

Freman

COLLEGE

Admissions Policy for Freman College for 2026

Section 1: Application Procedure

Ordinary Year 9 Admissions

We have a separate admissions policy for the Sixth Form. Otherwise, students will be admitted at the age of 13+ without reference to ability or aptitude using the oversubscription criteria below if necessary.

The published admission number for the Year 9 entering the school in September 2026 is 210.

The college participates in the Local Authority (Hertfordshire County Council) co-ordinated scheme and applications should be made direct to the Local Authority on the approved form. All deadlines within the Local Authority's co-ordinated scheme should be adhered to by applicants.

The admission of students with an Education and Health Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. In accordance with these procedures, the college will admit a student with an Education, Health and Care Plan if the student's statement or plan specifically names the college.

In Year Admissions

In year admissions for year groups 9, 10 and 11 will be decided in accordance with this policy.

Freman College administers its own in-year admissions. Application forms can be accessed via <https://www.freman.org.uk/the-college/admissions/how-to-apply> or from the College Office on 01763 271818. Parents should return the application form direct to Freman College (address on the form).

The school may admit students in accordance with HCC's Fair Access Protocol and, if it does so, such students may be admitted ahead of those of the school's continuing interest list and over the school's published admission number.

Section 2: Oversubscription

When applications for admission exceed the number of places available the following criteria will be applied, in the order set out below, to decide which students to admit. These criteria will continue to be used to allocate any places that become available for in-year admissions after ordinary transfer admission time.

1. Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.

2. Children of staff at the school where the member of staff has been employed under a contract of employment with the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited under a contract of employment to fill a vacant post for which there is a demonstrable skill shortage.
3. Students at the college's partner middle schools, Edwinstree Church of England (VC) Middle School in Buntingford and Ralph Sadleir Middle School in Puckeridge, at the time of application, will be considered in the following order.
 - a. Students with a sibling attending the college at the time of application with a reasonable expectation they will be attending at the time of the start of the new academic year; then
 - b. Students living closest to the college according to the definition of 'home to school distance' given in Hertfordshire County Council's current Determined Schools Admissions Arrangements.
4. Applications from students who do not attend Edwinstree Church of England (VC) Middle School or Ralph Sadleir Middle School at the time of application, will be considered in the following order:
 - a. Students with a sibling attending the college at the time of application with a reasonable expectation they will be attending at the time of the start of the new academic year; and then
 - b. Students living closest to the college according to the definition of 'home to school distance' given in Hertfordshire County Council's current Determined Schools Admissions Arrangements.

Multiple births siblings

In the event that one child of a multiple birth is awarded a place but one or more other children of that same multiple birth, who have applied for a place at the college are not awarded a place, the college would take in all children in that multiple birth who have applied.

Tiebreaker

In the event that there are more applicants meeting any of the oversubscription criteria above than remaining places available, the tiebreaker described in Hertfordshire County Council's current Determined Schools Admissions Arrangements will be applied to allocate the remaining places.

Section 3: Definitions

All terms used in this Policy use the definitions given in Hertfordshire County Council's current Determined Schools Admissions Arrangements.

Section 4: Waiting lists

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for the governors of the school. A student's position on a continuing interest list will be determined by the admission criteria outlined above and a student's place on the list can change as other students join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a student. Continuing interest lists will be maintained for the transferring year group until the summer term (date to be specified and confirmed to parents at the time of allocation).

After this, under the co-ordinated scheme, the college will maintain waiting lists for all 'full' year groups.

Section 5: Appeals

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details, log into <http://www.hertfordshire.gov.uk/schoolappeals> and click on the link "log into the appeals system".

In year appeals

We will write to you with the outcome of your application and, if you have been unsuccessful, the county council will write to you with registration details to enable you to login and appeal online at <http://www.hertfordshire.gov.uk/schoolappeals>

Ratified: Autumn 2024

Review: Autumn 2025

Freman

C O L L E G E

Sixth Form Admissions Policy 2026

Internal students

The college welcomes applications for entry to Freman College Sixth Form from students who have attended the college in the Examination Year (Year 11) and wish to transfer to the Sixth Form in the following September.

External students

The college also accepts applications for entry to the Sixth Form from external candidates who attended another school in Year 11 and wish to transfer to the College's Sixth Form in the following September. The Planned Admission Number for the Lower Sixth is 40. (This figure refers only to Lower Sixth students being admitted to the college for the first time, and not to the students transferring who currently attend Freman College.)

