



HILLVIEW
SCHOOL FOR GIRLS

**ADMISSIONS POLICY AND PROCEDURES FOR
ACADEMIC YEAR 2020-21**

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Introduction

1. Hillview School for Girls is a fully inclusive community and admits students from across the full breadth of the ability range.
2. Admissions Main school: Year 7 Entry

Within Years 7-11 Hillview is a single sex establishment, offering places only to girls.

3. Hillview is a specialist school for the Performing Arts and 10% of places will be allocated on the basis of aptitude in the Performing Arts. This will be assessed through tests carried out at the school, overseen by an independent assessor (details are attached, headed *Appendix 1*). Application for these places must be made on the Application Form for Performing Arts Place, *Appendix 2* or available from the Admissions Secretary. This is in addition to Hillview School being one of the named preferences on the Secondary Common Application Form. These places are not subject to the restrictions of the general over-subscription criteria listed below, except in the case of children in local authority care (no. 1 below, under Over-subscription).
4. 90% of places will be offered without reference to aptitude or ability.
5. For entry to Hillview for September 2020, the closing date for applications is Thursday 31 October 2019. The planned number of admissions (PAN) for the year beginning September 2020 is 208.
6. All applications must be made via Kent County Council (KCC) online or by post by completing the Kent Secondary Common Application Form. On 2 March 2020, KCC will send allocation decision letters to all parents. Parents will be asked to confirm acceptance of the offer by 16 March 2020.
7. Before the application of oversubscription criteria, children with an Educational Healthcare Plan which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

Over-subscription

For 90% of places, where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. a) **Children in Local Authority Care or Previously in Local Authority Care** – *a 'child in care ' or a child who was previously in care but immediately after being cared for became subject to an adoption, child arrangements, or special guardianship order. A child in care 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 (see the definition in Section 22(1) of the Children Act 1989).*

b) Children previously in Care outside of England – *Children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

Application for these places must be made on the Application Form for children previously in care outside of England, *Appendix 3* or available from the Admissions Secretary. This is in addition to Hillview School being one of the named preferences on the Secondary Common Application Form.

2. where the child has a sibling attending the school at the time of entry;

A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. where the child is the daughter/son of a member of staff;

The member of staff must have been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. where there are health reasons for admitting the child;

Medical, Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend the school. Equally this priority will apply to children whose parents'/ guardians' physical or mental health or social needs means that they have a demonstrable and significant need to attend the school. Such claims must be supported with written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between those needs and the school.

5. *Nearness of children's homes to school* - proximity of the child's home to the school, with those living nearer being accorded the higher priority. *We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.*

6. If the school's PAN is reached following admittance of one child of a multiple birth, the other child/children will be admitted over the PAN.

7. For the remaining 10% of places the following criteria will apply:
 - aptitude for the Performing Arts as determined by the school's assessment procedure.
8. Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date.

Warning: Withdrawal of Places

1. After a place has been offered the school reserves the right to withdraw the place in the following circumstances:
 - a) when a parent has failed to respond to an offer within a reasonable time; or
 - b) when a parent has failed to notify the school of important changes to the application information;
or
 - c) the school offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Late Applications

Late applications will be accepted and processed in accordance with Kent County Council's Co-ordinated Admissions Scheme.

Admissions main school Years 8-11

1. For other applications for admission to the school such as
 - a) applications for admission to years other than Years 7 and 12
 - b) application for admission to any year after the beginning of the school year
 - c) Applications within the school year

places will be offered, if they are available, to applicants according to the over-subscription criteria specified above.

2. Applicants should contact the school direct in the first instance.

Waiting Lists

Waiting lists are maintained in all year groups and are constructed according to the over-subscription criteria specified above. These waiting lists are carried forward into subsequent year groups for as long as parents wish.

Refusal of a place

In the extremely unlikely event of a place not being offered, this will be due to:

- A place not being available in the required year group
- The Sixth Form entry criteria is not being achieved
- The school believes in their professional opinion that they are unable to support the needs of the child, meaning that to enter them would prejudice the provision and efficient education and efficient use of resources.

Admissions to Hillview Sixth Form

1. The Hillview Sixth Form is a mixed sex provision that accepts applicants from across the breadth of the local area. Applications to the Hillview Sixth form must be completed via UCAS Progress and offers are made on the students' ability to meet the specific academic entry requirements set down in the Sixth Form Course Guide.
2. Students on roll in Year 11 at Hillview School for Girls have priority over those seeking to join the Sixth Form from other schools. However, they can only attend the Hillview Sixth form if they have met the entrance criteria as detailed in the Sixth Form Course Guide.
3. The Sixth Form PAN for external applicants is 70 in Year 12. In the event of over-subscription, the criteria to be applied for admission for external students, who have met the entrance criteria and the final application date of Friday 26 June 2020, will be those listed above for admission in Year 7. Students will be considered and re-ranked following the first round of enrolment.

