

## **Admissions Policy Oversubscription Process**

The admission arrangements for All Hallows are detailed in the Admissions Policy and available from the school website. Each category is determined by the evidence produced by applicants at the time of application.

The final process involves ranking the applicants to allocate available places and to produce a subsequent waiting list.

The school does not use distance as a measure for allocating places and producing the waiting list. A random lottery selection (names from an envelope) is used at the point where places run out within a particular category.

The Admissions Team will allocate the 155 places available by moving through each category (starting at category 1) ranking each applicant until the places run out (in 2024 this was category 5). A random lottery selection (names picked from an envelope) is then used at this point, as some of the applicants within this category may not be offered a place. The Admissions Officer will pick one name out at a time and they will be allocated a rank number. Once this category is ranked, any remaining categories will be randomly allocated a rank number using Microsoft Excel, and this will complete the waiting list.

### **Example**

**Category 1 (0 Pupils) – No applicants**

**Category 2 (101 pupils) – All applicants offered a place – Rank 1 – 101**

**Category 3 (16 pupils) – All applicants offered a place – Rank 101 – 117**

**Category 4 (28 pupils) – All applicants offered a place – Rank 118 – 145**

**Category 5 (62 pupils) – Number of pupils exceeds rank number 155 (maximum intake)**

**The random allocation method is then applied to category 5 and in this example is ranked 146 – 207. Applicants ranked 146 – 155 are offered a place. Rank 156 is the start of the waiting list. The process of pulling one name out of the envelope continues from 156 – 207 to conclude the ranking of that category.**

**Any remaining categories (category 6 -10) are randomly allocated a rank number, within each category, using Microsoft Excel, and this will complete the waiting list.**

This whole process will be observed by an independent witness to ensure fairness and transparency.

The list will then be sent to the local authority. This list will be superseded by any list subsequently received from the Admissions Authority and each time a new application is received, each applicant will be subject to inspection against the admissions criteria. Any late applicants will be placed at the bottom of their relevant category on the waiting list.