



**ADMISSIONS POLICY AND PROCEDURES FOR
ACADEMIC YEAR 2025-26**

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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 & Visual Arts and 10% of places will be allocated on the basis of aptitude in the Performing & Visual 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 & Visual 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. It is suggested that applicants living more than 6 miles from the school consider applying for one of these places.

4. 90% of places will be offered without reference to aptitude or ability.

5. For entry to Hillview for September 2025, the closing date for applications is Thursday 31 October 2024. The published number of admissions (PAN) for the year beginning September 2025 is 236.

6. All applications must be made via Kent County Council (KCC) online or by post by completing the Kent Secondary Common Application Form. On 1 March 2025, KCC will send allocation decision letters to all parents. Parents will be asked to confirm acceptance of the offer by 14 March 2025.

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.

8. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. This will be supervised by someone independent from the school.

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:

(Please note, the school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added.)

1. Children in Local Authority Care or Previously in Local Authority Care. including internationally adopted previously looked after children. (This includes children who were previously looked after in Wales, Scotland and Northern Ireland)

Children in Local Authority Care or Previously in Local Authority Care – *a 'looked after child' or a child who was previously looked after but immediately after being cared for became subject to an adoption, child arrangements, or special guardianship order. A 'looked after child' 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).*

Children previously in Care outside of England – *a child who appears to 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.*

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 - *Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. 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. Where applications are made from properties or abodes that are not registered to*

the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

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 & Visual 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.

In- year Casual Admissions

An admission request, outside the formal admission processes for Year 7 & 12 September start, is regarded as an in-year casual admission. Places will be offered, if they are available, to applicants according to the over-subscription criteria specified above.

Any parents considering an in-year application in Years 7-11 are advised to call the school first to discuss and then complete the KCC application form: https://www.kent.gov.uk/__data/assets/pdf_file/0012/3522/in-year-application-form.pdf

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. The school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

Refusal of a place

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

- A place not being available in the required year group
- 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 KentChoices 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 110 in Year 12. This is made up of 70 places at Hillview Sixth Form and 40 places at The View@East Street.

In the event of over-subscription, the criteria to be applied for admission for external students, who have met the entrance criteria will be those listed as above for admission in Year 7.

Applying for the Hillview Sixth Form

1. For entry to the Hillview Sixth Form for September 2025, the initial closing date for applications via Kent Choices is **Friday 3 January 2025**.
2. Further applications will be considered. Late applicants should contact the school directly.
3. Meetings will be arranged with applicants to provide appropriate course guidance until Friday 20 June 2025 at which point the oversubscription

criteria will be applied and final enrolment appointments will be offered for August.

4. Applications after this date may be considered following the formal enrolment days in August if available places remain in the Sixth Form.
5. In the event of over-subscription, the criteria to be applied for admission for external students, who have met the entrance criteria will be those listed as above for admission in Year 7.
6. In Year casual admission to the Hillview Sixth Form will be admitted if places are available in Year 12 until Thursday 25 September 2025, provided that they meet the entry criteria. Applications beyond this date will not be admitted, unless there are exceptional circumstances.

Refusal of a place

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

- 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.

Appeals

If your application for admission to Hillview School for Girls is not successful and you want your child to attend the school then you have a right to appeal. Appeals should be directed to Hillview School for Girls. All appeals are conducted via an independent appeals body.

Information regarding the Appeals process can be found on the Hillview website. Further information can be sought via the Hillview Admissions Team, in addition:

Year 7 Entry:

The process for being admitted onto the waiting list and submitting an appeal is communicated in writing on allocation day.

In-Year Casual admissions:

Your right to appeal and process is outlined on the letter outlining the refusal of a school place.

Sixth form admissions:

We recommend discussing the reason for the refusal of a place with the Hillview Sixth form/The View@East St team prior to submitting an appeal. Appeals should be submitted in writing to Hillview School for Girls.

Hillview School for Girls Specialist Performing & Visual Arts Status

Selection procedure for students based on aptitude in the Performing Arts & Visual Arts

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

A student with aptitude is one who is identified as being able to benefit from teaching in the Performing & Visual Arts subjects of Drama, Dance, Music or Artistic skills 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 & Visual Arts, and that she can benefit from the particular expertise and facilities at the school.

There will be workshop assessment in all four 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 four disciplines of Music, Dance, Drama or Artistic skills and not ability or aptitude in any other subject.

The 10% selection is equally based across the four disciplines, with 2.5% of places being awarded to each area.

Final date for applications (by digital form) is Thursday 3 October 2024. It is suggested that applicants living more than 6 miles from the school consider applying for one of these places, if they have an interest in the Performing or Visual Arts.

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 2024 from 2.00 pm.

The subject areas will be assessed in four common areas:

- (1) Performance/Response
- (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.

Following the workshops, assessment decision letters will be sent the following week.

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 & VISUAL ARTS
PLACE – SEPTEMBER 2025**

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 ☐ Artistic skills ☐

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 10% of places will be allocated on the basis of aptitude in the Performing & Visual Arts.

☐ My daughter will be sitting the Kent Test

Signed: Date:
(Parent or Guardian)

Workshops will be taking place on Friday 11 October 2024 from 2.00 pm.
Following the workshops, assessment decision letters will be sent the following week.

***Please return this form to the Admissions Secretary, Hillview School for Girls, Brionne
Gardens, Tonbridge, Kent TN9 2HE, by Thursday 3 October 2024.
An acknowledgement will be sent.***

HILLVIEW SCHOOL FOR GIRLS

Admissions Policy

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Date of approval by Governors	