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.

IN - YEAR ADMISSION

Eden Girls

Eden Girls' School, Waltham Forest

Guidance and advice on In - Year Admission

The information below is for parents who require an in - year admission for their child at Eden Girls' School, Waltham Forest. You will find it useful to read it alongside the information which is available on Waltham Forest Council's website at www.walthamforest.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 home Local Authority'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 area
    - Children wishing to change from one school to another school in another area
    - 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 Waltham Forest Council (WFC). Parents are required to complete the application form, which is available from and returnable to WFC.

2. The GB of Eden Girls' School, Waltham Forest will receive the form from WFC 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. WFC 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, Waltham Forest 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receiving the written notification of an offer of a place, then there is a possibility that the place offered could be withdrawn.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 WFC decision letter informs you that a place cannot be offered to your child at Eden Girls' School, Waltham Forest, 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.edengirlswalthamforest.com and www.walthamforest.gov.uk

6. Details of children who could not be offered admission at Eden Girls' School, Waltham Forest 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.

Fair Access Protocol

For some children, it may not be possible to secure admission under the in - year admission process. Where this is the case, WFC 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 for special education needs or an education, health and care plan).