Admissions Policy

Purpose and scope

Eden Springs Girls Secondary welcomes enquiries from families considering the school for their child. The usual point of entry is Year 7, and applications may also be made for other year groups where a place is available.

This policy explains how applications are considered and how safeguarding and pupil's welfare are addressed during admission and transfer. It must be read alongside the school's Child Protection and Safeguarding Policy, Attendance Policy, SEND/Inclusion Policy, Behaviour Policy, Complaints Policy, Data Protection/Privacy Notice and Parent-School Agreement.

KCSIE 2026 is statutory safeguarding guidance. It does not itself set the school's admission criteria. The school will apply this policy consistently with applicable education and equality law, the Independent School Standards where applicable, and any admissions requirements that apply to the school's legal status.

Admission principles

- The school welcomes applications from students of all religious, ethnic, racial and social backgrounds, subject to the school's lawful admission arrangements and available places.
- Eden Springs is a Muslim faith school following the Hanafi school of thought. The school will explain its ethos and expectations clearly to families before a place is accepted.
- Sibling priority may be applied where stated in the school's published admission arrangements. Other applications will be considered in accordance with the published criteria and the date a complete application is received, subject to applicable legal requirements.
- Admission decisions will be made fairly, consistently and without unlawful discrimination. The school will consider reasonable adjustments and its duties towards disabled pupils and pupils with special educational needs.
- The school will not refuse or withdraw a place solely because a child has SEND, a disability, a safeguarding history, a social worker, or previous behavioural or academic difficulties. Relevant information may be considered to plan support, assess whether the school can meet the pupil`s needs, and identify any lawful and reasonable arrangements.
- Where the school is unable to offer a place, it will explain the decision and the available review or complaint route.

Application and decision process

- Parents/carers may request an application form and prospectus.
- The school will explain its admission criteria, fees and deposit terms, parent-school agreement, faith ethos, and any relevant expectations before parents/carers accept an offer.
- Completed applications will be acknowledged and recorded. Where there is no immediate vacancy, the student may be placed on a waiting list.
- The school may request appropriate information from the student's previous school or madrasah, including attendance, SEND, medical and pastoral information where

relevant. Such information will be handled lawfully, securely and on a need-to-know basis.

- A place will be confirmed in writing, subject to the school's lawful admission arrangements and clearly explained contractual requirements. A birth certificate or other suitable evidence of identity/age may be requested. The £100 deposit/admission fee confirms the student's place at the school and is a one-off non-refundable fee.
- The school will not delay urgent safeguarding action while waiting for admission paperwork, consent, previous-school records or payment information.

Safeguarding checks and information at admission

The school will follow KCSIE 2026 and its Child Protection and Safeguarding Policy. Safeguarding is everyone's responsibility, and the student's best interests and safety remain central throughout the admission process.

- Parents/carers will be asked for current contact details, emergency contacts, collection permissions, relevant health and medical information, SEND information, and details of any support or arrangements needed to keep the student safe.
- The school will identify its Designated Safeguarding Lead (DSL) and deputy DSLs to families and staff. Any safeguarding information received during application, transition or induction must be passed promptly to the DSL or deputy.
- The school may seek relevant safeguarding and welfare information from the previous setting and other appropriate professionals, using a lawful basis and secure means. Information will be shared with those who need it to safeguard or support the student.
- Staff must not promise absolute confidentiality. Concerns about abuse, neglect, exploitation, harm or a student's welfare must be reported promptly in line with the safeguarding policy.
- Safeguarding records received from a previous school will be transferred securely, separately from the general students file where required by guidance, and their receipt recorded. The school will follow up where expected information has not arrived.
- The school will ensure that admission, identity and contact information is stored securely, access is restricted appropriately, and personal data is handled in accordance with data protection law and the school's privacy information.

Children joining outside the normal transition point

For in-year admissions, the school will take reasonable steps to establish the pupil's previous educational setting, attendance and support needs. Where a student does not start on the agreed date, or information raises concern that the student may be missing education or at risk, the school will make appropriate enquiries and contact the local authority and/or safeguarding agencies where required.

The school will comply with applicable pupil registration and local authority notification requirements. Admission arrangements must not be used to leave a pupil without suitable education or to avoid safeguarding responsibilities.

