

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



Note: fictitious data used in the image above

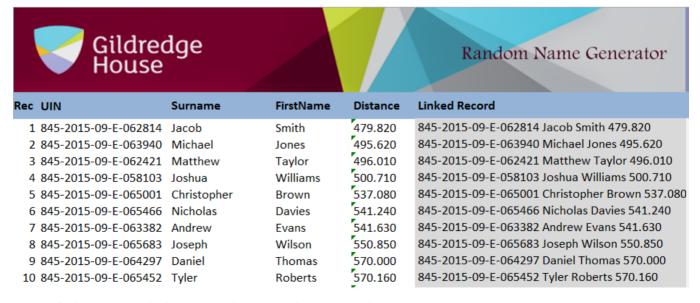
The operator then clicks the COPY & RANDOMISE DATA button.

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

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

- IIIN
- Surname
- First Name
- Distance

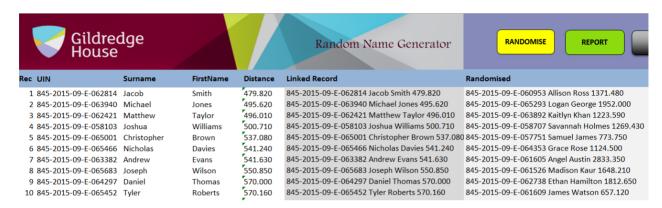
This process is vital to ensure that every name is unique, and that applicants who may share the same name can be correctly identified.



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.



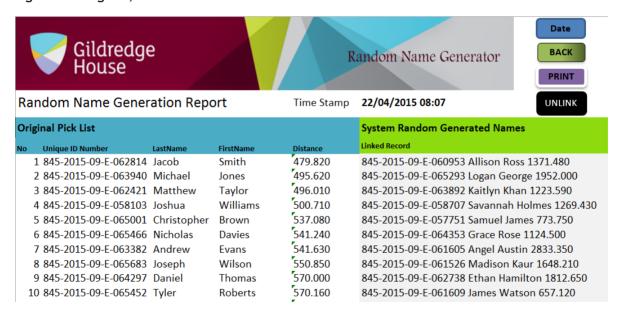
Note: Only 10 records from 240 shown in the image above

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.



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.