



DAVENIES

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 (20) boys per year. With Year 5 for the academic year 2023-24, 46 pupils have been arranged into 3 forms of 15/16. 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, registrar@davenies.co.uk, for details.

Registration

On initial enquiry, parents are sent a prospectus and 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 Deposits are not refunded if a pupil is withdrawn prior to formal entry.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. We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The Parents warrant that the Pupil will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard, will be well behaved and will comply with the School rules about wearing of uniform and general appearance.

Procedures for entry into different year groups are as follows:

- **Reception:** entrants to Reception are not formally assessed, but the Head of Pre-Prep or EYFS Coordinator 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 and a place can be withdrawn.

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

- **Years 1 & 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.
- **Years 3 – 6:** Applicants will be invited to a taster session 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.

Allocation of places in the event of over subscription into Year 7

In the event of over subscription for entry into Year 7, the process will be competitive and places will be awarded taking into account the following criteria:

- the School's perception of the ability of a prospective pupil to access the School's curriculum and its behavioural expectations
- academic performance on day of assessment, relative to other applicants
- supporting statements from their school
- the presence of brothers in the School
- due notice should be given to those with younger siblings who are likely to join the School

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, a stay-and-play session, 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 *Children and Families Act 2014*, the *SEN and Disability Code of Practice 2015* and the *Equality Act 2010* 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.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's SEN. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils and staff may be put at risk, we may not be able to offer a place at the School.

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 Education, Health and Care Plans (EHCP)

The Local Authority retains legal and financial responsibility for ensuring that the provision specified in an EHCP 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.

The school's *SEN and Learning Difficulties Policy* and *Education and Welfare Provision for Pupils with an EHC Plan Policy* gives further detailed information on school policy and procedure, and are 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 *Data Protection Privacy Notice – Pupils* and *Data Protection Privacy Notice – Parents* for further information (available on our website or upon request).

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.

Please be aware that the school has no obligation to provide its reasons for rejection of any candidate.

Updated: September 2023, Registrar

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