

# Freman

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## C O L L E G E

### Admissions Policy for Freman College for 2021

#### 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 2021 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 a Statement of Special Educational Needs 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 a Statement of Special Educational Needs or 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 [www.freman.org.uk/admissions](http://www.freman.org.uk/admissions) 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 will be admitted ahead of those of the school's continuing interest list.

#### 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. 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.
3. 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**

Under the co-ordinated scheme the college will maintain waiting lists for all 'full' year groups.

#### **Section 5: Appeals**

At transfer time parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal'. For those who did not apply on line, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

For in-year applications, parents wishing to appeal should contact the school directly in the first instance.

**Ratified:** September 2019

**Review:** September 2020

# Freman

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## C O L L E G E

### **Sixth Form Admissions Policy 2021**

#### **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 a statement of special educational needs 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 than remaining places available, distance between the applicant's residence and the college, according to the definition of 'home to school distance' given in Hertfordshire County Council's current Determined Schools Admissions Arrangements, will be used as a tie breaker, with those living nearest being given priority.

### **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.

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

**Ratified:** September 2019

**Review:** September 2020

# 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 6<sup>th</sup> DECEMBER**.

How to complete application forms:

When you have sought advice from your subject teachers, your tutor 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 interview in January 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 you will complete a final Sixth Form Subject Choices Form.

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

### FOR STUDENTS CURRENTLY AT FREMAN COLLEGE

NAME ..... TUTOR GROUP.....

<b>CHOICE numbered 1 to 3</b>	<b>A LEVEL COURSES</b>
	ART
	BIOLOGY
	BUSINESS
	CHEMISTRY
	DESIGN & TECHNOLOGY – 3D PRODUCT DESIGN
	DRAMA & THEATRE
	ENGLISH LANGUAGE
	ENGLISH LITERATURE
	FRENCH
	GEOGRAPHY
	GERMAN
	HISTORY
	MATHEMATICS
	FURTHER MATHEMATICS
	MUSIC
	MUSIC TECHNOLOGY
	PHOTOGRAPHY
	PHYSICAL EDUCATION
	PHYSICS
	PSYCHOLOGY
	RELIGIOUS STUDIES
	SOCIOLOGY
	<b>AS LEVEL COURSES</b>

	AS LEVEL MATHEMATICS
	AS LEVEL FURTHER MATHEMATICS
	<b>LEVEL 3 CAMBRIDGE TECHNICAL COURSES</b>
	BUSINESS Foundation Diploma
	HEALTH & SOCIAL CARE Foundation Diploma
	INFORMATION TECHNOLOGY Foundation Diploma
	SPORT Foundation Diploma
	SPORT Extended Diploma (equivalent to 3 A-levels)

List any contributions you have made to the life of the college in the last two years (this might include participation in sports, drama, music, House activities, etc)

Outline briefly what you would hope to achieve, in addition to academic success, during two years in the Sixth Form.

If you have an idea about your possible career path please give details below.

**Signatures**

**Student**.....

**Parent**.....

**Tutor**.....



**APPLICATION TO JOIN FREMAN COLLEGE SIXTH FORM FROM  
OTHER SCHOOLS**

NAME..... CURRENT SCHOOL.....

ADDRESS.....

PHONE.....EMAIL .....DATE OF BIRTH.....

CHOICE numbered 1 to 3	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
	MUSIC TECHNOLOGY
	PHOTOGRAPHY
	PHYSICAL EDUCATION
	PHYSICS
	PSYCHOLOGY
	RELIGIOUS STUDIES

	SOCIOLOGY
	<b>AS LEVEL COURSES</b>
	AS LEVEL MATHEMATICS
	AS LEVEL FURTHER MATHEMATICS
	<b>LEVEL 3 CAMBRIDGE TECHNICAL COURSES</b>
	BUSINESS Foundation Diploma
	HEALTH & SOCIAL CARE Foundation Diploma
	INFORMATION TECHNOLOGY Foundation Diploma
	SPORT Foundation Diploma
	SPORT Extended Diploma (equivalent to 3 A-levels)

### Predicted GCSE Results

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

**Why would you like to join the Sixth Form at Freman College?**

**If you have an idea about your possible career path please give details below.**

**Please give details of a teacher at your current school who we could contact for an academic reference**

**Signature (Student) .....**

- 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.**

### 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

Current address

We check addresses and we will withdraw our offer of a school place if you give a false 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

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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 a statement 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**

<b>Name of person making the application</b>	Title	Initial	Family Name
<b>Address if different to that given above</b>			
<b>Daytime telephone number</b>			
<b>Email address</b> We will use this address to contact you where possible			
<b>Your relationship to the child</b>			
<b>Is the child living with you under a private fostering arrangement?</b> This is where a child lives with an adult who is not a close relative			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you have parental responsibility? *</b>	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.			
<b>Does another person(s) also have parental responsibility? *</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Do they agree with the application being made? *</b>	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.

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**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.

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

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**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.

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**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:

<b>Has your child been excluded from their current or previous schools - either fixed period (temporary) or permanent exclusions</b>	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):	

<b>Have you discussed your reasons for wanting to move school with your child's current school?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you asked your child's current school to complete Part A?</b> 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	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](mailto:admin@freman.org.uk)

<b>Personal Details</b>			
Surname		Current school	
First names		Date of Birth	

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

<b>Special Needs</b>			
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:			

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

<b>Other agencies involved (please tick)</b>			
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	



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

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***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: