Star

NURTURING TODAY'S YOUNG PEOPLE,
INSPIRING TOMORROW'S LEADERS

ADMISSION ARRANGEMENTS FOR YEAR 6 TO YEAR 7 TRANSFER

Eden Girls' School, Slough

Admission Arrangements for Year 6 to Year 7 Transfer

Eden Girls' School is part of Star Academies. As an 11-18 progressive and inclusive Muslim faith school, the school 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;
- 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 six (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 one (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 the school, then it is important that you put Eden Girls' School 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 the school. SBC will not provide the school 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 school will advise SBC that all applicants can be offered admission.

4. If the school receives more applications than the published admission number, then the school 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 school 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 the school, 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 the school, you are advised to put Eden Girls' School 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 the school, it is important that you accept or decline the place to the school and SBC. Where a place is declined, it will allow SBC, on behalf of the school, to offer the place to a child who could not initially be offered admission.

3. As the school 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. Details of children refused admission at the school will automatically be included on the school's waiting list, where the school is a higher preference than the school at which a place is offered. The school maintains the waiting list, in accordance with the school's oversubscription criteria until 31st December in the academic year of Year 7 admission. Parents should complete an in-year application form thereafter if they wish their child's details to be kept on the waiting list for the remainder of the academic year.

5. The SBC letter will also advise you of your right of appeal to an independent appeal panel against the decision of the school 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.