

## DAVENANT FOUNDATION SCHOOL



### ADMISSION ARRANGEMENTS FOR ACADEMIC YEAR 2025/26

#### Arrangements for admission to Year 7

1. The Published Admission Number (PAN) 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.

Davenant is an ecumenical Christian school and is currently affiliated to the Church of England. Our admissions criteria allows for all places offered, after those allocated to certain protected groups (see admissions priorities listed), to be given on a faith basis.

3. If you wish to apply for a faith place, applicants will be required 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 office, for use only if a parent/legal guardian is unable to access the online form).

In the event of more applications being received than there are places available, it will be necessary to operate an oversubscription criteria. This will be done using the criteria set out in this Policy. Should there be over-subscription within any one admission category, then the priority ranking in that category will be the distance from the School to the home with those living closest receiving priority. Distances are measured using a computerised mapping system to two decimal places. Straight line distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey.

The SIF requests parents/legal guardians to give details of the frequency of their attendance at a place of mainstream Christian or Jewish worship during the last five years and to nominate referees who can confirm their record of attendance.

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

- 20 points for each year of confirmed fortnightly attendance
- 10 points for each year of confirmed monthly attendance
- 5 points for each year of confirmed occasional attendance

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

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. In the case of multi-dwelling buildings (for example, an apartment block), the distance will be measured from same geographical reference point in the building regardless of the actual location within the building of the child's home address.
5. The school will accept applications for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the school, or the children of Crown Servants returning from overseas to live in the area of the school, in advance of them arriving. These children do not have to be living at the stated home address at the application deadline, as all other children do. The application for admission must be supported by an official letter declaring the relocation date and a Unit postal address or quartering area address, which will be used as the child's home address for the purpose of applying this Admission Policy.

6. The school will send reference requests to the relevant Clergy who will complete the references and return them to the school.
7. The school will follow the timetable below to process applications:
  - a) **Feb 2024** – The school will publish 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 in September.
  - b) **October 2024** – The school will hold an open evening for applicants and provide other opportunities to visit the school. Application packs will be available at the open evening.
  - c) **October 2024** – Common Application Form to be completed and returned to the applicant's home Local Authority by 31 October 2024. Online Supplementary Information Form to be completed.
  - d) **November 2024** – Reference requests sent to relevant Clergy by the school.
  - e) **December 2024** – Local Authority sends the school a list of all applicants who have expressed a preference for the school.
  - f) **December 2024** – School returns a list of all applications, in rank order based on admissions criteria, to the Local Authority.
  - g) **February 2025**– Local Authority applies agreed admissions scheme for all local schools.
  - h) **1st March 2025** – Offers made to parents.
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.

#### **Allocation of places:**

10. After the admission of students with Education, Health and Care Plans where the school is named the criteria will be applied in the order in which they are set out in the oversubscription criteria set out below:
  - a) Children who are looked after, or children who were previously looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are those children who were looked after but ceased to be so because they became subject to an adoption, child arrangements order or special guardianship order.
  - b) Children of permanent staff, both teachers and support staff employed by the School. Priority will be given to children of staff employed by Davenant in either or both of the following circumstances: where the member of staff has been employed by the School for two years or more at the time at which the application to school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable *skills shortage*. Note: for the purposes of this policy a 'child' is defined as a biological or legally adopted child of the staff member making the application.
  - c) Children of parents committed to the Christian faith, determined by attendance at a place of mainstream Christian worship by at least one parent or legal guardian. Regular worship means attending at least once a fortnight and for at least the past five years at the closing date for applications.

A Christian Church is a recognised Anglican Church or another Christian denomination which is a member of the Churches Together in Britain & Ireland, the Evangelical Alliance or Affinity. Church affiliation should be current at the time of application. Clergy referees will be asked to confirm, on the Clergy Reference form which is sent to them by the school, that the place of worship satisfies this definition.

On the basis of our school history and origins in Whitechapel, we also accept Synagogue attendance by at least one parent or guardian. Regular worship means attending at least once a fortnight and for at least the past five years at the closing date for applications.

The school SIF form must be completed and submitted to the school for each application and referees will be asked to confirm attendance at a qualifying place of worship.

- d) Children who have a sibling (brother or sister) in Years 7 to 12 at the School at the time of application. The Governors use the same definition of sibling as the Essex Local Authority. 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. (*Note: The School will admit over PAN where to not do this would mean twins or multiple births could not be admitted together.*)
- e) Any remaining places will be allocated as follows:
- a. Children who attend a Church of England or Roman Catholic Primary School. The child must be on the roll of the Church Primary School at the closing date for receipt of applications.
  - b. 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.
11. Since residency is relevant to an application for a place and where 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.
12. 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.
13. 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.

14. 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.
15. 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 follow the guidance published by the Essex Statutory Appeals Team in line with the Codes of Practice issued by the Department for Education. 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 180 in total. The admission number for entry at Year 12, by students not previously on the school roll, is 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.

(school use only)

Date received:

**Ref No:**



**SUPPLEMENTARY INFORMATION FORM**  
**for Admission at Year 7 to Davenant Foundation School in September 2025**

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 Details required 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/Synagogue 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 four letters on each row for each and every one of the last five years.

The letters describe the frequency of attendance as follows:

F Fortnightly      M Monthly      O Occasionally      N Never

<b>Year</b>	<b>Parent</b>			
<b>2020</b>	F	M	O	N
<b>2021</b>	F	M	O	N
<b>2022</b>	F	M	O	N
<b>2023</b>	F	M	O	N
<b>2024</b>	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.

Period (e.g. 2020-2024)	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

*Please note: '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'.*

**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 and is currently affiliated to the Church of England

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