

## **FAQs for Schools**

### **Why do we collect registers?**

Our partners all have a commitment to widening participation, and our university partners are under a regulatory obligation (through the Office for Students) to widen access to Higher Education by working with students at risk of disadvantage.

University partners have an obligation to the Office for Students to meet the targets that they set and report back to them. For the Uni Connect programme it is a condition of our funding that we collect registers for all learners we work with. The information from the registers allows us to collate the evidence required by the Office for Students to show that our activities are reaching learners from disadvantaged and low participation backgrounds. In this regard, registers support ongoing funding.

However, and more importantly, registers are central to monitoring number of activities your school is engaging with, as well as the number of participants in our target groups. This allows us best support your school and your students, by ensuring that your students receive a sustained and progressive outreach programme that meets their needs.

Information contained in student registers will only be used to your students' advantage – for example, in some cases participation in an outreach programme might result in them being eligible for a lower offer at a partner university. Information about your students will never be used to their detriment.

### **Why do we collect baselines?**

We collect baseline questionnaires from partner schools with the highest numbers of students in our target groups. The baseline survey asks learners about their attitudes towards education, self-efficacy, motivation, confidence, self-awareness, and knowledge about higher education. These are the main areas our programme of activities is designed to positively influence, so the survey enables us to measure the impact of the programme across the KMPF partnership.

We ask that learners complete a baseline survey at the beginning of year 7 (before any activity has taken place) and again at the beginning of years 9, 11, and 12 so we can track changes in their responses as they progress through their educational journey and ensure that the programmes we are delivering are effective. We also compare responses of those who have participated in a sustained and progressive way with those who have not.

To support your school with internal and external reporting, if baselines are collected you will receive a baseline report comprising a graphical summary of your learners' responses.

### **What information will I receive back about my students and when?**

We will provide your school with an annual activity report. This report contains detailed information on the types of activities your students have accessed, and various statistics related to this including Higher Education destinations (where this information is available). Alongside this, your school will also receive a delivery leaflet containing an overview of the key statistics relating to activity participation. Both of these can be used to show your school's stakeholders the efforts you are making to support your students to make informed choices about their future.

Schools with high numbers of target learners can receive the above reports more regularly, and in addition an overview report of their students' baseline responses.

Please note that reports can only be shared with a school if the KMPF Agreement and Data Sharing Agreement have been signed and returned.

### **Do I need to ask parental permission for students to complete registers and baselines?**

No. We collect student data under the legal basis of Public Task, which means that we are carrying out a specific task in the public interest. Universities are under a mandate from the Office for Students to evaluate their outreach activities and evidence how they are working towards narrowing gaps in progression to Higher Education between disadvantaged students and their non-disadvantaged peers.

When we ask your students for personal data, they are provided with a privacy statement which contains all the information we are required by law to make available to them. These privacy statements have been checked through readability software to ensure they are suitable for your students. Your students are also given the option not to share their data (though we are grateful if they do, for the funding reasons outlined).

### **Is this different if they are under 14/over 14?**

No. This age distinction does not apply to the legal basis of Public Task.

### **Can I complete registers on behalf of the students?**

Yes, you can complete the registers on behalf of your students. However, you must ensure that your students are aware that you are completing this on their behalf, and they must have had been given the opportunity to access the privacy notice. You could do this by giving them a printed copy, reading it to them or displaying it on a screen.

If you complete the register on behalf of your students, we ask that you include this in your correspondence to us and confirm that they were given the opportunity to access the privacy notice.

### **Do I need consent from students to enter their data?**

No. You do not need consent from your students to enter their data. Our legal basis for processing this data is Public Task. However, if any of your students' objects to their data being shared, their data should not be shared with us.

**Can I send registers by email?**

Registers can be sent by email in a password protected format. We will always confirm receipt of registers in writing.

Once you receive this confirmation, we would advise that you delete the registers from your sent items, as well as any copies you may have saved on your computer. All paper registers must be securely shredded.

**How do I know which students to select for activities?**

If you are unsure which students should be selected for outreach activities, we are happy to support you. One of the ways in which we can support you is by running a postcode profile analysis. The postcode profile identifies students who live in areas of deprivation and low participation in higher education, which are the main identifiers. In addition to postcode indicators, FSM, disabled or Pupil Premium learners should be targeted, as identified from your own records.