Admissions Ranking Guide

For Secondary Schools

Produced by
Scheme Co-ordination and Process Management Team (Admissions & Transport)
Published Jan 2016

IF YOU HAVE ANY QUERIES REGARDING THE RANKING OF PUPILS AFTER READING THIS GUIDE (BEFORE, DURING OR AFTER THE PROCESS) PLEASE CONTACT THE SCHEME CO-ORDINATION AND PROCESS DEVELOPMENT TEAM. FULL CONTACT DETAILS ARE AT THE END OF THIS GUIDE.

Ranking

Ranking is the process of placing all applicants for your school in the order that follows your admissions criteria. Your admissions criteria will prioritise applicants for places (see Admissions Arrangement on www.kent.gov.uk/schooladmissions).

Importance of Ranking

All applicants, once they are placed in order, need to be given a rank number. Every applicant is given a rank number, regardless of whether there are fewer or more applicants than your intake or PAN (Published Admissions Number).

Responsibility for ranking

Each school must ensure that there is a designated person responsible for dealing with the ranking list when it is sent. This person must be fully aware of the ranking process – mainly in understanding their own admissions criteria, able to set aside time to complete the task and having a competent knowledge of using Excel. If you have any concerns or queries – contact us.

Ranking applicants

The ranking list we send you will contain the details of every child with a submitted application, either paper or online, that named your school as a preference (you are not told the order of the preference). The only exception to this rule is for children who have named a grammar school but did not sit/pass the grammar test – these children will not appear on the ranking list and will be sent to the school in a separate spreadsheet for information purposes only. You cannot consider anyone else, only those named on your ranking list. SEN children should not appear on this list as their application process is handled by the SEN department – please contact us if such a child appears on your list.

Information and columns on the ranking list

All the ranking lists will be sent in Community School admissions criteria order of Looked After Children, Siblings and Distance. Some schools will need to re-order the list to reflect their own admissions criteria if they are Foundation/Voluntary Aided schools or Academies or Free Schools.

- The **criteria** column names LAC, SIB or DIST based on the applicant's information. If you do not agree with this information please rank them accordingly and record this in the **Notes** column. Use the Notes column to inform us of any changes and/or reasons for re-ranking specific cases only (e.g. sibling not on roll, distanced using local knowledge etc).

- Also remember – the spreadsheet will contain any information an applicant has written as a "reason" for selecting your school, for you to consider for its relevance to your admissions

criteria. Some of this information may need to be sent to you by post instead eg paper medical evidence.

The ranking list is sent as an Excel spreadsheet, via the S2S website, and will show:

- Your school DFE number
- Your school name
- Pupil ID number
- Application Reference Number
- Pupil Surname, Forename, Date of Birth and Gender
- Criteria (LAC, SIB or DIST)
- PESE assessment
- Sibling Name *(if applicable)*
- Sibling Date of Birth *(if applicable)*
- Distance
- **Rank *(blank column)***
- **Band Rank* (*blank column*)**
- LA + DFE number and current school name
- Guardian Title, Forename and Surname
- Phone number(s)
- Address** – *This will be shown in individual fields to enable schools to use the data for mail merging.*
- School Notes (*blank column)*
- Reasons

* If your school applies more than one area of "banding" then you will have the requisite number of columns.
** The address provided here is the one accepted by Admissions for distancing purposes

Once you have been sent your ranking list

….download it from the S2S website, save it on your computer and consider the following steps:

1. Supplementary Information Forms
If your school requires a Supplementary Information Form to be completed and you have someone shown on your ranking list who has not completed one you will need to apply your school's processes regarding this (e.g. chase/do not chase the parent to complete one) before ranking them.

If you have a Supplementary Information Form for a pupil that does not appear on the ranking list, this means that they have not submitted an application or named your school as a preference. You cannot consider their Supplementary Information Form as an application but please contact us for further advice as we may need to send them a late SCAF.

2. Siblings
The LA relies on each school to confirm if an applicant claims that they will have a sibling attending the school when they are due to start in the following September (also known as current family association) as this can affect the applicant's position on the ranking list.

