



# Canary Wharf College Glenworth

Saunders Ness Road, London E14 3EB

## Admissions Policy For School Year 2017/18

Version 2.0

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## **Our Ethos**

Our aim will be to “Live, share and celebrate the love of learning”. This will be achieved in a Christian environment welcoming children from different faiths and backgrounds.

Our Christian ethos means that we place an emphasis on spiritual development as well as academic, social and personal development. We encourage all children of whatever faith or none to attend assemblies and participate in all aspects of College life.

We have no formal links to any particular Christian church, denomination or organisation.

The admissions policy of the College seeks a balance between those who come from a Christian background and those who come from other faith backgrounds or no faith background.

We ask all parents applying for a place at Canary Wharf College to respect our ethos and its importance to the College community. This does not affect the right of parents who are not of the faith of this College to apply for and be considered for a place here.

## **Admissions in 2017/18**

Canary Wharf College will comply with the Schools Admissions Code.

### **Age of Admission**

The College is a new Free School that opened in September 2014 and is a Primary School for children aged 4-11. However, for 2017/18 it will have children only in Reception, Year 1, 2 and 3, and older children above Year 3 cannot be admitted. The normal age of transfer from the College will be 11.

Children born on and between 1 September 2012 and 31 August 2013 would normally start primary school in Reception in the school year beginning in September 2017. The College provides for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. There is no nursery at the College.

Parents have the right to request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. A child's attendance at school does not become compulsory until the start of the term following their fifth birthday. Where entry is deferred, the College will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Where parents choose to defer entry, the College would expect that the child would start at the beginning of a new school term or half term. Where a parent of a 'summer-born' child (15 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to re-apply for a place at the correct time.

Parents can request that their child takes up the place part-time until the child reaches five years of age.

### **Places Available**

The College will admit 40 children into Reception classes in September 2016; the College's Published Admissions Number (PAN) is therefore 40. A maximum of 20 places per class will be admitted.

The College will admit children with a statement of Special Educational Need or Education Health and Care Plan that names the College.

## Applying for a Place

Applications for places at the College will be made in accordance with the Local Authority's co-ordinated admission arrangements, and will be made on the Common Application Form provided by the Home Local Authority where the child resides. Applicants should also complete the Supplementary Information Form, available on the College website or on request to the College. Applications for Faith places cannot be considered without a Supplementary Information Form returned to the College by the closing date.

The closing date for applications is 15 January 2017 and the date on which families are sent notification of the outcome by the Local Authority is 16 April 2017.

Applications may be made for one or both Canary Wharf College primaries, but each application must be submitted separately. Applications will not be transferred between the Colleges.

## Late Applications

Applications received after the 15 January 2017 closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers. If the College is oversubscribed late applications will be refused and placed on the waiting list in accordance with the admission criteria.

Where the College has determined there are exceptional circumstances for the late submission of an application it will be treated as 'on time' and, where possible, considered alongside existing applications.

## Admissions Criteria

If the College is under-subscribed, all applications will be accepted.

Where the College is over-subscribed, applications will be considered against the criteria set out below. Places will be allocated to applicants in the following priority order:

1. Children looked after by the local authority including adopted children who were previously looked after and children who leave care under a special guardianship or residence order
2. Applicants who meet the criteria for Faith Places (up to 50% of total places)
3. Applicants who meet the criteria for Community Places

## Faith Places

Faith Places are designed to help to maintain the College's Christian ethos and its designation as a school of Religious Character. Faith places will be offered to those who are able to meet either of the following criteria:

1. Children whose parents are associated with a Christian church or chapel **OR**
2. Children who have been Baptised or Dedicated in a Christian church or chapel

Either of these criteria will establish eligibility for a Faith Place. No preference will be given for meeting both criteria.

If applications for Faith Place are less than 50% of the total places, all the applications will be accepted and the balance of the places will be allocated as Community Places.

If applications for Faith Places are over-subscribed, those living closest to the Reference Point will be given priority. Applicants not offered Faith Places will be considered against the criteria for Community Places.

