

Randomisation Procedure

Overview

Criterion 6. (extract from the school's Admissions Policy)

'To provide fair and open access to the wider community, after places have been filled under the first five criteria, any remaining places will be offered to children living within the East Sussex County Council Electoral Divisions of Eastbourne, Polegate, Willingdon and East Dean. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation'.

This overview explains how the Admissions Authority at Gildredge House undertakes the randomisation procedure.

The Admissions Authority at Gildredge House ensures that places are allocated fairly and in accordance with the Admissions Code, Admissions Law and the criteria set out in its Admissions Policy.

To provide fair and open access to the wider community, after places have been filled under the first five criteria, any remaining places will be offered to children living within the East Sussex County Council Electoral Divisions of Eastbourne, Polegate, Willingdon and East Dean. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

To ensure full transparency, Gildredge House has commissioned an Excel based computer program to automatically randomise a list of applications, keeping human interaction to a minimum for enhanced security.

The following process defines how the Randomisation Program works:



Step 1: Program accepts list of applicants

The names of all applicants who qualify to be ranked in category 6 and who have been unsuccessful in being ranked within categories 1-5 are input into the system, and each individual record contains each of the following:

- Record Number
- Unique Identifier Number (UIN)
- Last Name
- First Name
- Distance from School

1	1	845-2015-09-E-062814	Jacob	Smith	479.820
2	2	845-2015-09-E-063940	Michael	Jones	495.620
3	3	845-2015-09-E-062421	Matthew	Taylor	496.010
4	4	845-2015-09-E-058103	Joshua	Williams	500.710
5	5	845-2015-09-E-065001	Christopher	Brown	537.080
6	6	845-2015-09-E-065466	Nicholas	Davies	541.240
7	7	845-2015-09-E-063382	Andrew	Evans	541.630
8	8	845-2015-09-E-065683	Joseph	Wilson	550.850
9	9	845-2015-09-E-064297	Daniel	Thomas	570.000
10	10	845-2015-09-E-065452	Tyler	Roberts	570.160
11	11	845-2015-09-E-064138	William	Johnson	572.070
12	12	845-2015-09-E-061540	Brandon	Lewis	576.560
13	13	845-2015-09-E-063406	Ryan	Walker	582.340
14	14	845-2015-09-K-091389	John	Robinson	583.860
15	15	845-2015-09-E-065265	Zachary	Wood	625.350
16	16	845-2015-09-E-058081	David	Thompson	631.710
17	17	845-2015-09-E-064870	Anthony	White	638.570
18	18	845-2015-09-E-061609	James	Watson	657.120
19	19	845-2015-09-E-065216	Justin	Jackson	698.420
20	20	845-2015-09-E-062442	Alexander	Wright	700.110
21	21	845-2015-09-E-063660	Jonathan	Green	715.670
22	22	845-2015-09-E-062310	Christian	Harris	723.240
23	23	845-2015-09-E-058499	Austin	Cooper	725.630
24	24	845-2015-09-E-062295	Dylan	King	733.670
25	25	845-2015-09-K-091658	Ethan	Lee	735.060
26	26	845-2015-09-E-062590	Benjamin	Martin	745.370
27	27	845-2015-09-E-063522	Noah	Clarke	773.150
28	28	845-2015-09-E-057751	Samuel	James	773.750

Note: fictitious data used in the image above

The operator then clicks the COPY & RANDOMISE DATA button.

Step 2: Program attaches a Unique Identifier Number (UIN) to each name

Here the program automatically creates a Linked Record made up of:

- UIN
- Surname
- First Name
- Distance

This process is vital to ensure that every name is unique, and that applicants who may share the same name can be correctly identified.

Rec	UIN	Surname	FirstName	Distance	Linked Record
1	845-2015-09-E-062814	Jacob	Smith	479.820	845-2015-09-E-062814 Jacob Smith 479.820
2	845-2015-09-E-063940	Michael	Jones	495.620	845-2015-09-E-063940 Michael Jones 495.620
3	845-2015-09-E-062421	Matthew	Taylor	496.010	845-2015-09-E-062421 Matthew Taylor 496.010
4	845-2015-09-E-058103	Joshua	Williams	500.710	845-2015-09-E-058103 Joshua Williams 500.710
5	845-2015-09-E-065001	Christopher	Brown	537.080	845-2015-09-E-065001 Christopher Brown 537.080
6	845-2015-09-E-065466	Nicholas	Davies	541.240	845-2015-09-E-065466 Nicholas Davies 541.240
7	845-2015-09-E-063382	Andrew	Evans	541.630	845-2015-09-E-063382 Andrew Evans 541.630
8	845-2015-09-E-065683	Joseph	Wilson	550.850	845-2015-09-E-065683 Joseph Wilson 550.850
9	845-2015-09-E-064297	Daniel	Thomas	570.000	845-2015-09-E-064297 Daniel Thomas 570.000
10	845-2015-09-E-065452	Tyler	Roberts	570.160	845-2015-09-E-065452 Tyler Roberts 570.160

Note: Only 10 records from 240 shown in the image above

Step 3: Program randomises linked record list

Clicking the RANDOMISE button automatically generates a list of random ordered Linked Records. You can see the program always shows the original pick list (shown here on the left), so it is easy to see that the Linked Records have been randomised (shown on the right). The list in the middle shows how the name and UIN have been linked before randomisation.

