



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 ARRANGEMENT 2024-25

SECONDARY TRANSFER ADMISSIONS

The Published Admission Number is 200 children.

Parents who wish their children to take the Governor's Entrance Examination and/or Musical Aptitude tests must submit the online Test Registration Form to the School between the 4th May and 9th June 2023 (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.

Prospective parents and children are warmly invited to attend our annual **Open Afternoon** which is timetabled to take place on the **afternoon of 19th July – please refer to the website for exact timings.** This will give prospective parents 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 candidates who wish to be considered for a place based on academic ability (oversubscription criterion 5) consists of two parts. Part I, the **Verbal Reasoning Test** and Part II the **English and Mathematics Tests.**

The **Musical Aptitude test** for those candidates who wish to be considered for a place based on musical aptitude (oversubscription criterion 4) also consists of two parts. The first part is a written test based on aural responses and the second is an individual test.

Part I, the **Verbal Reasoning Test** and the first part of the **Musical Aptitude Test** are timetabled to take place on **4th September 2023** with an additional date of **5th September only if required.**

Part II, the **English and Mathematics Tests,** is timetabled to take place on **23rd September 2023.**

The second part of the **Musical Aptitude Test** usually takes place over several days towards the end of September/beginning of October.

Siblings (see oversubscription criterion 3 for a full definition of sibling) are not eligible to take our tests as they will always be allocated places before the music and academic test criteria (oversubscription criteria 4 and 5).

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 4 of this document) **or** that their child is educated within the London Borough of Islington **at the closing date for test 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 Admissions Section of the school website (from the date above) and submit it to the School no later than **the closing date for test registration.** We are unable to accept registrations after this date.

Parents should be aware that the results of the tests do not guarantee a place at the School. **For more information on the Governor's Entrance Examination and Musical Aptitude tests please refer to Oversubscription criteria 4 and 5 on page 3 of these arrangements.**

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 - 31st October 2023.

Late applications – applications received by the School after the date of application will only be considered after all on time applications have been processed.

Allocation of Places

In accordance with Section 324 of the Education Act 1996, the School will admit any child 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 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 1-7, **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.***

For more information on Islington applicants please refer to **Note C on page 6.**

Oversubscription Criteria

1 Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

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 in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritized under Rule 1.

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. Documentation to confirm a child's looked after or previously looked after status should be sent to the school at the time of application. In addition, Hertfordshire's "Virtual School" may be asked to verify such applications.

The child's previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017. A child is in "state care" if he or she is in the care of, or accommodated by (a) a public authority, (b) a religious organisation, or (c) any other organisation the sole or main purpose of which is to benefit society.

2 The twenty-two children whose permanent home address is closest to the School at the date of application – 31st October 2023. For further information on locality applications please refer to **Note B on page 6.**

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).

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, or
- a child looked after or previously looked after

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

A sibling link **will not** be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved, or a looked after child in a respite placement or very short term or bridging foster placement.

All **multiple birth siblings** (this includes siblings born within the same academic year cohort) will be admitted, provided that one of the siblings gains a place at the School under any criterion. Such additional places will be counted as sibling admissions. If the last place available is allocated to a child of multiple birth the Governors will admit the remaining multiple birth sibling/s over the published admissions number.

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.

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

The Governors' Assessment Procedure consists of two Musical Aptitude Tests. The first test is a written test and is based entirely on aural responses. The second test is an individual test.

Children achieving less than 50 marks in the first test will be deemed by the Governors not to be eligible for consideration for admission to the school under the musical aptitude criterion so will not progress to the second test. Children achieving 50 marks or above in the first test will be invited back to take an individual aptitude test which normally takes place towards the end of September. Children who progress to the second test will be ranked accordingly and places offered in rank order. 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.

We will endeavour to write within four weeks (before 31st October) to parents of candidates who sat the second test with the ranked position of the candidate and the lowest ranked position we have been able to offer to in the last few years. These letters do not constitute an offer of a place at the School but are given for information purposes only.

5 Up to 65 children selected by academic ability, having taken the two parts of 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 other criteria, 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 two parts.

Part One is a Verbal Reasoning Test which is set by a nationally recognised body and is timetabled to be held at Dame Alice Owen's School on the date indicated on page 1 of this document. Information about the registration process can also be found on page 1 of this document. There are normally four test sessions spread across the day.

Alternative dates will be arranged, for candidates who are unable to attend due to illness, religious observance or current advice/reasons relating to coronavirus such as local protective measures. Documented/medical confirmation will be required where possible.

The results of the Verbal Reasoning Test will be age standardised and candidates will be placed in rank order 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 so will not be invited to sit Part Two of the tests. If a **tie break** is needed between candidates for the 325th ranked position the candidate whose permanent home address is closest to the school by straight line measurement will be allocated this position

Part Two. Children ranked between positions 1 and 325 (325 children) in the Verbal Reasoning test will be invited back to sit two further papers - English and Mathematics. This test is scheduled to take place at Dame Alice Owen's School on the date indicated on page 1 of this document. The results of the English and Mathematics papers will be age standardised and combined with the results from the verbal reasoning paper 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.

We will endeavour to write within four weeks (before 31st October) to parents of candidates who sat the Part Two tests with a breakdown of marks, the ranked position of the candidate and the lowest ranked position we have been able to offer to in the last few years. These letters do not constitute an offer of a place at the School but are given for information purposes only.

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.

For the purposes of these arrangements, Children of Staff means:

- A child whose parent (or parent by legal adoption) is a member of staff or
- A child related to the member of staff as a step-child, by inter-marriage or civil partnership and in all cases living permanently in the same house as the member of staff Monday to Friday.

A children of staff link will not be recognised for children living temporarily in the same house, for example a child who usually lives with another parent but has temporarily moved, or a looked after child in a respite placement or a very short term or bridging foster placement.

7 Children whose permanent home address is closest to the School at the date of application. For more information on locality applications please refer to **Note B on page 6**.

If a **tie-break** is needed between children who are equally qualified within criteria 1, 2, 3 4 5 and 7 the place will be offered to the child whose permanent home address is closest to the School.

****If a tie-break** is needed for children who are equally qualified within criterion 6 - Children of Staff - this tie break will be the length of service of the member of staff

Random Allocation

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 person who is wholly independent of the school.

Distances of all applicants are provided to us by HCC and are measured using a computerised mapping system (to two decimal places), 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
EN4	all sectors	N12	all sectors
EN5	all sectors	N13	sectors 4, 5
Islington	all sectors	All applicants who live in, or are being educated in , 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

Dame Alice Owen’s policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence to the Admissions Committee of the School (via the Admissions Officer) from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort.

The Admissions Committee make decisions based upon the circumstances of each case including the view of parents, the relevant Headteacher(s), the child’s social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal.

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 OF SUMMER BORN CHILDREN OUT OF YEAR GROUP

Applications from summer born children who initially started reception a year later than normal and who remain educated out of year group, will automatically be accepted and processed as "out of year group" through the admissions process.

ADMISSION IN-YEAR AND OUTSIDE NORMAL ADMISSIONS ROUND/CONTINUING INTEREST/WAITING 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 and Year 7 Continuing Interest - after places have been offered, Hertfordshire County Council (HCC) will maintain the school's Continuing Interest (CI) /waiting List. A child's position on the CI/waiting list will be determined by the admission criteria outlined on pages 2-4 and a child's position can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child.

Continuing interest lists will be maintained until the summer term (date to be specified and confirmed to parents at the time of allocation). **To remain on the CI/waiting list after this time, parents must confirm they are still interested in a place by completing an In Year application form for Year 7 via HCC at <http://www.hertfordshire.gov.uk/inyear>**

In Year applications Years 7 to 11 – HCC also maintain the school's Continuing Interest (CI) /waiting Lists for these year groups. If we are unable to offer a place to an applicant they will be placed on our CI/waiting list for consideration until the end of the summer term in which the application was made. **Parents 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 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 2-4 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.

To be considered for a place in Year 12, applicants must be predicted to achieve a minimum of five Grade 6s (B Grades) at GCSE with a minimum of Grade 5 in English Language and Mathematics. Applicants will 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. Failure to achieve the minimum entry requirements will result in the withdrawal of any offer of a place.

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

- 1 Looked After and Previously Looked After Children (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 by straight line measurement. **Random allocation** will be used if the distance between two applicant's homes and the School are the same (please refer to page 4 of these arrangements for further information on random allocation).

A **waiting list** (continuing interest 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 (HCC) to organise its appeals.

For Secondary Transfer - Hertfordshire parents wishing to appeal who applied through HCC's online system should log onto their admissions account where they will be able to register their appeal. Parents who did not apply online or who live outside of Hertfordshire and wish to appeal should call the Customer Services Centre on 0300 123 4043 to obtain their registration details to gain access to the appeals online 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.

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.

Further information on both the Secondary Transfer and In Year appeal process can be found on the following HCC website - www.hertfordshire.gov.uk/schoolappeals

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 – Please read this information in conjunction with Oversubscription criteria 2/7 (Locality places) further down this page.

The address provided must be the child's permanent address "at the time of application". "At the time of application" means the closing date for applications.

For the purposes of these arrangements a '**child's permanent address**' will be the child's main residence for the majority of the time.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time.

If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purpose. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

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 2/7 (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 under criteria 2/7 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 the majority of the time 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 2/7 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 <https://damealiceowens.herts.sch.uk/admissions/admissions-policies/>

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. NB The Local Priority Area maps are for indication purposes only – the definitive areas are those set out on page 4 of this document.

E The information contained in this document relates to the academic year **2024- 2025** and is correct for that year as at **February 2023**. 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.