

## **INFORMATION FOR PARENTS OF CHILDREN APPLYING FOR ADMISSION IN YEAR 7**

If the child and one parent are active members of a faith other than Christian which is part of the Inter-Faith Network, they will be in category 14 on our supplementary form. If there are more applicants than places available, the places will be allocated by random allocation. The same process applies to applicants in category 15, if there are more applicants than places.

This is how it works.

### **Randomisation Process – Overview of the process**

Applicant data is stored in Oldham Local Authority's School Admissions Module (SAM). This software is provided by Tribal Education Ltd. and is used by the Local Authority to allocate school places. As its own admissions authority, The Blue Coat School is responsible for submitting ranked lists of applicants to Oldham Local Authority.

Once applicants have been assigned to a category from 1-15 by the Governors' Admissions Committee, using the supplementary form, applicants in categories 1-13 will automatically be ranked by the School Admissions Module (SAM) using the tie-break criteria on page 6 of the school's Admissions Policy.

The ranking of applicants in categories 14-15 will be random. The School Admissions Secretary will download a list of applicants in categories 14-15 from the School Admissions Module (SAM) and will export this list to Microsoft Excel. Only Application Reference Numbers and admissions categories will be visible; applicants will not be identifiable by name or any other personal details. This process will be overseen by a responsible person independent of the school.

Applicants within category 14 will be assigned a random number using the built-in Microsoft Excel =RAND() function. In the event of more than one applicant being assigned the same random number, the list will be re-randomised until each applicant has a unique number. Applicants will then be ranked by this number in ascending order. This process will be repeated for applicants in category 15.

These rankings will be submitted via the School Admissions Module to the Local Authority who will use these rankings to decide tie-breaks if the school's admissions number (218) is reached within categories 14-15.

### **Late applicants to the waiting list – how this works**

Late applicants are added to the waiting list by the Local Authority's Admissions team. The late applicants' position on the waiting list for applicants in categories 1–13 is determined by the School Admissions Module (SAM) using the tie-break criteria on page 6 of the school's Admissions Policy, 2013. Legal requirements dictate that the waiting list for categories 14–15 must be re-randomised.

When a place becomes available and there are no applicants in categories 1-13 on the waiting list, the place will be randomly allocated to an applicant in categories 14-15. The School Admissions Secretary will download a list of applicants in categories 14-15 from the School Admissions Module (SAM) waiting list and will export this list to Microsoft Excel. The list that is exported will be the waiting list on the date that the place becomes available. This is to ensure that all late applications are included in the re-randomisation process. Only Application Reference Numbers and admissions categories will be visible; applicants will not be identifiable by name or any other personal details. The process used to randomise category 14-15 rankings in the initial allocation will be used to randomise the order of the waiting list. Once the waiting list has been randomised the place will be allocated to the highest ranked applicant. The school Admissions Secretary will inform the Local Authority who will formally offer the available place via the School Admissions Module (SAM).