



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, Waltham Forest

Admission Arrangements for Year 6 to Year 7 Transfer

Eden Girls' School, Waltham Forest 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, Waltham Forest;
- visiting our website at www.edengirlswalthamforest.com
- reading the Waltham Forest Council's (WFC) 'Starting 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 WFC, then you can either apply online at www.eadmissions.org.uk or complete the paper copy which can be downloaded from www.walthamforest.gov.uk or email secondary.admissions@walthamforest.gov.uk. 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, Waltham Forest, then it is important that you put Eden Girls' School, Waltham Forest as your 1st preference school on the application form.

Allocation process

1. The admission process is co-ordinated by WFC in accordance with their secondary co-ordinated admission scheme.
2. After the closing date for receipt of all applications, WFC will provide details of all applications received to Eden Girls' School, Waltham Forest. WFC will not provide Eden Girls' School, Waltham Forest 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 WFC that all applicants can be offered admission into Eden Girls' School, Waltham Forest.
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.edengirlswalthamforest.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 WFC. Along with the list of children provided by Eden Girls' School, Waltham Forest, WFC 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, WFC 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, Waltham Forest, you are advised to put Eden Girls' School, Waltham Forest as your 1st preference school on the application form.

Offer of a place

1. When the allocation process is finally complete, WFC 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, Waltham Forest, it is important that you advise WFC if you no longer require the place offered for your child, this will allow WFC, on behalf of Eden Girls' School, Waltham Forest, to offer the place to a student who could not initially be offered admission.
3. As Eden Girls' School, Waltham Forest can only offer admission up to the published admission number, unfortunately, not all children will be offered admission. The letter from WFC will provide the reasons why a place could not be offered. The WFC 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, Waltham Forest's year 7 group each September, can request Waltham Forest Council to include their daughter's details on the waiting list for the school. The waiting list will be maintained by the school, 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 WFC 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, Waltham Forest not to offer your child admission. Further advice / guidance about the appeals process can be found at www.edengirlswalthamforest.com and www.walthamforest.gov.uk