

Admissions 2019-2020: Randomisation

To ensure that the randomisation process is conducted in a secure, transparent, and ethical manner, Wootton Park School undertakes this process in the presence of an independent person who has no connection to the school.

Using an outside independent witness to verify the whole randomisation process ensures that Wootton Park School has acted in accordance with Section 1.35 of the Admissions Code 2014.

The independent person is asked to:

- Confirm the data request serial number.
- Randomise the list (by following the randomisation process).
- 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.

Admissions 2019-2020: Declaration of independent witness

- I confirm that I have no connection to Wootton Park School.
- I confirm that the Admission oversubscription criteria for Wootton Park School was explained to me.
- I confirm that the process for randomisation was explained to me.
- I confirm that I chose to run number of trial random allocation runs to show that the applicants are truly randomised.
- I confirm that I signed and dated the printed randomisation report.
- I confirm that the randomisation process for Wootton Park School was carried out in sight of, and under my scrutiny.

Name of Independent Person	Employer	Date

Data request serial number:

Date:

Signature: