

Hampshire County Council – School Admissions Random Allocation Procedure

When a school is oversubscribed, Hampshire County Council's admissions policies for Community and Controlled schools use a distance measure to prioritise applications. In the situation that two or more applications measure the same distance to the school, random allocation will be used. The use of this is rare but the situations that random allocation would be required are:

- Same cohort siblings (this does not include twins or multiple births, who are an exception to Infant Class Size regulation)
- Unrelated applicants who live equidistant from the school
- House of multiple occupation (where living accommodation is shared but not bedrooms. e.g. not a block of flats).
- Forces families applying with a posting order and for admission purposes the unit address is used as there is no allocated housing order.

Each random allocation event is only valid for the allocation of the available school place. On any waiting list the remaining applicants will remain equally ranked and any further place offered will be the result of a further random allocation.

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process. The roles involved with the random allocation are:

- Independent Adjudicator (IA) – this is a person who ensures the process is carried out in a correct and transparent way. The IA must be independent of the school for which the allocation is to be made and also must be independent of the County Admissions Team.
- Senior Admissions Officer (SAO) – this is an officer from the County Admissions Team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IA.
- 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 Admissions Team.

PROCESS TO BE FOLLOWED – This entire process is to be carried out in sight of, and under the scrutiny of, the Independent Adjudicator

- 1) The SAO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'.
- 2) The SAO prepares numbered sheets, as many as necessary, which are numbered consecutively. Each numbered sheet is placed and sealed in an individual envelope. These envelopes must have no visible differences, or any markings on.
- 3) The SAO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
- 4) The SAO records the first number drawn on the 'Random Allocation Record sheet'.
- 5) If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
- 6) The SAO records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child/ren has been allocated a place and which has not.
- 7) Once the process has been completed, the IA, P and SAO 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.

RANDOM ALLOCATION RECORD SHEET

Name of school: _____ Year Group _____

Number of places to be offered _____ Date of Random Allocation: _____

Reason for random allocation:

Same cohort siblings Equidistant House of multiple occupation

Number of applicants to be included in the random process _____

The first number picked was: 2nd (if applicable) 3rd (if applicable)

If further places can be offered further draws continue until all of the available places are allocated.

N.B. Which child is to be allocated as a result of the draw should be recorded on the 'Random Allocation cross reference sheet' by the SAO after the draw has taken place.

Declaration:

I confirm that the random allocation process has been carried out in accordance with the Council's Random Allocation Procedure.

Senior Admissions Officer (SAO):

Print name here: _____

Sign name here: _____

Declarations:

I confirm that I am independent of the school named above and that the random allocation process has been carried out in accordance with the Council's Random Allocation Procedure.

The Independent Adjudicator (IA):

Print name here: _____

Sign name here: _____

The person who makes the draw (P):

Print name here: _____

Sign name here: _____

RANDOM ALLOCATION CROSS REFERENCE SHEET

School with a vacancy to be offered: _____

Date of Random Allocation: _____

Year Group _____

Number of places to be offered _____

		<i>To be completed by the SAO after the draw has taken place</i>	
Pupil Name	Number	Allocation order (e.g. 1st, 2nd, N/A)	Place allocated? (Y or N)
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		

Declarations:

I confirm that the allocation recorded above is the correctly recorded result of the Random Allocation process.

Senior Admissions Officer (SAO):

Print name here: _____

Sign name here: _____

The Independent Adjudicator (IA):

Print name here: _____

Sign name here: _____

The person who makes the draw (P):

Print name here: _____

Sign name here: _____