

Tauheedul Education Trust

The arrangements are in line with the Vision Statement of the Trust

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

DETERMINED ADMISSION ARRANGEMENTS FOR 2019/20



Tauheedul
Education Trust



Eden Girls

**Eden Girls' School,
Coventry**

Determined Admission Arrangements for Eden Girls' School, Coventry for 2019/20

Eden Girls' School, Coventry is part of the Tauheedul Education Trust. The Tauheedul Education Trust has devolved operational responsibility for managing admissions to the Local Governing Body of Eden Girls' School, Coventry.

As an 11-18 progressive, inclusive and outstanding Muslim faith school, the Governing Body will consider all applications equally without reference to faith.

Year 7 Admission for Eden Girls' School, Coventry

The admissions process is part of the Coventry City Council's determined scheme for co-ordinated admissions to secondary schools.

All applicants are required to complete their home Local Authority's common application form by 31st October 2018.

Parents will be advised of the outcome of their application on 1st March 2019.

The published admission number for the Year 7 intake in 2019 is 120.

All applicants will be admitted if 120 or fewer apply.

If the school is oversubscribed, girls will be admitted in accordance with the oversubscription criteria below, once all girls with a statement of special education needs or an education, health and care plan, naming the school are admitted.

Oversubscription criteria

1. Looked after girls or a girl who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (see note 1).
2. Daughters of staff employed at Eden Girls' School, Coventry for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 2).
3. Girls with a sibling who is a pupil already attending Eden Girls' School, Coventry at the time of admission (see note 3).
4. Girls for whom the Governing Body accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at Eden Girls' School, Coventry.

Parents must provide the professional supporting evidence from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the Governing Body accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at Eden Girls' School, Coventry (see note 4).

5. A maximum of 10 remaining places will be offered to girls who reside in the CV10 and CV11 postcode areas of Nuneaton.
6. A maximum of 45 remaining places will be offered to girls who reside within a 2 mile radius of Eden Girls' School, Coventry.
7. A maximum of 18 remaining places will be offered to girls who reside outside a 2 mile radius of Eden Girls' School, Coventry.
8. All other girls who live nearest from home to Eden Girls' School, Coventry including those who were refused admission under criterion 5 - 7.

Tie-breaker

If any criteria are oversubscribed, then priority is given to those girls who live nearest from home to school. The distance is measured in a straight line from the centre of the girls' home to the centre of the school's site using Coventry City Council's computerised mapping system.

If the distance between the girls' homes and the school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation is used as a tie-breaker. Someone independent from the school will supervise the random allocation process.

Address

The address given must be where the child and parents live permanently. It must not be the child minder's, grandparent's or other relative's address. If parents share custody of a child, then the Governing Body may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, then the address of the parents receiving the child benefit is used.

Parents will be required to provide proof of permanent address.

Notes:

1. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Under the provisions of s14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders. Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. A girl is eligible for consideration when the parents complete the section on the home Local Authority's common application form.
3. Siblings refers to full, half, adopted, step, foster sisters or the daughter of the parents partner, and, in every case, the girl must be living in the same family unit at the same address.
4. It is important that you state on the application form and if required, attach a letter, clearly setting out your reasons for requesting admission under the medical or social criteria. You must also provide written supporting evidence from a professional with the application form. The letter from the professional must confirm that the existing medical or social difficulties will be exacerbated if admission is not offered at Eden Girls' School, Coventry.

The supporting evidence from the professional must be submitted by 31st October 2018. If the evidence from the professional is received after 31st October 2018, then the Governing Body will accept this as long as it is received by 23rd November 2018, at the very latest.

Multiple births

If children of multiple births (twins and triplets) and siblings require admission in the same year group and there is only a single place left within the published admission number, the Governing Body will offer places above the published admission number.

Late applications

Unless there are exceptional reasons for the late submission of the common application form, late applications will not be considered at the same time as applications that were received by the closing date.

