Canary Wharf Primary
EAST FERRY
PART OF UNIVERSITY SCHOOLS TRUST

Admissions Policy

Canary Wharf East Ferry

2027-28

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Canary Wharf Primary
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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
September 2025	All	Reformat and check of data
January 2026	All	Review and date changes
October 2026	All	Rebranding new school name and logo/ update of trustees. Changed 'college' to 'school'

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1. Definitions

The "Trust" refers to the company known as the University Schools Trust, and all Trustees and Staff who work within it.

A "School" refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a 'school' may span one or several phases of education to the individual academies within the Trust. Depending on the context, the term "School" may refer to a singular school or to all schools within the Trust but as separate entities.

"Staff" refers to any individual who is employed by the Trust or who operates on the Trust's behalf, e.g. Trustees, and those working in a voluntary capacity.

A "Parent" includes the natural or adoptive parent of a pupil as well as any non-parent / carer who has parental responsibility including being involved in the day-to-day care of a pupil.

A "Pupil" includes any incoming or current pupil at any School within the Trust who is 16 and under. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by CW East Ferry in its policy documents but can be replaced with the term "student" or "child" with no change of definition.

The "Principal" is defined as the individual who has ultimate responsibility for a school in line with CW EF strategy, approach, ethos and values. Individual schools may have alternative titles for this position such as Executive Principal or Principal.

2. Scope of Policy

Canary Wharf East Ferry will comply with the Schools Admissions Code.

3. Policy Aims and 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 every faith or none to attend assemblies and participate in all aspects of School life.

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

The Admissions Policy of the School 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 East Ferry to respect our ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

4. Links to Leglislation and Guidance

4.1. Relevant Internal Documents

Links to supplementary forms on our website

https://cweastferry.co.uk/admissions/admissions/

4.2. Relevant External Documents

This policy adheres to the advice from the Department of Education found in;

- School Admissions Code (2021)
- School Admission Appeals Code (2022)

Links to the full copy of the above legislation can be found in Appendix 2.

Further details regarding local procedures and policies can be found through the individual school and local authority websites.

5. Admisisons in 2027-28

5.1. Age of Admission

The Canary Wharf East Ferry is a Primary School for children aged 4-11. The normal age of transfer from the school is 11.

Children born on and between 1 September 2022 and 31 August 2023 would normally start primary school in Reception in the school year beginning in September 2027. The school 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 school.

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 school will hold the place for that child and not offer it to another child. Where parents choose to defer entry, the child would start at the beginning of a new school term or half term. The parent would not however be able to defer entry beyond the beginning of the summer term, nor beyond the academic year for which the original application was accepted.

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

5.2. 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 the child is gifted and talented or has experienced problems such as ill health.

The school will decide on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views, information about the child's circumstances and the views of the Principal of the School.

Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, the parents should first apply in the normal admissions round for admission when the child is four. They should at the same time make a written request to the school for the child to be admitted outside their normal age group, at age five into Reception the following year. The request should provide the reasons why it would be in the child's best interests to be educated outside their normal age group.

The school will decide as above whether it would be willing to admit the child outside their normal age group. If the School is so willing, the parent can then withdraw the initial application and re-apply for a Reception place the following year. Any place which may have been offered for the normal year will be offered to other applicants.

The school will notify the Local Authority that the new application should be included in the Normal Admissions Round and not be excluded because it is out of the normal age group. Even if the school is willing to admit the child out the normal age group, this does not guarantee a place. The oversubscription criteria set out in this Policy will apply the following year and the child may not be offered a place.

5.3. Places Available

The school will admit up to 44 children into Reception classes in September 2027; the School's Published Admissions Number (PAN) is therefore 44.

5.4. Special Educational Needs or Education Health and Care Plans

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

5.5. Applying for a Place

Applications for places at the school 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 school website or on request to the school. Applications for Faith places cannot be considered without a Supplementary Information Form returned to the school by the closing date.

The closing date for applications is 15 January 2027, and families are sent notification of the outcome by the Local Authority in April 2027.

Applications may be made for one or both Canary Wharf primaries, **but each application must be submitted separately.** Applications cannot be transferred between the schools.

5.6. Late Applications

Applications received after the 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 School is oversubscribed late applications will be refused and placed on the waiting list in accordance with the admission criteria.

Where the School 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.

5.7. Appeals

If your child is not offered a place at a school of your preference you can appeal against that decision. The appeal will be heard by a panel that is independent of the school and of the Local Authority.

If you wish to appeal the process is explained on our website, or you can call the school. Please include any evidence or supporting material with your appeal and you must give the grounds for your appeal at the time the appeal is lodged.

6. Admissions Criteria

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

Where the School is over-subscribed, applications will be considered against the criteria set out below.

6.1. Normal Admissions Round for Reception places

The Normal Admissions Round refers to applications made for Reception places for children starting school in the normal way in September.

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 in the following order of priority:
    1. Children with exceptional need
    2. Siblings of children on the roll of the East Ferry School at the time of admission
    3. Children who live closest to the Reference Point

6.2. Faith Places

Faith Places are designed to help to maintain the School's Christian ethos and its designation as a school of Religious Character. Applicants for Faith Places must complete the School's Supplementary Information Form available on our website https://cweastferry.co.uk/ on the Admissions page.

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 a Faith Place 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.

6.3. Community Places

Community Places are available to all applicants, including children who have applied for but have not been granted a Faith Place.

7. In Year Applications

In-Year applications refers to those which are made for admission outside the normal admissions round including the start of the school year in classes other than Reception.

Any available places will be allocated to In-Year 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 Community Places in the following order of priority:
    1. *Children with exceptional need*
    2. *Siblings of children on the roll of the East Ferry School at the time of admission*
    3. *Children who live closest to the Reference Point*

8. Definitions and Explanatory Notes

Church Association

Association with a church means attendance at worship meetings or services on at least 12 occasions within 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 School 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 School by the closing date for applications.

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 for applications.

Reference Point for Measuring Distance

The Reference Point for measuring distance will be the front entrance to the School building on East Ferry Road. The exact point is at grid reference 51.489139°N 0.013833°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 which is independently overseen. 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 School will offer places over the published number to accommodate the children.

Exceptional Need

Priority may be given 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 school 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 school will operate a waiting list. Where in any year the school receives more applications for Reception places than there are places available a waiting list will operate until the start of the Autumn term using the Normal Admissions Round criteria. After the start of term, applicants who wish to remain on the waiting list will need to apply to their Local Authority for an In-Year place, and the In-Year arrangements and criteria will apply.

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 when their application was received or when 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 school 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 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.

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area the school will allow the use of a local address in advance of the family arriving in the area provided that the application is accompanied by an official letter that declares the re-location date and a Unit postal address or quartering area address.

9. **Appendix 1**: Key members of staff referenced

Role	Responsibility Holder	Contact Detail
Delegated Admissions Services Provider for London Borough of Tower Hamlets	London Borough of Tower Hamlets School Admissions Service	LBTH School Admissions

10. **Appendix 2**: Links to Legislation

Schools Admission Code 2021

https://www.gov.uk/government/publications/school-admissions-code--2

Schools Admission Appeal Code 2022

https://www.gov.uk/government/publications/school-admissions-appeals-code