Applicants who apply for Faith places but fail to provide evidence by the closing date will be considered for Community places only. See Definitions below for what evidence is required.

## **Community Places**

Community Places are available to all applicants. Community Places will be offered in the following order of priority:

1. Children with exceptional need
2. Siblings of children on the roll of the College at the time of admission
3. Children who live closest to the Reference Point

## **Definitions and Explanatory Notes**

### **Church Association**

Association with a church means attendance at worship meetings or services on at least 12 occasions with the last 12 months. Applicants must obtain and submit a Vicar's/Minister's letter confirming this using the template available from our website, which must also confirm that in his/her opinion the association was not made for the sole purpose of securing a College place. Families who have moved into the area within the previous year will need to provide a Vicar's/Minister's letter to confirm that they were associated with a church in the place where they used to live. Emails will be acceptable in place of letters. It is the responsibility of the applicant to ensure that proof of Church Association is received by the College by the closing date for applications, 15<sup>th</sup> January 2017.

### **Christian Church or Chapel**

A Christian church or chapel refers to those churches that are members of Churches Together in Britain and Ireland, the World Council of Churches or are members of the Evangelical Alliance, or international mainstream Christian churches in fellowship with them. Applicants may be asked to demonstrate that their church meets this definition, but this is not necessary to accompany the application.

### **Baptism or Dedication**

A Baptism or Dedication certificate should be provided with the application or, if the certificate cannot be found, a letter from a Vicar/Minister to confirm the event. These must be received by the closing date of 15<sup>th</sup> January 2017.

### **Reference Point for Measuring Distance**

The Reference Point for measuring distance will be the front entrance to the College building on Saunders Ness Road. The exact point is at grid reference 51.489478°N 0.005434°W.

The measurement from home to school is determined using The Local Authority's computerised mapping system in conjunction with Ordnance Survey maps and Post Office address data. The distance is measured from the centre point of the address to the Reference Point in a straight line (as the crow flies). Distances measured by other means or internet websites are likely to result in different

calculations that should not be relied upon as evidence that the Local Authority's distance calculation is incorrect. The LA's measurement system is designed to be reliable and consistent.

If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given by random allocation. Should more than one child have the same distance a decision will be made using random allocation. If a tie-break involves twins, triplets or other multiple births, Canary Wharf College will offer places over the published number to accommodate the children.

### **Exceptional Need**

Priority can be given, at the discretion of the Governors, to children with an agreed exceptional medical or social need that can be best met by attendance at this school. This can include the parents', carers' or other family members' medical conditions and the family's social needs. These applications **must** be supported by at least one report from a relevant professional, eg a doctor or a social worker, and must make clear why these needs can best be met at this school.

### **Siblings**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the College place is sought is living in the same family unit at the same address as that sibling.

### **Operation of Waiting Lists**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the College will operate a waiting list. Where in any year Canary Wharf College receives more applications for places than there are places available, separate waiting lists for Faith Places and Community Places will operate, and will be kept until the end of the Autumn term. These will be maintained by the College and it will be open to any parent to ask for his or her child's name to be placed on a waiting list, following an unsuccessful application.

Each added child will require the list to be ranked again in line with the oversubscription criteria.

Priority cannot be given to children based on the date their application was received or their name was added to the list.

### **Confirmation of Address**

The address used must be the child's address at the time of the closing date for applications. Parents must make sure that the application form they complete is accurate and must contact the College if there are relevant changes to their application after it has been submitted. Places may be withdrawn if false information is entered on the application form. Those offered a place will be required to provide acceptable independent proof of their child's address, and also to present the child's birth certificate for inspection. Parents who do not provide evidence of their child's address as requested, or provide conflicting or inconclusive information, may have the place withdrawn, even if it has already been accepted.

When parents live separately, the address used should be the one that their child usually lives at and attends school from. If a child lives equally with both parents at different addresses, parents may be asked to provide acceptable proof that this is the case and should make clear which address should be used for the purposes of this application.