

Admissions Policy

Davenies is a busy and purposeful Independent School for boys in Beaconsfield. We are very proud of what we offer and the way we educate our pupils. They benefit from a broad range of experiences, a staff that is dedicated and enthusiastic, and an attractive site which offers exceptional facilities.

Policy Statement

The Aims of this Policy are:

- To ensure compliance with the school's charitable aims
- To identify and admit boys who can take advantage of the broad and varied curriculum and thrive in the environment that Davenies offers

This Policy applies to the whole school, including the EYFS.

Admission Procedures

Points of Entry

Entry to the school is at the discretion of the Headmaster and subject to availability of places, which is usually restricted to two classes of twenty boys per year. These procedures apply at the two main points of entry: Reception (4+) and Year 7 (11+), and also to candidates for occasional vacancies in any other year group. Please contact our Registrar for details.

Registration

On initial enquiry parents are sent a prospectus and covering letter inviting them to meet the Headmaster and Head of Pre-Prep (if appropriate) and to have a tour of the school.

Prospective parents receive a Registration Form with their prospectus information which should be completed and returned with a non-refundable £50 registration fee. This is acknowledged and the place (or waiting list place) is provisionally confirmed in writing.

Allocation of Places

Around twelve months prior to joining Reception (usually less for other years) prospective entrants are offered a place and requested to pay a fee deposit of £1,200 (£700 of which will be refunded to the first term's fees and the remainder on the final leaver's fee account) upon receipt of which their places are confirmed as guaranteed, subject to satisfactory completion of assessment procedures set out below. Deposits are not refunded if a pupil is withdrawn prior to formal entry.

Once a place has been accepted Parents must give a Term's Written Notice that they wish to withdraw their son, or pay a Term's Fees, in lieu of notice, in accordance with the School's *Terms and Conditions*. Please see Section 9 of the School's *Terms and Conditions* for further information about Notice, Cancellation and Withdrawal.

In the event of a place not being available, the prospective pupil's name is carried forward on the waiting list until such time as he can be accommodated, or his name is withdrawn.

Criteria and Assessment

It is essential that the boys are able to access the Davenies School curriculum independently and show a commitment to learning successfully. Procedures for entry into different year groups are as follows:

- **Reception:** entrants to Reception are not formally assessed, but the Head of Pre-Prep will visit the prospective pupils at their playgroups/nurseries to observe informal play and to be informed about their suitability for the Davenies environment. If, as a result of discussing a pupil with the nursery and seeing him *in situ*, there are any concerns then the Head of Pre-Prep will discuss these concerns with the parents.

For all entrants above Reception level reports from the previous school will be obtained.

- **Years 1 and 2:** entrants to Pre-Prep after Reception will be invited to spend a morning with their prospective classmates where they will meet the Head of Pre-Prep and be asked to do some reading, writing and Maths.
- **Year 3 to Year 6:** Applicants will be invited to spend a day with their prospective classmates. During the day they will be assessed in order to inform the School as to whether or not the prospective pupil can work within the parameters of a class at Davenies and, where appropriate, he would later be placed in sets. We also ask for a copy of his most recent school report and request a reference from the applicant's current school.
- **Year 7 entry and Scholarship:** at the end of Year 6 some pupils will leave to take up places at local Grammar schools and so there are usually vacancies for Year 7 entry. The assessment procedure is as above. The school expects entrants to Year 7 to continue into Year 8 and sit Common Entrance, Scholarship or separate Entrance exams set by senior schools.

In addition, and prior to admission prospective pupils have a short assessment by the Head of Learning Support to ascertain any potential need for support and to provide advice on setting. The School will not discriminate against a child for entry into Davenies because of their individual needs, however we may feel that we are not able to admit a child if:

- he may not be able to access our curriculum, with the support that is readily available
- the School does not have the specialist facilities or skills to meet the child's needs
- admitting the child would create an imbalance of individual needs within a year group
- admitting the child would jeopardize the performance and progress of his peers

Waiting List

A waiting list will be maintained in chronological order by date of registration. Any available places will be offered successively to those on the waiting list. From time to time, however, the Headmaster reserves the right to offer places to siblings or to a boy not at the top of the waiting list. For Reception, should places become available, for whatever reason, the place will be offered to the next prospective entrant on the waiting list.

Siblings

The Headmaster will, whenever possible and subject to availability of places, give preference to siblings of pupils already at the school. Admission is not automatic for siblings and there may be occasions where, in the school's judgement, another school would be more suitable.

Familiarisation and Events

Pre-Prep entrants are given the opportunity of attending various events during the Summer Term to meet staff and other new pupils and parents. These could include an Open Morning, an Induction Morning and the Pre-Prep Sports Day.

Where practical, entrants into Years 1 – 7 are invited in for an induction or taster session.

Equal Treatment

We welcome children from as diverse a range of backgrounds as possible in order to enrich our community. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, ethnicity, religion, sexual orientation, social background or other status.

The School has a formal *Equality Policy*, a copy of which is available on request.

Disabilities, Special Educational Needs (SEN) and Learning Difficulties

The School will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School requires full written details of any known disability, SEN or learning difficulty which may affect a child's ability to take full advantage of the education provided at Davenies. We advise parents of children with physical disabilities, SEN or Learning Difficulties to discuss their child's requirements with the School at the point of registration, or before.

Davenies will provide support to pupils with SEN and Learning Difficulties which is within the remit of the staff skillset available within the School. However, where support or intervention is deemed necessary which is considered beyond the resources of the Learning Support Department, parents may be asked to meet the additional financial costs associated with providing additional resources of external support. Parents will

always be asked to agree such a course of action and to meet the costs, paid on the termly fee bill, prior to the additional resources being provided

If SEN or learning difficulties become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Pupils with Statements of SEN (Statement) or Education, Health and Care (EHC) Plans

The Local Authority retains legal and financial responsibility for ensuring that the provision specified in a Statement of SEN or Education, Health and Care (EHC) Plan is made, where Davenies is the named school. Applications for statutory assessment and applications for Local Authority funding must be made by the parents. Davenies will provide information to support any such applications. Where the Local Authority makes payments to assist parents to make Davenies the named school, the School will arrange for the agreed level of provision to be made. Where there are additional costs to the School over and above the Local Authority funding, the School will require parents to meet these additional costs.

Our *SEN and Learning Difficulties Policy* gives more detailed information on school policy and procedure, and is available on our website or upon request.

School's Contractual Terms & Conditions

A copy is made available to parents as part of the admissions process.

Data Protection

Prospective Parent and pupil details are kept on file electronically from the point when first contact is made, and will remain on our system until the pupil has passed the age of entry to Davenies. If the child is not offered a place, or parents do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the proposed date of the pupil's admission unless parents ask for him to remain on our waiting list for later admission. Please see the Privacy Notice – Pupils and Privacy Notice – Parents for further information.

Complaints

We hope that you do not have any complaints about our admission process; but a copy of the School's *Complaints Procedure* is available on our website or will be sent on request.

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