



**HILLVIEW**  
**SCHOOL FOR GIRLS**

**ADMISSIONS POLICY AND PROCEDURES FOR  
ACADEMIC YEAR 2018 -19**

For entry to Hillview for September 2018 the closing date for applications is Tuesday 31 October 2017. The planned number of admissions (PAN) for the year beginning September 2018 is 208.

All applications must be made via Kent County Council (KCC). Parents return their completed Secondary Common Application Form to their child's primary school.

On Thursday 1 March 2018, KCC will send allocation decision letters to all parents. Parents will be asked to confirm acceptance of the offer by Friday 16 March 2018.

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

Hillview is a specialist school for the Performing Arts and 10% of places (20) 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 oversubscription criteria listed below, except in the case of children in local authority care (No 1 below).

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.

### **Oversubscription**

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. where the child is in local authority care;  
*A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the Local Authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989 and includes children adopted under the 1976 Act.)*
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. proximity of the child's home to the school, with those living nearer being accorded the higher priority. **Nearness of children's homes to school** - 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.

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.

For the remaining 10% of places the following criteria will apply:

- aptitude for the Performing Arts as determined by the school's assessment procedure.

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**

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

1. when a parent has failed to respond to an offer within a reasonable time;  
or
2. when a parent has failed to notify the school of important changes to the application information; or
3. 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 other than for Year 7**

Students are able to join the school in Year 12 for Sixth Form studies. The specific academic entry requirements are set down in the Sixth Form Prospectus. Students in Year 11 at Hillview School for Girls have priority over those seeking to join the Sixth Form from other schools. The Sixth Form capacity is 208 in Year 12. In the event of over-subscription the criteria to be applied for admission will be those listed above for admission in Year 7.

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

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

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

**HILLVIEW SCHOOL FOR GIRLS  
APPLICATION FORM FOR PERFORMING ARTS  
PLACE - SEPTEMBER 2018**

**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)*

**Drama workshops will be taking place on Friday 13 October 2017 from 2.00 pm and Saturday 14 October 2017 from 10.00 and 11.30 am. Music and Dance workshops will be taking place on Saturday 14 October 2017 from 10.00 and 11.30am. Your daughter will be invited to attend *one* of these sessions**

***Please return this form to the Admissions Secretary, Hillview School for Girls, Brionne Gardens, Tonbridge, Kent TN9 2HE, by Thursday 5 October 2017. An acknowledgement will be sent.***

## **APPENDIX 1**

### **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. These will be held on the following dates and **applicants will be allocated a date and time to attend:**

Drama – Friday 13 October 2017 between 2.00 - 4.00 p.m.

Music, Dance and Drama – Saturday 14 October 2017 at 10.00am or 11.30 a.m.

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.