3. Distances
We make every effort to obtain a distance to every school named by an applicant.

However, areas of Kent with high numbers of "new builds" or houses with house names rather than a number can be more difficult to locate and distance to. We therefore rely on a school to use its local knowledge of where a property is located in relation to other applicants' addresses on the ranking list (and write in the notes column "local knowledge applied"). For some of these missing distances on a ranking list we may still be able to assist via telephone, so please contact us.

Distances are shown, in miles, to four decimal places to allow greater clarity when ranking. They are calculated measuring a straight line using address point data from a defined point in the child's home to a defined point within the school boundary as specified by Ordnance Survey.

4. Health and Special Access Reasons
If your admissions criteria includes this or a similar category then you must decide, using evidence provided by the applicant (e.g. letter from a GP, consultant or other professional) if they are to be prioritised under this category.

5. Adopted Children
A child that was a LAC prior to adoption should also be categorised as LAC and prioritised accordingly.

How to make changes within the ranking list for your school

It is vitally important that you exercise care when moving or adjusting the position of any pupils on the ranking list as any errors may cause the wrong pupil ID number to be applied to a pupil name.

<u>ANY MOVEMENT OF DATA ON THE SPREADSHEET MUST MOVE THE ENTIRE ROW</u>

You may find the following information useful….

To move a row of applicant detail
- right click on the row at the far left of the spreadsheet (the grey boxes) to highlight all the details for that pupil
- choose the option "cut"
- move the cursor to where the row needs to go
- right click again on the far left of the spreadsheet (the grey boxes)
- choose the option "insert cut cells" **<u>NOT</u>** "paste"

To add rank numbers (once the pupils are sorted into the correct order according to your admissions criteria)
- Add the rank numbers for the first three pupils (1,2,3) in the ranking column
- Highlight these three cells (so that there is a small black box in the bottom right hand corner of the third cell)
- Double click on the small black box and this will populate sequential numbers in the rest of the column **up to** the last row containing information to the left of this column (otherwise, repeat the process using the appropriate numbers)

Some common questions about ranking lists

Do I only rank up to my PAN (published admission number)?	No, **all** applicants on the spreadsheet are to be ranked according to your admissions criteria
How do I rank those without a distance?	If no distance has been given then use your **local knowledge** to rank them within your list or telephone us for advice (remember to record this in the "notes" column)
Can I use formulae or formatting within the ranking list?	**No**, any formulae or formatting you add to the spreadsheet will cause problems within our computer system when the school offers are being generated.
I know that two Statemented children will be coming to our school - how will this affect the ranking?	Rank **only** the applicants on your spreadsheet according to your admissions criteria. Statemented children will already be accounted for by us when the school offers are made.
Do I use the same rank number for twins?	**No**, rank numbers must be **unique** to each child (i.e. 1,2,3,4,5,6, etc). You cannot allocate the same rank number to another child.

Finally, the technical bit....

When you have completed your ranking list and are ready to return it you must save the spreadsheet with the name in the following format, either by "renaming" the file or using "save as" and ensuring it is saved as a Microsoft Excel Worksheet.

886****_886ADMS_~~~~~~~~

Your DFE number   File description (e.g. Rank2014)
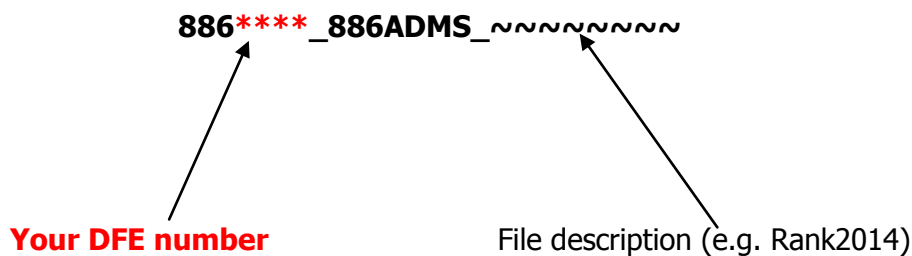
NB If you have **not** changed the file name to the above format before uploading - as a generic file - the upload will <u>not</u> reach us.

If you have <u>any</u> further questions about how to rank your applicants or how the process operates please contact us by email or telephone using the details below.

Contact Details

If you have any questions for the team please use the details below
Team Telephone number: 03000 418247
Team Email: kentonlineadmissions@kent.gov.uk