

NOTES FOR THE GUIDANCE OF PARENTS/GUARDIANS APPLYING FOR PLACES FOR PUPILS ENTERING THE SCHOOL AT YEAR 7

Application for a place at this school must be made through your Local Educational Authority.

In order that you may have the best possible opportunity of gaining a place for your son or daughter, it is essential that you complete the **Online Supplementary Information Form** fully and correctly and follow all other procedures within the published deadlines. Davenant Foundation School is heavily oversubscribed every year and places will be allocated by the Local Educational Authority according to the School's **Admissions Criteria**, which will be strictly applied with reference to the information provided on the Supplementary Information Forms.

Please **read** the **YEAR 7 ADMISSION ARRANGEMENTS - 2024/2025** and these **Guidance Notes** **BEFORE** completing the **Online Supplementary Information Form**.

The Admissions Criteria

1. Places are first allocated to 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.
2. All other places are allocated **ONLY** on the basis of a Parent's or Legal Guardian's frequency and length of attendance at a place of worship during the last 7 years. No other factors are taken into account.
3. These applications are graded according to the frequency and length of attendance, with the best attendance over the last 7 years of either the Father or the Mother or the Legal Guardian counting. 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, and
 - 1 point for each year of confirmed occasional attendance

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.

COVID – During the period of the pandemic, we are asking that you assume attendance is in keeping with other years' attendance.

4. In considering **applications with the same record of attendance**, i.e. applications with the same attendance score, places are offered first to children of members of staff who have been employed at the school for two or more years or who are recruited to fill vacant posts for which there is a demonstrable skill shortage. Secondly, to children with siblings in the School who will still be in the School at the time of proposed admission, and then to children living nearest to the School measured in a straight line to the main gate of the School. The "catchment area" for the School varies from year to year depending upon the number and location of the applicants, so it should not be assumed that because a place was offered to an applicant in a particular street one year, applicants from the same street the following year will gain a place.

5. A place of mainstream Christian worship is defined in the United Kingdom as one which is a member of, or affiliated to, Churches Together in Great Britain and Ireland, the Evangelical Alliance or Affinity. Referees will be asked to confirm, on the form, which is sent to them, that your place of worship satisfies this definition. **Applications based on attendance at any other place of worship will NOT be given an attendance score.**

Completing the Online Supplementary Information Form

1. The only document required from you is the completed Online Supplementary Information Form (or paper version if requested) 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 Parent1/Legal Guardian1’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. After the closing date for receipt of Supplementary Information Forms, 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 completed reference forms are received by the School no later than 24 November 2023.** You may contact the School’s Admissions Office at any time to check that your reference forms have been received.

<p style="text-align: center;">APPLICATIONS WILL NOT BE GIVEN AN ATTENDANCE SCORE UNLESS THERE ARE SUPPORTING REFERENCES.</p>
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4. We strongly recommend that you contact each referee to ensure that they support the attendance you are claiming on your Supplementary Information Form. 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.**
5. All Supplementary Information Forms must be fully completed and returned to the School **by 20 October 2023**. Supplementary Information Forms received after the closing date will not be processed until after the offer of School places has been made **on 1 March 2024**.