

## **FAQ's**

**Q** I have filled out the online application - How do I know my application has been received?

**A** You will receive an automated email to confirm we have received your application. The email will be sent to the email address you provide in your application. Please check your spam/junk box and add us to your 'safe senders' list.

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**Q** I have sent my reference - How do I know it has been received?

**A** When we receive the reference we will email you to let you know. Please allow up to 72 hours for this email.

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**Q** You have received my reference - When will I hear if I am invited to a Curriculum meeting?

**A** We will email students between early February and early March. This will be a selected group of students; our decision will be based on A Level choices and predicted grades from your current school.

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**Q** I have missed the deadline to submit my application – Is there anything I can do?

**A** Unfortunately we do not accept late applications as we are heavily oversubscribed, however, you can contact us after GCSE results day with your results if you are still interested as there may be a possibility of a few available spaces.

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**Q** I did not complete my application / I was timed out of my application – What should I do?

**A** Please re-submit your application, please wait a few hours in between applications to allow the system to clear.

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**Q** When will I receive an outcome from my application?

**A** We will send a letter by post to **all** students who have applied with our decision by the end of the Spring term.

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**Q** My personal details/subject choices have changed – What should I do?

**A** Please email [Year12entry@damealiceowens.herts.sch.uk](mailto:Year12entry@damealiceowens.herts.sch.uk) with any changes. If you have a subject change please ensure your four subjects fit in the option blocks, these are available via the website. Please see 'Sixth Form – Guide to Courses – Blocks of Subjects on Offer'

**Q** Do I need to live in the Priority area to apply?

**A** No you do not need to live in the Priority area, however, we suggest you consider your journey from outside these areas.

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**Q** My predicted grades have changed from when I first submitted them, what should I do?

**A** Please ask your current school to email [Year12entry@damealiceowens.herts.sch.uk](mailto:Year12entry@damealiceowens.herts.sch.uk) with these amendments.

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**Q** I originally printed the reference request Proforma but I have lost it, where can I find another copy?

**A** A copy is available to download and print from the website. Please see the 'Sixth Form - Admissions' page.