

## DAVENANT FOUNDATION SCHOOL

### ADMISSION ARRANGEMENTS 2024/2025

#### Arrangements for admission to Year 7

1. The agreed admission number for entry at Year 7 is 180. The school will accordingly admit 180 students if sufficient applications are received.
2. Applications for places at the school will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority.
3. Applicants will be invited to complete an **Online Supplementary Information Form (SIF)** which can be accessed via the school website. (A paper version of the SIF form will be available on request from the school, for use only, if a parent/legal guardian is unable to access the online form). The SIF requests parents/guardians to give details of the frequency of their attendance at a **place of mainstream Christian or Jewish worship during the last seven years** and to nominate referees who can confirm their record of attendance.

A place of mainstream Christian worship in the United Kingdom is defined as one which is a member of, or affiliated to, Churches Together in Britain and Ireland, the Evangelical Alliance or Affinity. Church affiliation should be **current** at the time of application. Referees will be asked to confirm, on the form which is sent to them, that the place of worship satisfies this definition.

All churches named over the past seven years should have held affiliation during the full period of attendance. Where there is any doubt, applicants and/or churches may be asked for evidence of affiliation.

Affiliations will be checked and attendance rank ordered, up until the ministers' reference form deadline in November, as stated in the Notes for Guidance. From then on, the application will be treated as late and re-ranked with confirmed church attendance/affiliation and distance, after the 1<sup>st</sup> March offers have been made. Information provided in the SIF will be used to allocate places if there are more applications than there are places available.
4. Applications will be processed on the basis of the home address for the child at the time of application and determination, as stated on the Local Authority application form. The home address is considered to be the address at which the child resides on a permanent basis and is generally the address of the parent/carer.
5. The school will send reference requests to the nominated referees who will complete the references and return them to the school.
6. The school will follow the timetable below to process applications:
  - a) **June/July** – The school will publish in its prospectus, and display on its website, information about the arrangements for admissions. An application pack consisting of the prospectus, information regarding links to the Online Supplementary Information Form, Admission Arrangements and Notes for Guidance will be available to applicants via our website or collected from reception.
  - b) **October** – The school will arrange an open evening for applicants and provide other opportunities to visit the school. Application packs will be available at the open evening.
  - c) **October** – Common Application Form to be completed and returned to the Local Authority. Online Supplementary Information Form to be completed.

- d) **November** – Reference requests sent to nominated referees.
- e) **December** – Local Authority sends list of all parents who have expressed a preference for the school.
- f) **December** – School returns a list of all applications, in rank order based on admissions criteria, to the Local Authority.
- g) **February** – Local Authority applies agreed admissions scheme for all local schools.
- h) **1st March** – Offers made to parents.

7. Applications will be considered on the basis of a parent's commitment to the Christian or Jewish faith. All applications will be graded according to the frequency and length of attendance at a place of worship, with the attendance over the last 7 years of one parent or a legal guardian counting, based on the information provided. Only one Parent/Legal Guardian's attendance at a place(s) of worship will be requested and references sought for that parent/guardian only.

Each application is given an attendance score which is calculated by awarding:

- 20 points for each year of confirmed weekly attendance
- 10 points for each year of confirmed fortnightly attendance
- 5 points for each year of confirmed monthly attendance
- 1 point for each year of confirmed occasional attendance.

The list of applications will be ranked in order of attendance score.

