

DAVENANT FOUNDATION SCHOOL

MID YEARS ADMISSION ARRANGEMENTS – Sept 2025/2026

1. All years are oversubscribed and when a vacancy occurs an offer is made to those listed on the waiting list for the appropriate year. The published admission number for Year 7-11 is 180.
2. Applications for mid-year places at the school should be made by completing a 'Mid-Year Application for a Secondary School Place' form and submitting it to the School. The form and further information is available on both the school website and the Essex website www.essex.gov.uk/admissions and included in the Secondary Education in Essex booklet, also available to view on the Local Authority website.
3. Applicants for mid-year places will be invited to complete a **Mid-Year Supplementary Information Form (SIF)** which can be obtained from the school. 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 five 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. Referees will be asked to confirm, on the form which is sent to them, that the place of worship satisfies this definition. Information provided in the SIF will be used to place the applicant on the waiting list, according to our Admissions Policy. The completed SIF should be returned to the School.
4. Applications will be processed on the basis of the home address for the child. This is the address 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. 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 five 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 fortnightly attendance
10 points for each year of confirmed monthly attendance, and
5 points for each year of confirmed occasional attendance.

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.

7. Applications based on attendance at any other church are considered under Criterion 8 e) of the School's Admissions Policy.
8. The school will consider all applications for places and add the applicant to the waiting list by applying the Admissions criteria in the order 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 time of application.

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 time of application.

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 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) 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.

- 9. 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.
- 10. 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.