



Tauheedul
Education Trust

This guidance is in line with the Mission Statement of the Trust

To create outstanding organisations that promote educational excellence, character development and service to communities.

Year 7 ADMISSION ARRANGEMENTS



Eden Girls

Eden Girls' School, Slough

Admission Arrangements for Year 6 to Year 7 Transfer

Eden Girls' School, Slough is part of the Tauheedul Education Trust. As an 11-18 progressive and inclusive Muslim faith school, the Governing Body will consider all applications equally without reference to faith.

General information

Before applying for admission, parents are advised to find out more information about the school and the admission arrangements that will be followed. You can do this by:

- attending the Open Evening at Eden Girls' School, Slough;
- visiting our website at www.edengirlsslough.com
- reading the Slough Borough Council's (SBC) 'Secondary School' composite prospectus.

Application procedure

1. You must complete your home Local Authority's common application form by 31st October. If you are resident in the area administered by SBC, then you can either apply online at https://capita.slough.gov.uk/CitizenPortal_LIVE/Account/Login or complete the paper copy which can be downloaded from <http://www.slough.gov.uk/schools-and-learning/school-admissions.aspx>. If you apply on-line, then there is no need to complete a paper application form.
2. Unless there are exceptional reasons for the late completion and submission of the common application form, late applications will not be considered at the same time as applications received by the closing date.
3. You are allowed to name 6 different schools on the application form in preference order. You are advised not to name the same school more than once or to only name 1 school, as by doing so, you may limit the chances of gaining admission into one of your preferred schools.
4. If you want your child to gain admission into Eden Girls' School, Slough, then it is important that you put Eden Girls' School, Slough as your 1st preference school on the application form.

Allocation process

1. The admission process is co-ordinated by SBC in accordance with their secondary co-ordinated admission scheme.
2. After the closing date for receipt of all applications, SBC will provide details of all applications received to Eden Girls' School, Slough. SBC will not provide Eden Girls' School, Slough with details of the rank order of preference of the applications. This is because, by law, all admission authorities must consider all preferences equally.
3. If the school receives fewer applications than the published admission number, then the GB will advise SBC that all applicants can be offered admission into Eden Girls' School, Slough.
4. If the school receives more applications than the published admission number, then the GB are legally required to consider all the applications against the school's published admission policy, which can be found at www.edengirlsslough.com.
5. After applying the admission policy for the school, the GB will produce a list of children who have the highest priority for admission. This list of children who can be offered admission will be sent to SBC. Along with the list of children provided by Eden Girls' School, Slough, SBC will have similar information for all the schools in the borough and from neighbouring boroughs.
6. In the initial allocation process, it is possible that children can be offered admission at more than one school. As the law requires that no children must be offered admission at more than one preferred school, SBC acting on behalf of all schools will ensure, that the single offer of a school place is made at the highest ranked preferred school on the application form. For example, if a school place can be offered at the 1st and 2nd preference school, a place will be offered at the 1st preference school.
7. In order to avoid missing out on gaining admission into Eden Girls' School, Slough, you are advised to put Eden Girls' School, Slough as your 1st preference school on the application form.

Offer of a place

1. When the allocation process is finally complete, SBC will ensure that on – line applicants will be sent an email on or as soon as possible after 1st March informing you of the school at which a place will be offered. Offer letters will be posted out if you applied using a paper application.
2. If a place is offered at Eden Girls' School, Slough, it is important that you advise SBC if you no longer require the place offered for your child, this will allow SBC, on behalf of Eden Girls' School, Slough, to offer the place to a child who could not initially be offered admission.
3. As Eden Girls' School, Slough can only offer admission up to the published admission number, unfortunately, not all children will be offered admission. The letter from SBC will provide the reasons why a place could not be offered. The SBC letter will advise you of the alternative school at which your child will be offered a place.

4. Parents of children who are refused admission for Eden Girls' School, Slough's year 7 group each September, can request Slough Borough Council to include their daughter's details on the waiting list for the school. The waiting list will be maintained by SBC, in accordance with the school's oversubscription criteria, until 31st December in the academic year of Year 7 admission. You are advised to contact the school, if you want your child's details to be kept on the waiting list from the spring term onwards.
5. The SBC letter will also advise you of your right of appeal to an independent appeal panel against the decision of the GB of Eden Girls' School, Slough not to offer your child admission. Further advice / guidance about the appeals process can be found at www.edengirlsslough.com and www.slough.gov.uk.