Offer, fees and parent-school agreement

The school's fees, payment dates, deposit, notice requirements and any consequences of arrears will be set out clearly in the parent-school agreement and communicated before the agreement is signed. The fact that fees increase every year will be made clear to parents along with the methods in which fee can be paid.

Where fees are overdue, the school will contact parents/carers, explain the amount outstanding and provide a reasonable opportunity to discuss the matter or agree a payment arrangement. Any contractual action will be taken lawfully and consistently. Fee arrears will not result in a pupil being removed from the school register without following the applicable legal, registration, safeguarding and contractual requirements.
If a family wishes to withdraw a student during a term, any fees due will be determined by the signed agreement and applicable law. The school will ensure that withdrawal arrangements do not leave the student's whereabouts or education unknown.

Behaviour concerns and concerns about adults
Concerns about a pupil's behaviour will be managed under the Behaviour Policy, with appropriate engagement with parents/carers and consideration of the pupil's needs, disability, SEND and safeguarding context. A student will not automatically be removed from the school register because a parent/carer has behaved abusively towards a member of staff.
The school will take proportionate steps to protect staff and pupils, which may include meeting arrangements, communication boundaries, risk assessment, a formal warning, use of the Complaints Policy, or referral to the police where appropriate. Any exclusion, withdrawal of a place or removal from the register must follow the law and the school's applicable procedures; it must not be used as informal or unlawful off-rolling.
Allegations or safeguarding concerns about adults working with children will be managed under KCSIE 2026 and the school's safeguarding procedures, including referral to the Local Authority Designated Officer (LADO) where required.

Elective home education and leaving the school
If parents/carers say they intend to educate their child at home, the school will respond supportively and follow current DfE guidance, the applicable pupil-registration rules and local authority procedures.

- Where possible, before the decision is final, the school will offer a meeting with parents/carers to discuss the implications and help ensure the decision is informed and in the pupil's interests. This is particularly important where the student has SEND or a disability, has a social worker, or is otherwise vulnerable.
- With appropriate regard to confidentiality and lawful information sharing, the school may invite the local authority and relevant professionals to contribute where this would help safeguard or support the student.
- The school will consider whether there are safeguarding concerns, including whether the child may become missing from education. Concerns must be referred promptly to the DSL and, where appropriate, the local authority or children's social care.
- The school will only remove a pupil from the admission register on a lawful ground and will make required notifications to the local authority. The school will not pressure parents to home educate or use elective home education to avoid exclusion or other duties.

Complaints and review of admission decisions
Parents/carers who are dissatisfied with an admission decision or the way an application has been handled may write to the Headteacher, setting out the reasons for their concern. The school will review the matter fairly and provide a written response. This internal review does not replace any statutory right of appeal or complaint that may apply.

Complaints about staff conduct or the school's handling of a safeguarding matter will be dealt with under the relevant complaints and safeguarding procedures. Safeguarding concerns should be reported immediately and must not wait for a complaint outcome.

Record keeping, data protection and information sharing

The school will keep accurate records of applications, decisions, offers, waiting-list status, communications and relevant transition arrangements. Records will be retained in line with the school's retention schedule and applicable law.

Information will be shared only for a proper purpose and with appropriate safeguards. Data protection is not a barrier to necessary safeguarding information sharing. The DSL or appropriate senior leader will advise on safeguarding-related sharing, and the school will record significant decisions and the reasons for them.

Responsibilities

- Proprietors: approve the policy, ensure appropriate systems and resources, and monitor implementation.
- Headteacher: oversee admission decisions, ensure consistent application of criteria, and manage reviews or complaints.
- DSL/deputy DSLs: ensure safeguarding information is identified, recorded, shared and acted on promptly.
- Admissions staff and all staff: handle information securely, follow this policy, and promptly pass safeguarding concerns to the DSL or deputy.

Related legislation and guidance

This policy should be read with the current versions of:

- Keeping Children Safe in Education 2026 (statutory guidance, in force from 1 September 2026).
- Working Together to Safeguard Children and relevant local safeguarding partnership procedures.
- Children Missing Education: statutory guidance for local authorities and schools.
- School Admissions Code and School Admission Appeals Code, where applicable to the school's legal status.
- Education Act 2002; Education Act 1996; School Attendance (Pupil Registration) (England) Regulations 2024, where applicable.
- Equality Act 2010; Children and Families Act 2014; UK GDPR and Data Protection Act 2018.
- Independent School Standards, where applicable.