



Sir William Borlase's Grammar School, a member of Marlow Education Trust - School Admissions Random Allocation Procedure for Admissions into Year 7 2020.

This procedure refers to over subscription criteria number **4**. See Buckinghamshire County Council -Schools Random Allocation Procedure for policy as a whole.

The Random Allocation Procedure is applied to allocate up to 15 places from the school's Priority Area. If there are 15 or less applicants from the Priority Area all would be allocated a place. If more there are more than 15 eligible applicants from the Priority Area, the Random Allocation Process will be applied.

Oversubscription Criteria 4

Up to a maximum of 15 places for children who live in the school's Priority Admissions area at the deadline for applications, 31 October 2019. In relation to this category only, all 15 places will be allocated by random lottery in front of an independent witness, in order to ensure that all children living within the Priority Admission Area have an equal chance of achieving a place.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

DEFINITION OF ROLES

Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school for which the allocation is to be made and also must be independent of the Council's Admissions and Transport team.

Admissions Officer (AO) – this is an officer from the Council's Admissions and Transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS.

Person who makes the draw (P) – this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the Council's Admissions and Transport team.

PROCESS TO BE FOLLOWED – N.B. This entire process is to be carried out in sight of, and under the scrutiny of the IS

1. The AO identifies the pupils eligible for the Random Allocation Process i.e. those whose Normal Home Address is within the priority catchment area.*
2. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
3. The AO prepares as many equal -sized pieces of white paper as are necessary, which are numbered consecutively.
4. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
5. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
6. The AO records the first number drawn on the 'Random Allocation Record sheet'.
7. They continue to draw envelopes and record numbers until all of the 15 available places are allocated.
7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which children have been allocated a place and which have not.
8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

* For a definition of Normal Home Address and Evidence of Normal Home Address see 7.6 and 7.7 of the school's admissions policy for 2020/21