Late Applications

Students applying to join the Sixth Form after the deadline for applications should note that admission will be subject to availability of places on chosen courses and achieving the specific entry requirements for the courses.

Provided places remain available and entry requirements are met, applicants seeking a place after the start of the academic year will be invited in to discuss suitability of joining the courses at their requested time of entry.

Entry requirements for both internal and external students

Entry to the Sixth Form is subject to a student having achieved the entry requirements for the course they wish to pursue. Students should refer to the Sixth Form Prospectus for individual subject requirements for further details; individual subjects may be limited in the number of students they are able to accommodate.

Oversubscription Criteria

Students who have an Education and Health Care Plan naming Freman College will be admitted as required by law.

If the college's Sixth Form is oversubscribed, the following criteria will be applied in the order set out below, to decide which applicants will be admitted:

1. Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.
2. Students with the highest GCSE point score.

Oversubscription: Distance Tiebreaker

In the event of there being more applicants meeting any of the above criteria, priority will be given to children who live nearest to the school measured by using the Hertfordshire Local Authority's 'Find your nearest School' online facility. The measurement is taken from the point of your child's house to a point of distance which has been agreed by the Governors on the school site. Should two applicants have the same home to school distance a random allocation will be made and that process will be independently supervised.

Checking Information

The college reserves the right to make its own enquiries to verify any information supplied by the applicant. If subsequently the college finds that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address or the applicant's date of birth) and the place would not have been offered if the information had been correct, the Governing Body may withdraw the offer, even if the applicant has already started at the college.

Appeals

Appeals should be submitted in writing, outlining the basis for the appeal. This will be considered by an independent appeal panel.

Freman College will not hold a waiting list for the Sixth Form.

Ratified: Autumn 2024

Review: Autumn 2025

Appendix 1: Definitions and further information

Our definitions are taken from those used by HCC: [Microsoft Word - 2015 definitions Final 12-8-14 .doc \(hertfordshire.gov.uk\)](#)

Children in public care

Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

A “child looked after” 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 (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1.

¹ Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

² Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in “state care” if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

Definition of sibling

For applications to schools using Hertfordshire County Council's admission criteria, a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

¹ Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

² A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

The HCC tie break

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

Home to school distance measurement for purposes of admissions

A ‘straight line’ distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child’s house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Home address

The address provided must be the child’s current permanent address at the time of application.

- “At the time of application” means the closing date for applications
- “Permanent” means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months* and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home LA to determine address. If two applications, with different addresses are received from the same LA, it will be for that LA to determine permanent address. If two applications are received from two different LAs, the above process will be used.

If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadline for the 2026/27 transfer application process is 02 December 2025. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2026/27 application process in September 2025.

* If, because of the nature of the agreement, it is not possible to provide a 12 month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service.

Fraudulent applications

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - Official/public records show an alternative address at the time of the application

- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

Children Out of Year Group

The college follows HCC's policy which is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The school will decide whether the application will be accepted on the basis of the information submitted. It will make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal.

Similarly, there is no right of appeal for a place in a specific year group at the school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of the school.

Appendix 2: Sixth Form application forms from Sixth Form

How to apply

If you would like to join Freman College Sixth Form please complete the application form, which can be found at the end of this booklet, to tell us your initial subject preferences. The completed forms must be handed in to the college office by **MONDAY 19th JANUARY**.

How to complete application forms:

When you have sought advice from your subject teachers and your parents, please tell us on the application form the subjects you wish to take, by numbering them 1-3 in order of preference. If you wish to take Maths or Further Maths as an AS Level in addition to three A level subjects, tell us this on the form.

You and your parents will be invited to an online interview in the Spring Term to discuss your preferences. You will get advice about the combination of subjects you have selected and their suitability for any future study or career plans you may have. At the end of the interview your final preferences can be confirmed.

Decisions made now are not binding, and we will try to accommodate your choices as far as possible.

You may change your choice of subjects at a later stage, but not all combinations of subjects may then be possible.

APPLICATION TO JOIN FREMAN COLLEGE SIXTH FORM

NAME TUTOR GROUP.....

