RANDOMISATION PROCESS

The Admissions Policy states that applicant randomisation will be applied to the following categories where there is oversubscription:

- Christian Faith, where there is a tie-breaker situation based on points
- Other World Faith
- Geographical zones 1-3
- All Other Children

Randomisation Process

Applicant data is stored in Oldham Local Authority's School Admissions Module (SAM). This software is provided by an independent company, Synergy, and is used by the Local Authority to allocate school places.

As its own admissions authority, The Brian Clarke Academy is responsible for submitting ranked lists of applicants to the Local Authority. Once applicants have been assigned to the relevant geographical category, plus the relevant faith category where a valid Supplementary Information Form has been received, the Admissions Secretary exports a list of applicants from the SAM system to Microsoft Excel, creating a separate spreadsheet for each of the admission categories.

Anonymising the list so that no identifiable information is visible, a column is inserted into each spreadsheet and a formula (=RAND) function is applied to the list. The list is then re-ordered in ascending order. In the unlikely event of more than one applicant being assigned the same random number, the re-randomisation process will be repeated.

This process is witnessed by a responsible person independent of the school.

The ordered rankings are then submitted to the Local Authority via the SAM system and the list is used to allocate places based on parental preference.

Late applications

Late applications are added to the waiting list by the Local Authority admissions team once all on-time offers have been made. The school then re-applies the randomisation process to an up to date waiting list each time a place becomes available.   Again, this is witnessed by an independent responsible person and the Local Authority is given up to date details of the new rankings.