Rec	UIN	Surname	FirstName	Distance	Linked Record	Randomised
1	845-2015-09-E-062814	Jacob	Smith	479.820	845-2015-09-E-062814 Jacob Smith 479.820	845-2015-09-E-060953 Allison Ross 1371.480
2	845-2015-09-E-063940	Michael	Jones	495.620	845-2015-09-E-063940 Michael Jones 495.620	845-2015-09-E-065293 Logan George 1952.000
3	845-2015-09-E-062421	Matthew	Taylor	496.010	845-2015-09-E-062421 Matthew Taylor 496.010	845-2015-09-E-063892 Kaitlyn Khan 1223.590
4	845-2015-09-E-058103	Joshua	Williams	500.710	845-2015-09-E-058103 Joshua Williams 500.710	845-2015-09-E-058707 Savannah Holmes 1269.430
5	845-2015-09-E-065001	Christopher	Brown	537.080	845-2015-09-E-065001 Christopher Brown 537.080	845-2015-09-E-057751 Samuel James 773.750
6	845-2015-09-E-065466	Nicholas	Davies	541.240	845-2015-09-E-065466 Nicholas Davies 541.240	845-2015-09-E-064353 Grace Rose 1124.500
7	845-2015-09-E-063382	Andrew	Evans	541.630	845-2015-09-E-063382 Andrew Evans 541.630	845-2015-09-E-061605 Angel Austin 2833.350
8	845-2015-09-E-065683	Joseph	Wilson	550.850	845-2015-09-E-065683 Joseph Wilson 550.850	845-2015-09-E-061526 Madison Kaur 1648.210
9	845-2015-09-E-064297	Daniel	Thomas	570.000	845-2015-09-E-064297 Daniel Thomas 570.000	845-2015-09-E-062738 Ethan Hamilton 1812.650
10	845-2015-09-E-065452	Tyler	Roberts	570.160	845-2015-09-E-065452 Tyler Roberts 570.160	845-2015-09-E-061609 James Watson 657.120

Note: Only 10 records from 240 shown in the image above

Step 4: Program creates a printable report

Clicking REPORT generates a document that includes:

- Original Pick List
- System Generated Random Generated Linked Records
- Date and Time Stamp

The report can then be immediately printed, and the original report can then be verified and signed as original, and stored for future reference.

Random Name Generation Report					Time Stamp	22/04/2015 08:07
Original Pick List					System Random Generated Names	
No	Unique ID Number	LastName	FirstName	Distance	Linked Record	
1	845-2015-09-E-062814	Jacob	Smith	479.820	845-2015-09-E-060953 Allison Ross 1371.480	
2	845-2015-09-E-063940	Michael	Jones	495.620	845-2015-09-E-065293 Logan George 1952.000	
3	845-2015-09-E-062421	Matthew	Taylor	496.010	845-2015-09-E-063892 Kaitlyn Khan 1223.590	
4	845-2015-09-E-058103	Joshua	Williams	500.710	845-2015-09-E-058707 Savannah Holmes 1269.430	
5	845-2015-09-E-065001	Christopher	Brown	537.080	845-2015-09-E-057751 Samuel James 773.750	
6	845-2015-09-E-065466	Nicholas	Davies	541.240	845-2015-09-E-064353 Grace Rose 1124.500	
7	845-2015-09-E-063382	Andrew	Evans	541.630	845-2015-09-E-061605 Angel Austin 2833.350	
8	845-2015-09-E-065683	Joseph	Wilson	550.850	845-2015-09-E-061526 Madison Kaur 1648.210	
9	845-2015-09-E-064297	Daniel	Thomas	570.000	845-2015-09-E-062738 Ethan Hamilton 1812.650	
10	845-2015-09-E-065452	Tyler	Roberts	570.160	845-2015-09-E-061609 James Watson 657.120	

Step 5: Sign off and Verification

To ensure that the whole process is conducted in a secure, transparent, and ethical manner, Gildredge House undertakes this process in the presence of an independent member of the public who has no connection to the school. The independent person signs and dates a Declaration to that effect.

The independent person is then asked to:

- Randomise the list (by pressing the RANDOMISE button).
- Verify that the list of records has been randomised.
- Sign and date the printed report to ensure that the list can be identified as the original, and that no further changes can be made to the document.

Conclusion

To ensure transparency, Gildredge House has commissioned a system that limits human interaction in the randomisation process. Using the functionality of Microsoft Excel to randomly generate names shows that the allocation process has been conducted ethically, and that all names generated have been truly random.

Using an outside independent witness to verify the whole randomisation process ensures that Gildredge House has acted in accordance with Section 1.35 of the School's Admissions Code 2014.