new In Year application for each academic year.

Year 7 vacancies will be filled from the CI list in accordance with our published oversubscription criteria as set out in page 2 of these arrangements.

Vacancies in Years 8 – 11 will be filled in accordance with the following oversubscription criteria in number order: 1. Children Looked After; 2. Sibling; 3. Proximity to the School. Details of each of these criterion are defined on page 2 of these arrangements.

Each additional child joining the CI list will require the list to be ranked again in line with the relevant oversubscription criteria. On written request, parents will be informed of their child's place on the applicable CI list but should be aware that this position may change.

The Governors will comply with the locally agreed Fair Access Protocol to admit a vulnerable child who is hard to place, outside the normal round of admissions and in excess of our published admission numbers.

LATE APPLICATIONS

All applications received after the date of application - **31st October 2016**, will be treated as late applicants. They will be considered in keeping with the 'Late Applications' arrangements set out in Hertfordshire's application literature as part of the Co-ordinated Admissions arrangements.

ADMISSIONS TO THE SIXTH FORM

The overall capacity of the Sixth Form is 420 students with a published admission number of 30 students.

All applicants to Year 12 must have a minimum of five B Grades at GCSE, with a minimum of C in English Language and Mathematics. They must have Grade B or above in the subjects they wish to study or, in the case of a new subject, a Grade B or above in a related subject. Priority will always be given to Year 11 students at Dame Alice Owen's School who wish to enter the sixth form and who meet these academic requirements.

In the event that there are more qualified external applicants than places the following oversubscription criteria will apply:-

- 1 Children in public care (children looked after) and children who were previously looked after (as defined on page 2 of these arrangements)
- 2 Availability in the subject combination required by the applicant

If a tie-break is needed between external applicants that are equally qualified within any particular priority criterion, the place will be offered to the child whose permanent home address is closest to the school. Random allocation will be used if the distance between two applicant's homes and the School are the same (please refer to the first paragraph on page 3 of these arrangements for further information on determination of distance and random allocation)

A waiting list will be held until the 31st December of the year of admission. Any applicant added to the list will be ranked based on the above oversubscription criteria.

APPEALS PROCEDURE

Parents have the right to make a formal appeal against any decision made by, or on behalf of, the Governors not to admit their child to the School or to allow a student in Year 11 to proceed into Year 12. The School uses Hertfordshire County Council to organise its appeals. Hertfordshire parents wishing to appeal should log on to their allocation screen and click on the link "register an appeal online". Parents who did not apply online or who live outside of Hertfordshire should contact the Admissions Officer at the School to request an appeal pack – admissions@damealiceowens.herts.sch.uk

Appeals will be considered by an Appeals Committee, which will comprise three independent members.

Parents will have the opportunity of presenting their case to the Committee in person. Appeals are held at a local venue. Parents will be notified as soon as possible of the Committee's decision, normally before the end of the Summer Term in the case of appeals at secondary transfer stage. The Committee's decision will be binding on the Governors.

GENERAL

- A Reference to "parents" in this document includes reference to anyone who has parental responsibility for the child, or who has care of the child in accordance with the Children Act, 1989.
- B Other than children applying under Oversubscription Criteria 1, 3 or 6, parents will be required to provide proof that the home address submitted is the permanent residence of the child. Please **DO NOT** send this at the time of application. It will be requested later. Governors reserve the right to withdraw places or offers of places if fraudulent or intentionally misleading information is given.

If a child is offered a place at the School under oversubscription criteria 2 or 7 based on the address where the child is living at the time of application, but the child then moves further away from the School before he or she is due to start at the School, the place will normally be withdrawn. If the child moves further away from the School at any time during his or her first term at the School the place will be withdrawn where it was fraudulently obtained.

The Governors will refuse to allocate a place where they consider that the permanent home address as stated on the application form is a temporary address. If the child has changed addresses within 24 months before the date of application – 31st October 2016, but the previous address has been retained, the new address will be treated as a temporary address only (even if the previous address is leased to a third party). **The governors will make their decision based on such evidence as they reasonably require.** Please refer to our "Guidance for Verification of Permanent Home Addresses for Oversubscription Criteria 2 & 7 (Local Places)" for additional information on locality applications. This can be viewed on the Admissions Section of the School website at www.damealiceowens.herts.sch.uk

- C** The Islington places will be allocated in accordance with the oversubscription criteria in number order. Therefore, the number of academic ability places that can be offered to Islington children will vary depending on the number of places being offered to Islington children under oversubscription criteria numbers 1 – 4 and to Islington children with a Statement of Special Educational Needs or an EHC (Education, Health and Care) Plan for whom the School is named.
- The Governors therefore maintain 2 exam result lists in rank order, one for the Islington Local Priority Area and the second for all Local Priority Areas. This ensures that a **minimum** of 20 places overall are allocated to Islington children each year.
- D** For the purpose of these arrangements a ‘child’s permanent address’ will be the address where the child lives Monday to Friday during term time. Only one address can be used. If the child lives at more than one address Monday to Friday, the address used must be the one at which the child lives most of the time. If a child lives at two addresses, the address of the parent/carer that claims the child benefit/child tax credit will be considered as the child’s permanent residence.
- E** Maps indicating the Local Priority Areas and the allocation of places under the ‘closest to the School’ criteria 2 and 7 are available to view at the School (in large format) and on the Admissions section of the School website.
- F** The information contained in this document relates to the academic year **2017- 2018** and is correct for that year as at **April 2016**. It should not be assumed, however, that there will be no change affecting this information before the start of, or during, the academic year in question, or in relation to subsequent academic years.