

NOTES FOR THE GUIDANCE OF PARENTS/GUARDIANS APPLYING FOR PLACES FOR PUPILS ENTERING THE SCHOOL OTHER THAN IN YEAR 7

Davenant Foundation School is heavily over-subscribed each year for entry at Year 7 and waiting lists are maintained for entry into other years. In order that you may have the best possible opportunity of being considered for a place for your son or daughter, it is essential that you complete the application form fully and correctly.

The **ADMISSION ARRANGEMENTS FOR MID YEARS** document describes the criteria by which your application will be assessed, along with all applications on the waiting list, when a place becomes available. Please read the Admissions Arrangements and these **Guidance Notes** before completing the **Supplementary Information Form**.

Completing the Supplementary Information Form

1. The only document required from you is the completed Mid-Year Supplementary Information Form with the **required proofs of address**. No other documents or information will be considered, other than the forms completed by referees. The only exception is paperwork requested in point 11 of the Admission Arrangements.
2. Under **Church Attendance**, the table should be completed **for one Parent/Legal Guardian only, (shown as Parent1/Legal Guardian1)** as references will only be taken up for one Parent/Legal Guardian.

NB You must indicate on the Supplementary Information Form if references should be sought for **Parent/Legal Guardian 2** instead of Parent/Legal Guardian 1.

W = Weekly F = Fortnightly M = Monthly O = Occasionally N = Never
Each year should be completed to indicate the frequency of attendance at a place of worship for each of the last 7 years.

Please note:-

“Weekly” means that attendance at worship at least once a week is your first priority and that you would expect to attend church unless you were on holiday, ill, unavoidably on duty or away on business.

“Fortnightly” means that you are a regular attendee but not every week.

- 3 Under **Places of Worship**, list in the table the dates of the Parent/Legal Guardian's attendance at all places of worship, and the names, **current** addresses and dates of the referees who can testify to your attendance. **It is essential that named referees can vouch for the whole period of your attendance at places of worship. Please ensure that your referees are aware of the dates you are specifying.** Your referee should normally be the priest, pastor or rabbi during the time in question. However, if it is impossible to contact that person because they have left, a long-standing senior member of the church such as a churchwarden, an elder or a deacon may be named as an alternative. The Governors will send a **reference form** for completion to each of the referees you list on your Supplementary Information Form. **IT IS YOUR RESPONSIBILITY to ensure that all your referees complete their forms and return them to the School.** You may contact the School's Admissions Office at any time to check that your reference forms have been received. **APPLICATIONS WILL NOT BE CONSIDERED UNLESS THERE ARE SUPPORTING REFERENCES.**
- 4 We strongly recommend that you contact each referee to ensure that they support the attendance you are claiming in your application. If the attendance indicated by your referee is not as frequent as that stated on your form, **the Governors decision will be based on the information provided by the referee.**