CHOICE – numbered	A LEVEL COURSES
	ART
	BIOLOGY
	BUSINESS
	CHEMISTRY
	DESIGN & TECHNOLOGY – 3D PRODUCT DESIGN
	DRAMA & THEATRE
	ENGLISH LANGUAGE
	ENGLISH LITERATURE
	FRENCH
	GEOGRAPHY
	GERMAN
	HISTORY
	MATHEMATICS
	FURTHER MATHEMATICS
	MUSIC
	PHOTOGRAPHY
	PHYSICAL EDUCATION
	PHYSICS
	PSYCHOLOGY
	RELIGIOUS STUDIES
	SOCIOLOGY
	AS LEVEL COURSES
	AS LEVEL MATHEMATICS
	AS LEVEL FURTHER MATHEMATICS
	LEVEL 3 CAMBRIDGE TECHNICAL COURSES
	BUSINESS Extended Certificate (equivalent to 1 A-level)
	HEALTH & SOCIAL CARE Extended Certificate (equivalent to 1 A-level)
	INFORMATION TECHNOLOGY Introductory Diploma (equivalent to 1 A-level)
	SPORT Foundation Diploma (equivalent to 1 A-level)
	SPORT Extended Diploma (equivalent to 3 A-levels)

If you are not currently a student at Freman College, please also fill in the details below

NAME

CURRENT SCHOOL

ADDRESS

.....

.....

PHONE CONTACT

EMAIL CONTACT

DATE OF BIRTH

Most recent predicted GCSE Results:

Subject	Predicted Grade	Subject	Predicted Grade
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

Appendix 3: In Year admissions form

- Any additional supporting documentation should be returned direct to the school
- Please complete this form using black ink and CAPITAL LETTERS
- **You must include two recent forms of proof of address.** One must be a council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement. Please do not send originals.
We cannot process an application without evidence of your address.

This information will help to ensure your child has the best start at their new school and any support required can be put in place. The information you give in this section will not be used in the allocation process and your child will not be disadvantaged by the information you provide.

Section 1: Reason for your application

Please tick box

- | | |
|--|--|
| 1. Moving into Hertfordshire | <input type="checkbox"/> You must fill in Part A |
| 2. Not moving but wanting a new school | <input type="checkbox"/> You must fill in Part A |
| 3. Living outside Hertfordshire | <input type="checkbox"/> You must fill in Part A |

Section 2: Your child's details

Date place is required: *

* Places are offered on the basis that they will be taken up within 10 school days. Please do not apply more than 4 weeks in advance of the date you require a place unless you are a service family.

Your child's details:

First name	Middle name(s)	Family name/Surname
Date of birth	Current Year Group*	Female / Male

We will allocate a place into the usual year group based on your child's date of birth. If you wish your child to be educated in a different year group to that indicated by their date of birth, please provide further details with this form.

Your child's current address and postcode We check addresses and we will withdraw our offer of a school place if you give a false address

Current address

Postcode

You must give this so we can assess your application correctly.

Your child's new address and postcode

Date of move*

If you are moving house, please provide the new address below:

New address

Postcode

* Please ensure you enclose proof of your new address including the move date. This can be either a solicitor's letter confirming completion or a copy of the formal lease agreement. If you are moving to a rental property, please provide evidence that you have sold or are in the process of selling your previous property, or that a previous lease agreement has ended. We will not be able to take into account a new address without proof as referred to above.

Your child's current school

(Please note we will contact this school when we process your application)

School Name	School Address
Date last attended (if your child has left):	

Does your child have an Education, Health and Care Plan (EHCP)?

Yes ☐ No ☐

An EHCP is a document written by the local authority detailing the child's needs and the measures the school will take to help them. The SEN team manage admissions for children with an EHCP and your application will be passed to them.

Are you or your partner working as a UK service personnel or crown servant?

Yes No ☐ ☐

If yes, please include an official MOD, FC or GCHQ letter showing relocation date

Section 3: Your Details

Name of person making the application	Title	Initial	Family Name
Address if different to that given above			
Daytime telephone number			
Email address We will use this address to contact you where possible			
Your relationship to the child			
Is the child living with you under a private fostering arrangement? This is where a child lives with an adult who is not a close relative	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Do you have parental responsibility? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please provide permission from the person(s) with parental responsibility confirming they are in agreement with the application	
Does another person(s) also have parental responsibility? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they agree with the application being made? *	Yes <input type="checkbox"/> No <input type="checkbox"/>

* For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth. A child's father will have parental responsibility if:

- he was married to the child's mother when the child is born (even if later divorced or separated)
- the child was born after 1 December 2003, and he is named on the birth certificate
- if a parental responsibility agreement is obtained from a court or by agreement with the mother.

