

# Freman

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## 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.

#### <sup>1</sup> 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.

#### <sup>2</sup> 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 after<sup>1</sup> and in every case living permanently<sup>2</sup> 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.

<sup>1</sup> 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.

<sup>2</sup> 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 19<sup>th</sup> 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
	<b>AS LEVEL COURSES</b>
	AS LEVEL MATHEMATICS
	AS LEVEL FURTHER MATHEMATICS
	<b>LEVEL 3 CAMBRIDGE TECHNICAL COURSES</b>
	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:**

<b>Subject</b>	<b>Predicted Grade</b>	<b>Subject</b>	<b>Predicted Grade</b>
<b>1</b>		<b>7</b>	
<b>2</b>		<b>8</b>	
<b>3</b>		<b>9</b>	
<b>4</b>		<b>10</b>	
<b>5</b>		<b>11</b>	
<b>6</b>		<b>12</b>	