



**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.

## **PROPOSED ADMISSIONS ARRANGEMENTS 2019/20**

### **SECONDARY ADMISSIONS**

The Published Admission Number is 200 children.

**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 between the 16<sup>th</sup> May 2018 and 19<sup>th</sup> June 2018 (the closing date for test registration).** The school is unable to consider registration requests received after this date. See below for more information regarding these tests.

In the last week of the Summer Term, **Thursday 19th July** from 2 – 5 pm (last tours at 4.30 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.

#### **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 in the academic year prior to admission. Part I, the **Verbal Reasoning and English Tests** will be held on **Saturday 1<sup>st</sup> September 2018**. Part II, the **Mathematics Test** will take place on **Monday 3<sup>rd</sup> September 2018**. First round Musical Aptitude Tests will take place on **Tuesday 4<sup>th</sup> September 2018**.

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 (listed on page 3 of this document) **or** that their child is educated within the London Borough of Islington **at the date of registration – 19<sup>th</sup> June 2018**
- (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 **16<sup>th</sup> May 2018** and submit it to the School no later than **19<sup>th</sup> June 2018**. We are unable to accept registrations after this date.

Parents will be notified of the results of all tests before the closing date for application. 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.

#### **Application**

**Parents who wish to make an application to the school must complete their home Local Authority Common Application Form (CAF) and return it to their Local Authority by the date of application - 31<sup>st</sup> October 2018.** If your application is late your home Local Authority will advise how such applications are dealt with.

#### **Allocation of Places**

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 Education, Health and Care Plan (EHCP) for whom the School is named.

In the event of there being more than 200 applications (including children with statements of Special Educational Needs or EHCPs naming the School), places will be allocated in accordance with the oversubscription criteria below in number order (with highest 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 – 31<sup>st</sup> October 2018.***

For more information on Islington applicants please refer to **Note C on page 5**.

## Oversubscription Criteria

- 1 Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order of special guardianship order).**  
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) (England) 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 or a special guardianship order.

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 arrangement 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 – **31<sup>st</sup> October 2018**. For more information on locality applications please refer to **Note B on page 4/5**.

- 3 Children who have a sibling attending the school at the date of application**, excluding siblings who first entered the school in the Sixth Form (Y12 and Y13).  
All multiple birth siblings (this includes siblings born within the same academic year cohort) 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 at the date of application

and, in all 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 (see below for a list of these areas) or are educated within the London Borough of Islington at the date of application – 31<sup>st</sup> October 2018.*

- 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 following the first Musical Aptitude 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 verbal reasoning paper, an English paper and a Mathematics paper.

The verbal reasoning test will be marked first. These results will then be age-standardised and the candidates ranked in order of their mark with ranked position 1 equating to the highest mark.

**Children ranked below position 325** will be deemed by the Governors not to be eligible for consideration for admission to the school under the academic criterion and therefore they will not have their English and Mathematics papers marked.

**Children ranked between positions 1 and 325** will have their English and Mathematics papers marked and these marks will be added to their age-standardised verbal reasoning result to produce a total combined mark. Candidates will be ranked in the order of their total combined marks with ranked position 1 equating to the highest combined mark and places will be then be offered in rank order.

If two or more children have the same total combined mark then the Verbal Reasoning mark will take precedence over the English mark which will take precedence over the Mathematics mark.

## 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 at the date of application.

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. In the event that two or more applicants have the identical distance from home to School then each name will be issued a number and drawn randomly, with the first name drawn taking priority. This will be supervised by a member of the HCC appeals team who are wholly independent of the school.

**Distance measurements** are provided to us by HCC and are measured along a straight line from the AddressBase Premium address point of the child's home to the address point of the School. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

### Local Priority Areas

Places will be allocated under oversubscription criteria 4 & 5 only to children who have their permanent home address within one of these listed areas or are educated within the London Borough of Islington:-

#### 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

#### Postcodes within the London Boroughs of Barnet, Enfield and Islington

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
Islington all sectors	All applicants who live in, <b>or are being educated in</b> , the London Borough of Islington.	

Maps providing an overview of the Local Priority Areas available to view on the school website. NB These maps are for indication purposes only – the definitive areas are those set out above.

## ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Requests for admission outside of the normal age group should be made to the Admissions Committee of the School (via the Admissions Officer) as early as possible to allow the Committee sufficient time to make a decision before the relevant closing date. Where the School agrees to consider an application outside of the normal age group, the applicant will be ranked alongside all others in accordance with the School's oversubscription criteria.

## ADMISSION 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.

**Secondary Transfer** - after places have been offered, Hertfordshire County Council (HCC) will maintain the school's Continuing Interest (CI) List until the end of the summer term preceding their transition to secondary school. To retain a CI application after this time, parents must make an In Year application for Year 7 via HCC at <http://www.hertfordshire.gov.uk/inyear>. Tel: 0300 123 4043.

**In Year applications** for Years 7 to 11 should be made via HCC who co-ordinate this process on our behalf. If we are unable to offer a place to an applicant he/she will be placed on our CI list for consideration until the end of the summer term in which the application was made. Families will need to make a new In Year application for each academic year if they wish to continue to be considered for a place at <http://www.hertfordshire.gov.uk/inyear>.

Vacancies in Y7 will be filled from the CI list in accordance with our published oversubscription criteria as set out in page 2/3 of these arrangements.

Vacancies in Years 8-11 will be filled in accordance with the following oversubscription criteria in number order: 1. Looked After and Previously Looked After Children; 2. Children of Staff; 3..Siblings; 4. Proximity to the School. Details of each of these criteria are defined on page 2/3 of these arrangements.

Each additional child joining one of our CI lists 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.

## 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 Grade 6s (B Grades) at GCSE with a minimum of Grade 4 in English Language and Mathematics. Applicants also need to achieve the minimum entry requirement stipulated in the Sixth Form prospectus for each A level subject they wish to study or, in the case of a new subject, a Grade 6 (B Grade) or above in a related subject. Existing students at Dame Alice Owen's School wishing to enter the sixth form will be able to do so providing they meet the minimum entry requirements.

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

- 1 Children Looked After and Children 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 page 3 of these arrangements for further information on determination of distance and random allocation).

A waiting list will be held until the 31<sup>st</sup> 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 HCC to organise its appeals.

**For Secondary Transfer** - Hertfordshire parents wishing to appeal who applied through HCC's online system should log onto their online application and click on the link "register an appeal". Parents who did not apply online or who live outside of Hertfordshire should call the Customer Services Centre on 0300 123 4043 to obtain their registration details, log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

**For In-Year** - HCC will write to parents with the outcome of their application and if unsuccessful registration details will be included to enable parents to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

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.

## NOTES

**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 HOME ADDRESS**

For the purposes of these arrangements a '**child's permanent address**' will be the address at which the child lives Monday to Friday during term time. We can only accept one address on the Local Authority Common Application Form. If the responsibility for your child is shared and the child lives at two different addresses during the week, we will regard the permanent home address as the one at which the child lives the majority of the time. If a child spends equal time 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. If a family is not in receipt of Child Benefit/Child Tax Credit alternative documentation will be requested.

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.

#### **Oversubscription criteria 2 and 7 (Locality places)**

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided.

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** even if the child is living in this property. **If the child has changed addresses within 36 months before the date of application, but a property that was a previous home address has been retained (where it is less than 50 miles from the school), an application from a property closer to the school will be treated as a temporary address regardless of whether the child is living in the property Monday-Friday and/or regardless of whether the previous home address is leased to a third party.** The governors will make their decision based on such evidence as they reasonably require.

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 date 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.

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](http://www.damealiceowens.herts.sch.uk)

#### **C ISLINGTON PLACES**

A **minimum** of 20 places are allocated to Islington children every year. These places are allocated in accordance with the oversubscription criteria in number order. Therefore the number will vary year on year depending on how many Islington children secure places under each criterion. To ensure that at least 20 places are allocated, the Governors maintain 2 exam result lists in rank order, one for the Islington Local Priority Area and the second for all other Local Priority Areas.

- D 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 and on the Admissions section of the School website.
- F** The information contained in this document relates to the academic year **2019- 2020** and is correct for that year as at **February 2018**. 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.