*In the event that during the period specified for attendance at worship the church or synagogue has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or synagogue, or alternative premises have been available for public worship.*

- 8. Applications based on attendance at any other non-affiliated church are considered under Criterion 3 of the School's Admission Policy. (see Clause 10. c) below.
- 9. The school will consider all applications for places. Where fewer than 180 applications are received, the school will offer places to all those who have applied.
- 10. Where the number of applications for admission is greater than 180, applications will be considered against the criteria set out below. After the admission of students with Statements of Special Educational Needs or Education, Health and Care Plans where the school is named the criteria will be applied in the order in which they are set out below:
  - a) Children who are looked after, or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
  - b) Children of parents committed to the Christian or Jewish faith, determined by attendance at a place of mainstream Christian or Jewish worship by at least one parent or legal guardian. Preference will be given to the greater number of years attended and frequency of attendance during the last seven years, as confirmed by referees. Where applicants have the same record of attendance, places will be allocated in the following order:
    - 1. Children of members of staff who have been employed at the school for two or more years at the time at which application for admission is made, or who are recruited to fill vacant posts for which there is a demonstrable skill shortage
    - 2. Children with siblings in the school who will still be in the school at the time of proposed admission; and
    - 3. Children living nearest to the school measured in a straight line to the school's address point, as detailed in the Secondary Education in Essex Booklet.

- c) Other children, with places allocated in the following order:
1. Children of members of staff who have been employed at the school for two or more years at the time at which application for admission is made, or who are recruited to fill vacant posts for which there is a demonstrable skill shortage
  2. Children with siblings in the school who will still be in the school at the time of proposed admission; and
  3. Children living nearest to the school measured in a straight line to the school's address point, as detailed in the Secondary Education in Essex Booklet.

A looked after child is a child who is in the care of a Local Authority or is being provided with accommodation by a Local authority in the exercise of their social services functions.

Straight line distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey.

11. The Admissions Committee may, in exceptional individual family circumstances which are fully supported by independent evidence provided at the time of application, consider an application which does not meet the criteria set out in paragraph 10 above. Supporting paperwork in this regard must be clearly marked '**Consider under Clause 11**' and sent to the School Admissions Officer.
12. A relevant **sibling** is a child who has a brother, sister, adopted brother or sister, stepbrother or stepsister living in the same family unit in the same family household and address who attends Davenant in any year group excluding the final year. Biological and adopted siblings who attend Davenant in any year group excluding the final year will also be treated as siblings irrespective of place of residence. A sibling link to a child in Year 11 or Year 12 at the time of application and determination will be taken to exist where there is a reasonable expectation that the child will be returning to the school for a post 16 course of study. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.
13. Since residency is relevant to an application for a place at the school, applicants will be required to provide proof of their home address when they complete their Supplementary Information Form (SIF). This must be a copy of each of the following:
  - council tax notification
  - child benefit statement or child tax credits or medical card/letter
  - two utility bills dated within the previous three monthsWhere there is reasonable doubt as to the validity of a home address, the school reserves the right to take additional checking measures. If a place at the school is secured through false information regarding a home address, the offer of a place may be withdrawn.
14. Following the allocation of places on 1<sup>st</sup> March, the Local Authority will operate a waiting list based on the rank ordered list until the start of the academic year in September. Places that become available will be allocated from the waiting list. Waiting list positions can change, for example, as a result of an offer of a place being made or as new applications for the school are received. It is therefore possible that a child's position on a waiting list could move down as well as up as each added child will require the list to be ranked again in line with the oversubscription criteria.
15. After the start of the academic year, the school will maintain the waiting list for the duration of the Autumn term. Beyond this period, the school will continue to maintain a waiting list for children whose parents indicate in writing that they wish their child to remain on the list. Each added child will require the list to be ranked again in line with

the published oversubscription criteria. When places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

16. Repeat applications in relation to the same academic year of an unsuccessful application will be considered only if there has been a material change in circumstances.
17. Parents will have the right of appeal to an appeals panel, independent of the school, if they are dissatisfied with an admission decision of the school. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Children, Schools and Families. The determination of the appeal panel is binding on all parties. Parents will be provided with information on appeals when they receive their offer of a school place.

