

## Summer School Evaluation Participant Information Sheet

*Ethical Clearance Reference Number: LRS-20/21-17995*



Dear student,

We are running a research project to test whether participation in a university summer school will help students to aspire and progress to university. The summer school you have applied to is part of this project.

Before you decide whether you want to be included in this research, it is important for you to understand why the research is being done and what taking part means. Please take time to read the following information carefully. If there is anything that is not clear or if you would like more information you can contact the researcher at the email address below.

### **What is the purpose of the research project?**

- Many universities run summer schools as a way of encouraging students to consider attending university in future, and to give them the skills to apply.
- The aim of the project is to understand whether these summer schools are effective at helping a greater number of students aspire to attend university and to attend in future.
- This project is funded and run by the Centre for Transforming Access and Student Outcomes (TASO). TASO is funded by the Office for Students, the independent regulator of higher education in England.

### **What does this project mean for students?**

You have applied to attend a summer school involved in this project which aims to better understand the impact summer schools have on students' aspirations to attend university

- The way that we will do this is through carrying out something called a Randomised Controlled Trial (RCT). This means that all eligible students who apply to a summer school are randomly allocated to one of two groups. One group of students will be offered a place on the summer school, and the other group will not.
- Because there are a limited number of places on the summer schools, not everyone who wants to attend will be able to.
- To make sure the two groups of students are similar in terms of characteristics (such as gender) we will look at the information you provide in your application to carry out the randomisation process.
- By comparing how many students from each of the two groups apply for university we will be better able to understand whether the summer school has a positive impact on participants.
- Even if you don't get a spot, we will invite you to be part of our research project.
- You will be asked to complete three questionnaires about your hopes for and feelings about university – first when you apply for the summer school, then in the autumn term 2021 and finally in spring term 2022.
- You might be invited to complete the questionnaires on paper or online while at school/college and/or might receive an email/telephone call from the university asking you to complete it online.
- The questionnaires should take no longer than 10 minutes each to complete.
- Whether you attend the summer school or not, you'll be asked to complete these questionnaires.

- The questionnaires will ask you about:
  - Aspirations to apply to university
  - Intention to apply to university
  - Sense of belonging in university
  - Knowledge of university
  - Social connections
  - Whether you've applied to university and where you've applied

**To say thank you for completing the follow up questionnaires, you will be entered into a prize draw where you will be in with the chance of winning an online shopping voucher up to the value of either £25 or £50 per questionnaire.**

**What other data will be collected?**

- We will match the questionnaire data with other student data collected as part of the summer school project. This data will include:

<ul style="list-style-type: none"> <li>- Name (to match-up survey responses)</li> <li>- Email address/telephone (to invite you to take questionnaires)</li> <li>- Unique Learner Number (ULN)</li> <li>- Postcode</li> <li>- Date of birth</li> <li>- Gender</li> <li>- Ethnicity</li> <li>- Postcode-level markers of disadvantage<sup>1</sup></li> <li>- School name and location</li> <li>- Year group</li> </ul>	<ul style="list-style-type: none"> <li>- Whether anyone in the family has been to university</li> <li>- Predicted and actual grades</li> <li>- Disability status</li> <li>- Eligibility for free school meals</li> <li>- Experience of children's social care</li> <li>- Whether from an underrepresented group (young carer, estranged, Gypsy, Roma, Traversal communities, refugees, children of military families)</li> <li>- Attendance at the summer school activities.</li> </ul>
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- Your data will be linked to information stored by a tracking service the university is using.<sup>2</sup> The tracking service will match your data with the information in the box below and share it back with us if they hold it and if they have appropriate permission to do so.
- For longitudinal tracking purposes, the tracking service will match your details to government data held by the Higher Education Statistics Agency (HESA), on the Individualised Learner Record (ILR) and on the National Pupil Database to gather more complete data on your background and to see whether you progress to further and/or higher education in future, where you go and what you study.
- Your data will also be shared with our independent evaluator (the Behavioural Insights Team). TASO and the Behavioural Insights Team may both also match this data with data on the Higher Education Statistics Agency (HESA), on the Individualised Learner Record (ILR) and on the National Pupil Database) to gather more complete data on your background, your attainment and to see whether you progress to further and/or higher education in future, where you go and what you study.
- Collecting and linking the data means we can work out if the summer school has been effective at helping students progress to university and we can measure differences between the different groups of participants (for example, by gender).

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<sup>1</sup> Student postcodes will be matched to a number of socioeconomic markers which tell us more about the area in question – including the level of education, employment and deprivation. The markers will include ACORN, POLAR and IMD. Individual postcodes won't be collected.

