Eden Girls’ School, Slough

To promote a culture of educational excellence, from within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community

In - Year Admission
Guidance and advice on In - Year Admission for Eden Girls’ School, Slough

The information below is for parent(s) / carer(s) of children who have been refused admission by the Governing Body (GB) of Eden Girls’ School, Slough. You will find it useful to read it alongside the information which is available on Slough Borough Council’s website at www.slough.gov.uk

In - Year Admission

1. In - year admission is the process of applying for admission into an existing year group within a school. It does not refer to Year 6 to Year 7 transfer into secondary school in September.

2. If your child has a statement for special education needs or an education, health and care plan, the in - year admission process will not apply. You are advised instead to contact the Council’s Special Educational Needs Team.

3. The in - year admission process will apply in the following circumstances:

   - Children wishing to change from one school to another school within the borough
   - Children wishing to change from one school to another school in another borough
   - Children wishing to transfer from an independent school to a state funded school
   - Children who have recently arrived into the borough and do not have a school place

4. If you wish your child’s application to be considered for admission, then please follow the procedure outlined below.

Application process

1. The in - year admission process is managed by Slough Borough Council (SBC). If you wish to apply for admission for your child please obtain an in - year admission form from SBC.

2. Please return the completed in - year admission form to SBC. The GB of Eden Girls’ School, Slough will receive the form from SBC and consider your request.

3. If the year group in which you are requesting admission has places available, then it should normally be possible to offer admission. If, however, the year group is full, then a place will not be offered.

4. SBC will send you a letter informing you of the GB’s decision. You need to be aware that if a place is offered to your child, and you fail to contact Eden Girls’ School, Slough within 7 days of receiving the written notification of an offer of a place, then there is a possibility that the place offered could be withdrawn.

5. If the SBC decision letter informs you that a place cannot be offered to your child at Eden Girls’ School, Slough, then you will be advised of your right of appeal to an independent appeal panel. For guidance and advice on the appeals process please visit www.edengirlsslough.com

6. Details of children who could not be offered admission at Eden Girls’ School, Slough will be included on the school’s waiting list. The waiting list will be maintained by the school, in accordance with the school’s oversubscription criteria.
For some children, it may not be possible to secure admission under the in-year admission process. Where this is the case, SBC will apply the Fair Access Protocol to secure the most appropriate educational provision for these children. The Department for Education requires that as a minimum, the children listed below who have a difficulty in securing a school place are included in the Fair Access Protocol:

- Children from the criminal justice system or Pupil Referral Unit who need to be admitted into a mainstream school;
- Children who have been out of education for 2 months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children from an unsupportive family background for whom a place has not been sought;
- Children who are carers; and
- Children with special educational needs, disabilities or medical conditions (but without a statement).