### **Arrangements for admission to Year 12**

1. The total number of Year 12 students in the Sixth Form will vary a little each year but will be no fewer than 160 in total. The admission number for entry at Year 12, by students not previously on the school roll, is at least 80. The School will accordingly admit a minimum of 80 students in addition to those existing school students wishing to enter Year 12.
2. The school will publish a prospectus for admission to Year 12 during the preceding Autumn term and will hold an open evening in November when would-be applicants can view the school.
3. In the event of oversubscription for the 80 places, applicants will be assessed on their suitability for the courses offered, commitment to the school's Christian ethos and their likely involvement in the extensive extra-curricular programme.

(school use only)

Date received:

Ref No:



**SUPPLEMENTARY INFORMATION FORM**  
**for Admission at Year 7 to Davenant Foundation School in September 2024**

These are the details submitted for our supplementary information. It is NOT an application form.  
Application for a place at this school must be made through your Local Authority.

**CHILD'S INFORMATION**

<b>First Name:</b>		<b>Surname:</b>	
<b>Gender:</b>		<b>Date of Birth:</b>	
<b>Address:</b>		<b>Postcode:</b>	

**FAMILY INFORMATION**

Youngest Brother / Sister attending Davenant Foundation School (if applicable)

<b>First Name:</b>		<b>Surname:</b>	
<b>Form:</b>			

Parent / Legal Guardian 1 making application

<b>Title:</b>		<b>First Name:</b>		<b>Surname:</b>	
<b>Relationship to Child:</b>				<b>Email:</b>	
<b>Main Contact Number:</b>				<b>Mobile:</b>	

Parent / Legal Guardian 2

<b>Title:</b>		<b>First Name:</b>		<b>Surname:</b>	
<b>Relationship to Child:</b>					

**CHURCH ATTENDANCE**

Please refer to the Notes for Guidance. **NB Provide details for one parent/legal guardian only.**

We will seek **references** for **Parent/Legal Guardian 1** by default. The **box below** should **only be ticked** if you wish references to be sought for **Parent/Legal Guardian 2** instead.

Church references to be based on **Parent/Legal Guardian 2**

Use the tables below to indicate the frequency of attendance at an affiliated place of Christian or Jewish Worship of the parent/legal guardian making the application. Please draw a circle around one of the five letters on each row for each and every one of the last seven years. **COVID-19: During the period of the pandemic, we are asking that you assume attendance is in keeping with other years' attendance.**

The letters describe the frequency of attendance as follows:

W Weekly      F Fortnightly      M Monthly      O Occasionally      N Never

Year	Parent				
2017	W	F	M	O	N
2018	W	F	M	O	N
2019	W	F	M	O	N
2020	W	F	M	O	N
2021	W	F	M	O	N
2022	W	F	M	O	N
2023	W	F	M	O	N

**PLACES OF WORSHIP FOR MAIN APPLICANT:**

The Governors will write independently to the Ministers whom you nominate in order to confirm the information you have given.

Please inform your referees that you have given their names and, if necessary, remind them of your involvement with their congregation during the years that they will be asked to confirm.

Please ensure that your referees complete and return their reference forms as soon as possible.

Please note below clause relating to Covid-19.

*'In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship'.*

Period (e.g. 2017-2023)	Name, Address and Denomination of Place of Worship	Church Leader Name and/or Name and Position held of Referee, including full address, email and contact number

**PROOFS OF ADDRESS REQUIRED - Please provide photocopies of documents when submitting this form**

**To:** Admissions Officer, Davenant Foundation School  
 Chester Road, Loughton, Essex, IG10 2LD

**Items required:**

- Council Tax Notification
- 1 item Child Benefit Statement /Child Tax Credits/Copy Medical Card/Building Society Bank Passbook or Statement showing child's name and address
- Two utility bills dated within previous three months

**DECLARATION**

By completing this form I confirm that:  
 I have read the **Admission Arrangements** and the **Notes for Guidance**  
 I understand that I am agreeing to you sharing our details with our church referees  
 The information I have given on this form is true and I have parental responsibility for this child  
 I understand that the school is a Christian Foundation School with an ecumenical ethos

Signature: ..... Relationship to child: ..... Date: .....