Please provide a copy of any appropriate court orders or residence orders with this application.

Section 4: Your School Preferences

Is the child you are making an application for in public care (looked after)? Yes No ☐ ☐

If yes, please indicate which local authority and include a supporting letter from the child's social worker and/or advisory teacher:

Was your child previously looked after* but was then adopted or became subject to a residence order or special guardianship order? Yes No ☐ ☐

If yes, please provide supporting evidence:

*This applies to adoption orders made under the terms of the 2002 Adoption and Children Act, which came into force in December 2005 and does not include children who were adopted without having been previously looked after.

Does the child have a sibling at any of the schools or linked schools you are applying for? * Yes No ☐ ☐

If yes, please state the name and date of birth of the brother or sister and the name of the school attending:

* Sibling is defined as a sister/brother, half-sister / brother, adopted sister/brother or a child of the parent/carer or partner and who lives in the same house as the child you are making the application for from Monday to Friday.

Section 5: Additional Information

This information is used to consider whether your child's application should be dealt with as part of the Fair Access Protocol. It will help to ensure your child has the best start at their new school and any support required can be put in place. The information you give in this section will not be used in the allocation process and your child will not be disadvantaged by the information you provide.

Has your child recently arrived in the UK or currently lives outside the UK? Yes ☐ No ☐

* If yes, please provide proof of the child's arrival in the UK. Your application cannot be processed without this evidence.

What is your child's first language spoken at home?

If your child is currently in Year 10 or 11 (or in Year 9 and has chosen their option subjects already), please list the option subjects they are studying:

* Please note that it may not be possible for your child to continue to study the same subjects and you should discuss this with the schools you wish to apply for before making your application.

Have any of the following services been involved with your child currently or previously:	
Integration Team <input type="checkbox"/>	Education Support Centre <input type="checkbox"/>
Educational Psychologist <input type="checkbox"/>	Attendance Improvement Officer <input type="checkbox"/>
Social Worker <input type="checkbox"/>	Child and Adolescent Mental Health Service <input type="checkbox"/>
Other (please give details):	

Is your child attending school regularly? Yes ☐ No ☐

If no, please give details:

Has your child been excluded from their current or previous schools - either fixed period (temporary) or permanent exclusions	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details of the date(s), reason(s) and the name of the school(s):	

Have you discussed your reasons for wanting to move school with your child's current school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you asked your child's current school to complete Part A? Part A is used to help us process your child's application and their move to a new school. Please include the completed and signed Part A with your application form or ask the school to send it to us direct. There may be a delay in processing your application form if you do not provide us with the Part A.	Yes <input type="checkbox"/> No <input type="checkbox"/> Being sent direct <input type="checkbox"/>

Why do you want your child to move school? (Please give as much further information as you can to support your request, using a separate sheet if necessary.)

This part of the application must be completed by your child's current school.

IN YEAR ADMISSIONS ADDITIONAL INFORMATION - PART A Please ask an appropriate member of staff from your child's current school, for example Head of Year /Class teacher to complete and sign this form and return it with the application

form or direct to admin@freman.org.uk

This information will help to ensure your child has the best start at their new school and any support required can be put in place. The information you give in this section will not be used in the allocation process and your child will not be disadvantaged by the information you provide.

Personal Details			
Surname		Current school	
First names		Date of Birth	

Attendance				
Period	Authorised Absences		Unauthorised Absences	
	Number	%	Number	%
Current Academic Year				-
Previous Academic Year				
Punctuality	Good/average/poor		AIO involved?	Yes/No

Special Needs			
SEN Support	Yes/No	EHCP	Yes/No
ENF (Exceptional Needs Funding):	Yes/No		
If yes to ENF, please give details:			
If on SEN Register, please give main presenting needs:			

Attainment KS2 Sats			
Subject	Level	Date	Other (eg CAT scores, Reading age, Spelling age)
Attainment (KS4)			
Subject	Current Level	Predicted Level	

Other agencies involved (please tick)			
Educational Psychologist Service		Social Worker	
Behaviour Support Team / Education Support Centre		Child and Family Clinic	
Home Hospital Education		Refugee & Traveller Team	
Minority Ethnic Curriculum Support Service		Looked After Team	

Other Support Mechanisms	
Pastoral Support Plan: (Dates and comments)	
Fixed term exclusions: Date(s), number of days and reason(s)	

To be completed by your child's current school.

Please add any other comments you think may be helpful to enable a successful transition into a new school: