

DAVENANT FOUNDATION SCHOOL

ADMISSION ARRANGEMENTS FOR MID YEARS - 2023/2024

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 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 the Essex website www.essex.gov.uk/admissions and included in the Secondary Education in Essex booklet, also available to view on this 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 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. 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 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, and
1 point 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 3 of the School's Admissions Policy. Please see 8C below.
8. The school will consider all applications for places and add the applicant to the waiting list by applying the criteria in the order 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.

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

9. 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.
10. 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 return their completed 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 months
- 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.
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 8 above. Paperwork in this regard must be clearly marked 'Consider under Clause 11'.
12. 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.