BUCKINGHAMSHIRE COUNTY COUNCIL – SCHOOL ADMISSIONS
RANDOM ALLOCATION PROCEDURE

Random allocations are necessary where:

1) There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants
2) This occurs where applicants are equidistant from a school either as a result of being twins/triplets or other multiple birth group or because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

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 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.

2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.

4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.

5. The AO records the first number drawn on the ‘Random Allocation Record sheet’.

6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the 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 child(ren) has(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.
RANDOM ALLOCATION RECORD SHEET

Date of Random Allocation: _______________________

School with a vacancy to be offered: ___________________ Year Group____

Number of places to be offered____

Reason for random allocation: Twins/Triplets □  Equidistant □

Number of applicants to be included in the random process _____

The 1st no. picked was:   □  2nd (if applc) □  3rd (if applc) □

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 AO 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.

Admission and Transport Officer (AO) :

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 Scrutineer (IS):

Print name here: __________________________________________

Sign name here: __________________________________________

The person who makes the draw (P):

Print name here: __________________________________________

Sign name here: __________________________________________
**RANDOM ALLOCATION CROSS REFERENCE SHEET**

Date of Random Allocation: _______________________

School with a vacancy to be offered: ___________________ Year Group____

Number of places to be offered_____

<table>
<thead>
<tr>
<th>Pupil Name</th>
<th>Number</th>
<th>Allocation order (1st, 2nd, N/A etc)</th>
<th>Place allocated? (Y or N)</th>
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<tbody>
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</table>

**To be completed by the AO after the draw has taken place**

**Declarations:**

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

Admissions Officer (AO):  
Print name here: __________________________________________

Sign name here: __________________________________________

The Independent Scrutineer (IS):  
Print name here: __________________________________________

Sign name here: __________________________________________

The person who makes the draw (P):  
Print name here: __________________________________________

Sign name here: __________________________________________