



Star

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

# YEAR 7 ADMISSION ARRANGEMENTS

**Eden Girls' School, Coventry**



## Admission arrangements for Year 6 to Year 7 transfer

Eden Girls' School is part of Star Academies. As an 11-18 progressive, inclusive and outstanding Muslim faith school, the school welcomes applications from families of other faiths and non-faiths.

## 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.edengirlscoventry.com](http://www.edengirlscoventry.com)
- reading the Coventry City Council's (CCC) '**Secondary Education in Coventry – Information for parents**' composite prospectus.

## Application procedure

1. You must complete your home Local Authority's common application form by 31 October. If you are resident in the area administered by CCC, you can either apply online at [www.coventry.gov.uk/admissions](http://www.coventry.gov.uk/admissions) or complete the paper copy, which is available from CCC. If you apply online, 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 three (3) 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, it is important that you put Eden Girls' School as your 1<sup>st</sup> preference school on the application form.

## Allocation process

1. The admission process is co-ordinated by CCC in accordance with their secondary co-ordinated admission scheme.
2. After the closing date for receipt of applications, CCC will provide details of all applications received to the school. CCC 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, the school will advise CCC that all applicants can be offered admission.
4. If the school receives more applications than the published admission number, the school are legally required to consider all the applications against the school's published admission policy, which can be found at [www.edengirlscoventry.com](http://www.edengirlscoventry.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 CCC. Along with the list of children provided by the school, CCC will have similar information for all the schools in Coventry and from neighbouring Councils.
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, CCC 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 1<sup>st</sup> and 2<sup>nd</sup> preference school, a place will be offered at the 1<sup>st</sup> preference school.
7. In the event that your child can be offered admission at more than one preferred school and in order to avoid missing out on gaining admission into the school, you are advised to consider putting Eden Girls' School as your 1<sup>st</sup> preference school on the application form.

## Offer of a place

1. When the allocation process is finally complete, CCC will ensure that online applicants will be sent an email on or as soon as possible after 1 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 return the reply slip to the school accepting or declining the place. If you fail to respond to the offer of a place, the school reserves the right to withdraw the offer of a place. Where a place is declined, it will allow CCC, 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 CCC will provide the reasons why a place could not be offered and the details of the alternative school offered.



4. Parents of children refused admission for the school's Year 7 group each September, will automatically be included on the waiting list for the school, where the school is a higher preference than the school where your child was allocated a place. The school maintains the waiting list, in accordance with the school's oversubscription criteria until 31 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 CCC 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 and guidance about the appeals process can be found at [www.edengirlscoventry.com](http://www.edengirlscoventry.com) and [www.coventry.gov.uk](http://www.coventry.gov.uk).