<sup>2</sup> The tracking service is called the Higher Education Access Tracker (HEAT): <https://heat.ac.uk/>

<p><b><i>If not already gathered:</i></b><sup>3</sup></p> <ul style="list-style-type: none"> <li>- Email address/telephone (to invite you to take questionnaires)</li> <li>- Unique Learner Number (ULN)</li> <li>- Postcode</li> <li>- Date of birth</li> <li>- Gender</li> <li>- Ethnicity</li> <li>- Postcode-level markers of disadvantage<sup>4</sup></li> <li>- School name and location</li> <li>- Year group</li> <li>- Whether anyone in the family has been to university</li> <li>- Predicted and actual grades</li> <li>- Disability status</li> <li>- Eligibility for free school meals</li> <li>- Experience of children's social care</li> <li>- Whether from an underrepresented group (young carer, estranged, Gypsy, Roma, Traversal communities, refugees, children of military families)</li> </ul>	<p><b><i>Other data to be gathered:</i></b></p> <ul style="list-style-type: none"> <li>- Participation in any other outreach activities</li> <li>- Attainment at Key Stages 2-5</li> <li>- Progression to post-16 education</li> <li>- Progression to higher education</li> <li>- If you go into post-16/higher education, where and what you study.</li> </ul>
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- If you apply to higher education, it will be a couple of years before you enter. For this reason we will track your outcomes over the period until 2023 to understand the long-term impact of the summer school.
- Student data will be shared with the Centre for Transforming Access and Student Outcomes (TASO) who will be involved in analysing the project outcomes. TASO is currently a team based within King's College London but will soon become an independent charity.
- Student data will also be shared with the independent evaluator for this project (The Behavioural Insights Team) who will lead in analysing the project outcomes.
- For the purpose of data protection law, our 'legal basis' for processing the data is the 'public task' condition set out in the General Data Protection (GDPR). In respect of ethnicity data, which is treated as 'special category' data for the purposes of data protection law, our legal basis for processing the data is 'research' condition set out in the GDPR and the UK Data Protection Act 2018. Please contact us with any questions.
- **We are analysing these data for research purposes and participation in the project will not mean you receive favourable treatment when applying to future outreach activities or university.**

### **How is the data protected?**

- The data we collect will be stored on password protected servers at King's College London. Data will be encrypted and password protected.
- The data will not be transferred outside the European Economic area.
- When the data is shared with the Centre for Transforming Access and Student Outcomes (TASO) it will also be stored on password protected computer drive and data will continue to be encrypted and password protected.
- This project will end on 1 January 2024. All personal data will be kept for three years after the project ends and either destroyed or archived after 1 January 2027.
- Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR). This means that when we analyse the questionnaire responses or

<sup>3</sup> Data will only be collected from here if it is not already available via the summer school application process and if appropriate permission is in place to collect it from the tracking service database.

<sup>4</sup> Student postcodes will be matched to a number of socioeconomic markers which tell us more about the area in question – including the level of education, employment and deprivation. The markers will include ACORN, POLAR and IMD. Individual postcodes won't be collected.

administrative data, that data will be kept safe on our computers, won't be shared outside of our team (except where we've explained we will share data in this sheet), won't be kept longer than needed and when we report the findings no one will be able to pick out who the respondent is. We won't use names and we'll assign completed questionnaires with a number, so that no one will know it is the analysis of any specific individual's outcomes.

- You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation. You also have other rights including rights of correction, erasure, objection, and data portability. Questions, comments and requests about your personal data can also be sent to the King's College London Data Protection Officer Mr Albert Chan [info-compliance@kcl.ac.uk](mailto:info-compliance@kcl.ac.uk). If you wish to lodge a complaint with the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk).

### **Do I have to take part?**

You do not need to take part. We will only monitor those students who decide to participate in the research. Please note, however, that if you choose **not** to take part in the research, your application data **will** be used to randomly allocate you to one of two groups, where one group will be offered a place on the summer school and one group will not (please see section above 'What does this project mean for students?').

If you do **not** consent to take part, we will **not** include your data in the research after the randomisation process. **Deciding not to take part in this research project will not have any impact on the outcome of your application to a summer school and how likely you are to get a place. If you agree to take part in the research, this will not increase your chances of getting a place on a summer school.**

You should only take part if you want to and choosing not to take part will **not** disadvantage you in anyway. If you are not sure, email us with your questions at the email address below.

### **What if I change my mind?**

If you change your mind at a later date you can email the team at the email address below to ask the research team to delete data and questionnaire responses from the study up until 1 January 2024.

### **What will happen after the summer school?**

Once we've collected all the data outlined in this sheet we will analyse it and write a report on whether summer schools seem to help students aspire to and attend university. All of the questionnaire answers and other data will be anonymous (i.e. it won't be possible to know who took part). This means we won't say who said what and we won't include any personal information (like names or details individuals might be recognised by) in our report. We will publish this report and will provide all universities holding summer schools with a copy. We'll ask them to check that students won't be recognisable in what we've written.

### **What if I have further questions, or if something goes wrong?**

If this study has harmed you in any way or if you wish to make a complaint about the conduct of the study you can contact King's College London using the details below for further advice and information: The Chair, Social Science, Humanities and Law Research Ethics Subcommittee [rec@kcl.ac.uk](mailto:rec@kcl.ac.uk)

**Who should I contact for further information?**

If you have any questions or require more information about this study, please contact Eliza Kozman using the following contact details.

Email: [eliza.kozman@kcl.ac.uk](mailto:eliza.kozman@kcl.ac.uk)

Address: The Policy Institute, King's College London, Virginia Woolf Building, 22 Kingsway, London, WC2B 6LE