



Admissions Policy

Policy Statement

The purpose of the Admissions policy is to ensure that the procedures used during the admissions process are consistently applied and understood by all those involved. Davenies is a non-selective School. Our admission process is designed to ensure that we are the right school for the applicant, they are right for us, and to ensure we can meet the needs of the applicant both inside and outside of the classroom.

Admission Procedures Points of Entry

Entry to the school is at the discretion of the Headmaster and subject to availability of places. The natural points of entry to Davenies are Reception, Year 3 and Year 7. Entry into other year groups will be dependent on there being a place available. Classes will have a maximum of 22 pupils.

Registration

Boys must be registered to be considered for a place at Davenies. Parents/Carers can register a boy at any time from birth and it is advised to register two years ahead of the intended start date. Upon receipt of a completed registration form (available via the school's [website](#)) and a non-refundable £150 registration fee, the child is added to the relevant pupil registration list by date of registration. The registration fee covers the administrative work in adding the pupil's details to the registration list and administering the admission process. Upon receipt of both the form and the deposit, the School will confirm, by email, to parents that the child's name has been added to the school's pupil registration list for admission. Please note that this does not constitute an offer of a place.

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 should be shared at point of Registration.

Allocation of Places

Reception

Places are offered in September prior to joining Reception. Places are offered in order of date of registration (subject to the additional priority considerations set out in this paragraph), until all places are filled. Priority is given to siblings of existing pupils and children of members of staff at the School, subject to the child meeting the School's normal admissions criteria. 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pupil's name is carried forward on the waiting list until such time as he can be accommodated, or his name is withdrawn.

Year 1 – Year 8

Entry is dependent on a place being available. Boys on the pupil registration list are invited into School for a Taster Morning, in order of date of registration, when a place becomes available. This will be a group or individual Taster Morning dependent on the number of places available. 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.

Waiting List

A waiting list will be maintained in chronological order by date of registration if there are more people than places available. Any available places will be offered to those on the waiting list based on registration date (subject to the priority considerations set out in this policy). The Headmaster reserves the right to offer places to siblings or to a boy not at the top of the waiting list.

Deferred Entry

Davenies does not offer deferred entry. If a place is not accepted at the point of offer, it will not be held. If there is a place available when a family is ready to join Davenies, within 12 months of the original offer, the applicant may not be required to attend an additional taster morning. If a place isn't available after the offer deadline has passed, and beyond 12 months since the original taster morning, the applicant will be required to re-register and start the admission process again.

Criteria and Assessment

Procedures for entry into different year groups are as follows:

Reception: Entrants to Reception are not formally assessed. All those registered in the Autumn Term before they are due to start are offered a place, subject to pupil numbers. Families will be invited to Stay and Play sessions where boys are observed by the Pre-Prep Team in the Autumn and Lent Terms. In the Summer Term, 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 any step in the process there are any concerns then the Head of Pre-Prep will discuss these with the parents and a place can be withdrawn.

Years 1 - 8: Applicants will be invited to a taster session with their prospective classmates. During the morning, they will complete age-appropriate activities to assess aptitude and ability, not attainment, in reading, writing and maths to inform the School as to whether or not the prospective pupil can work within the parameters of a class at Davenies. Students and Parents/Carers cannot prepare for this at home. We ask for a copy of any applicant's most recent school report and request a reference

from the applicant's current school. Where there are 3 or more applicants to be assessed at any one time, Davenies will organise a group taster morning for prospective students.

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, and/or parents in the School
- Due notice should be given to those with younger siblings who are likely to join the School

Acceptance of an Offer

Following a registration (Reception) or Taster Morning (Year 1 – Year 8) an offer of a place may be made. An offer letter will be emailed with the accompanying documentation. The offer of a place, once all assessment criteria have been met, must be accepted before the deadline given by the School. If there is a delay to acceptance, without full disclosure, the School reserves the right to withdraw the offer, before offering it to another student. Parents are requested to pay a fee deposit of £1,500 upon receipt of which a place is confirmed as guaranteed. This will be refunded on full payment of the final invoice when a student leaves Davenies. Deposits are not refunded if a pupil is withdrawn prior to formal entry. Acceptance of a place at Davenies is dependent on the settlement of all financial obligations (where applicable) at the prospective pupil's current school.

If, once a place has been accepted, there will be a delay to a student being able to start, the charging of fees, or the feasibility of the place remaining available will be taken on a case by case basis. The Admissions Team should be informed, if this situation arises, at the earliest opportunity.

Once a place has been accepted Parents must give a Term's Written Notice should they wish to withdraw their child, or pay a Term's Fees in lieu of Notice, in accordance with the School's *Terms and Conditions*.

A copy of The School's Term and Conditions is made available to parents along with the offer letter as part of the offer process.

Declining an Offer

Students offered a place, which is subsequently turned down, will be required to re-register (requiring an additional registration fee and a new registration date) if they wish to be considered for a place at a later date. Any family wishing to withdraw acceptance of a place, is required to give a term's notice to avoid being liable for a full term's fees.

No Offer

The School will not discriminate against a child for entry into Davenies because of their individual needs or academic ability in the absence of learning support 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 wellbeing, performance and progress of his peers

Students who are not offered a place are given the opportunity to retain their registration date and can apply again for another year of entry.

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

Reception entrants are given the opportunity of attending various events prior to starting 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.

Following the Taster Morning, and offer of a place, entrants into Years 1 – 7 are invited in for an induction or taster session in the Summer Term before they are due to start.

Cancellation/Giving Notice

All parents are bound by the School's Terms and Conditions as accepted at the time the deposit is paid. A copy of the Terms and Conditions is sent at the point of offer, and is available at any time on request. A full term's notice should be given of the intention to withdraw a student from Davenies. This should be made, in writing, to the Headmaster or Head of Marketing and Admissions before the 1st day of the term preceding the child's departure. Without a full term's written notice, parents will be liable to a full term's fees. If a parent decides to cancel their child's place before entry, written notice must be received by the first day of the preceding term or a term's fees will become due in lieu.

Information Sharing

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially

impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

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. Davenies is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

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. In accordance with the Children and Families Act 2014, Davenies is a 'non-Section 41 independent school'. The School is guided but not bound by the SEN and Disability Code of Practice, 0-25 years 2015 (SEND Code 2015).

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 before registration, at point of registration, or at the earliest possible moment if not known at registration. As a minimum, the school should be made aware of any known disability, SEN or learning difficulty ahead of a Taster Morning to allow for reasonable adjustment and to ensure the applicant can fully access the schedule of the Taster Morning.

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. For a pupil with an EHCP, the Local Authority must complete a placement consultation process with the School. As Davenies is a non-Section 41 school, the Local Authority cannot direct the School to provide a place for a pupil with an EHCP and any acceptance of such a pupil will be subject to Davenies being satisfied that it can meet the pupil's needs. 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.

Data Protection

Prospective parent and pupil details are stored electronically on the School's Management System (iSAMS) from the point when first contact is made, and will remain on the 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 needed. 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).

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

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