Hillview School for Girls Specialist Performing Arts Status

Selection procedure for students based on aptitude in the Performing Arts.

Hillview School for Girls is a specialist Performing Arts college and as a result of this is able to select 10% of students based on their aptitude in one of the three Performing Arts disciplines Dance, Drama or Music.

A student with aptitude is one who is identified as being able to benefit from teaching in the performing arts subjects of Drama, Dance or Music or who demonstrates a particular capacity to succeed in one or more of these subjects. Through a workshop the school will assess whether a pupil has an aptitude for a subject by determining whether she demonstrates a particular capacity to learn or to develop skills in the Performing Arts, and that she can benefit from the particular expertise and facilities at the school.

There will be workshop assessment in all three disciplines and a formal listening exercise in Music. The assessment will be objective, have a distinctive subject focus and will not discriminate against applicants in any way, including on the grounds of ethnic origin, disability or family background. The assessment will only assess aptitude in the three disciplines of Music, Dance or Drama and not ability or aptitude in any other subject.

Five students will be selected on their aptitude in Music, five students in Dance and five students in Drama. A further five students will be selected on their aptitude for any one of these areas.

Students will be required to attend a practical workshop-based session at the school. This will be held on Friday 11 October and applicants will be allocated a time to attend:

Workshops will be taking place on Friday 11 October 2019 from 2.00 pm.

The subject areas will be assessed in four common areas:

- (1) Performance
- (2) Composition/Making
- (3) Appreciation/ Evaluation
- (4) Personal skills.

Assessment criteria have been written for each subject area but these and the tasks will be given on the day and not in advance to prevent prior training or coaching of applicants. Students applying for musical aptitude should prepare a short piece to perform on any instrument (including voice) and of any standard.

Quality and fairness will be assured with a specialist teacher from the school leading the workshop assessment whilst another specialist teacher observes and assesses. In addition, an outside expert observer will act as an independent assessor.

If there are fewer applicants than places, all applicants will be admitted.

If you feel that the assessment has been conducted unfairly in any way, you may address your complaint in the first instance to the Chair of the Admissions Committee, c/o the school.

THE SECONDARY COMMON APPLICATION FORM (SCAF) MUST BE COMPLETED SEPARATELY TO THIS FORM

HILLVIEW SCHOOL FOR GIRLS

APPLICATION FORM FOR PERFORMING ARTS PLACE - SEPTEMBER 2020

PARTICULARS OF STUDENT (BLOCK CAPITALS PLEASE)

Surname Date of Birth
Forenames
Primary School.....

Permanent address of student (in full, including postcode):
.....
.....
Names of Parents/Guardians
Telephone No. & Code
Email

I hereby apply for a Performing Arts place at Hillview School for Girls for my daughter. I would like her to be considered for a place based on her aptitude for:

Dance Drama Music
Tick ONE box ONLY, please

I understand that she will need to come to a workshop-based aptitude assessment at Hillview School for Girls.

I understand that 5 students will be allocated a place based on their aptitude in Dance, 5 students in Drama and 5 students in Music. A further 5 students will be allocated a place based on their aptitude in any one of these areas.

My daughter will be sitting the Kent Test

Signed: Date:
(Parent or Guardian)

Workshops will be taking place on Friday 11 October 2019 from 2.00 pm.

Please return this form to the Admissions Secretary, Hillview School for Girls, Brionne Gardens, Tonbridge, Kent TN9 2HE, by Thursday 3 October 2019. An acknowledgement will be sent.

**Supplementary information form to support an application for children
previously in care outside of England**

Children who been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Current legal Surname of child	
Any previous name(s) by which the child was known	
Forename(s)	
Current School (if applicable)	
Year Group for which you are applying	
Parent(s) /Carer(s)	
Home address	
Telephone	
Email	
Date of Adoption	
Name of Country and local authority where the child was in state care	
Please list documentary evidence provided to support above application (eg birth certificate, adoption certificate)	

Signed: _____ Name: _____

Date : _____

Please return the completed form and documentary evidence to; Admissions at Hillview School for Girls, Brionne Gardens, Tonbridge , Kent TN10 4NU **PRIOR TO ADMISSION**

HILLVIEW SCHOOL FOR GIRLS

Admissions Policy

Authors	Hilary Burkett, Headteacher Gill Blacklee, Admissions
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