When determining whether exceptional circumstances apply, the Governing Body may consider the following information:

- Parents moving into the area after the closing date.
- Parents were abroad for the whole period between the publication of the Local Authority's composite prospectus and the closing date of the application form.
- Parental / child illness which required hospitalisation for a significant period (more than 50% of the days) between the publication of the Local Authority's composite prospectus and the closing date of the application form.

No late applications will be considered after 23rd November 2018. These late applications will be considered after all the others that were received on time and placed on the waiting list in order, according to the oversubscription criteria. Applications made after the start of the autumn term 2019 will be treated as an in-year application.

Waiting list

Parents of girls refused admission for Eden Girls' School, Coventry's year 7 group each September, will automatically be included on the waiting list for the school, where Eden Girls' School, Coventry is a higher preference than the school where your daughter was allocated a place. Parents who wish their child's details to be included on the waiting for Eden Girls' School, Coventry, even though a place has been allocated at a higher preference school, should contact Coventry City Council's School Admissions Team.

The position on the waiting list is determined by the priority order of the admission policy and nothing else. When the number of girls admitted to the school drops below the published admission number, a place is offered to the girl who is at the top of the waiting list.

The position of your daughter on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires her to be considered against a different priority order of the school's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

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 contact the school, if they wish their son's details to be kept on the waiting list, from the spring term onwards.

The school maintains the in-year waiting list in accordance with the school's oversubscription criteria.

We will contact the parents of children on the waiting list in the summer term for each year group to ascertain if they wish for their child's details to remain on the waiting list.

Withdrawing an offer of a place

The Governing Body reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parents fail to respond to the offer of a place within a reasonable period of time.
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents fail to respond to the offer of a place, the Governing Body will give the parents a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn based on misleading information, the Governing Body will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The Governing Body will not withdraw the offer of a place once the girl has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the girl has been at the school. Where the girl has been at the school for less than a term, the Governing Body may consider it appropriate to withdraw the place.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parents of children who are already of secondary school age are required to complete the LA's relevant application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower or higher year group) will need to submit the normal common application form to the Local Authority (in writing or online). Parents must do this at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Whilst the Governing Body will consider applications to Year 7 from parents of children outside their normal age group, please note that the Governing Body is not bound by decisions made by another admission authority.

The Governing Body will make a decision on the request before the Secondary national offer date if the request for admission is received during the normal admissions round, if at all possible.

Parents should consider what evidence they wish to submit in support of their case with the application form, for example, evidence from a medical practitioner, educational psychologist, headteacher etc. Some of the evidence a parent may wish to submit could include:-

- Whether they are currently or have previously been educated outside the normal age group;
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- Where relevant their medical history and the views of a medical practitioner;
- Information about the child's, academic, social and emotional development;
- Where relevant the views of an educational psychologist.

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parents.

The Governing Body will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The Governing Body will then inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint to the Governing Body about the decision not to admit their child outside their normal age group.

In - year admission

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. Applications made after the start of the autumn term 2019 will be treated as an in-year application.

The in - year admission process is managed by Coventry City Council. Parents are required to complete the in-year application form, which is available from and returnable to Coventry City Council.

For some girls, it may not be possible to secure admission under the in - year admission process. Where this is the case, Coventry City Council will apply the Fair Access Protocol to secure the most appropriate educational provision for these girls.

For girls with a statement of special education needs or an education, health and care plan, the in - year admission process will not apply. Parents should contact their home Local Authority's Special Educational Needs Team. The child is offered a place if the Local Authority's Special Educational Needs Team names the school in the statement of special education needs or an education, health and care plan.

Appeals

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission at Eden Girls' School, Coventry. Coventry City Council administers the appeals process, on behalf of the school. Parents should contact Coventry City Council for an appeal form.

Parents have at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 10 school days' notice of the place and time of the hearing, so they can attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision is communicated to all parties as soon as possible after the hearing but no later than 5 school days, unless there is a good reason.

Re-appeals

Parents do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the Governing Body has accepted a 2nd application from the parents because of a significant and material change in the circumstances of the parents, child or school but were still refused admission.