

## Contact information

Provider name:

Provider UKPRN:

### Validation checks

**1. Please ensure that contact details are completed for two people.**

#### The Office for Students (OfS) Privacy Notice for monitoring student premium

The OfS publishes a Privacy Notice\* on its website which includes information about how we process and use your personal information. Personal information in this context refers to the contact details we ask you to provide. We have provided a summary of how the Privacy Notice relates to how we will process your contact details below.

1. The personal information you provide will be used for the purposes of monitoring compliance with access agreements, spend on student premium and to contact you as part of research to identify good practice in promoting equality of opportunity.
2. The Data Controller of the personal information you submit will be the OfS.
3. Our legal basis for processing your personal information is to comply with our legal obligations and in the performance of a public task.
4. We will store the personal information on secure servers within the United Kingdom or elsewhere within the European Economic Area ("EEA").
5. We share your personal information with researchers contracted by the OfS to conduct research to identify good practice in access and participation.
6. We will hold your contact details for monitoring compliance with access agreements and student premium for a period of ten years in accordance with the OfS disposal schedule and then dispose of them securely. We will use the contact details to contact you in relation to identifying good practice in promoting equality of opportunity for as long as you are the nominated contact and then dispose of them securely.
7. You have certain rights in relation to your personal information, set out on the OfS website.\*\*

You may contact our Data Protection Officer at [dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk) with any queries or concerns you have about the use of your personal information.

	Accountable Officer	Alternative contact
Name		
Job title		
Telephone		
E-mail		

### Important template note

**Please do not copy and paste cells within this workbook as this can corrupt and overwrite the validation checks.** If you need to do so, you can copy and paste into the white formula bar (which can be found just below the command ribbon at the top of the Excel window).

Worksheets contain information critical to accurate loading of the data; it is essential that this is preserved. We may refuse to accept any workbooks which have been purposely unprotected as we cannot be certain of our ability to correctly load the data from such workbooks into our database. We are aware that certain software packages remove the saved passwords; please let us know if you think you may have removed the password in error in this way.

### Notes

Cells that you can complete are white; grey cells are auto-populated.

If you are being asked to report on student numbers or expenditure and there are none then please enter 0.

**Please see paragraphs 16-17 of the guidance for information on how to complete this table**

\* <https://www.officeforstudents.org.uk/ofs-privacy/privacy-notice/>

\*\* <https://www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/>

## Access and participation (A&P) activity expenditure and hardship expenditure (Table 1)

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### Validation checks

**1. All white cells must be completed.**

- In Tables 1a, 1b and 1c the sum of the student premium funding must not exceed your total expenditure for each activity type.  
 3. In Table 1b, the 'Total expenditure on supporting disabled students' (cell J68) must be equal to Table 1a, Success activity 'Support for disabled students' (cell J44).  
 4. In Table 1b, the total 'of which uses disabled students premium' (cell J69) must not exceed your allocated total disabled student premium in 2018-19 (cell G28).  
 5. In Table 1d, the total 'of which uses student premium funding' (cell J83) must not exceed your allocated total students premium in 2018-19 (cell G29).  
 6. In Table 1e, the total spent on collaborative activity (cell J88) must not exceed the total A&P activity expenditure (cell J35).

### Credibility checks

1. In Table 1a, you have not recorded any expenditure on support for disabled students in the 'Student success activity' section (cell J44).  
 2. In Table 1b, you have not recorded any expenditure on on-going core work to support disabled students (cell J62).  
 3. In Tables 1a, 1b and 1c you have not recorded any expenditure on some or all of the 'of which uses student premium funding' rows (cells J42, J48, J54, J69 and J77).

### Notes

Please see paragraphs 18-38 of the guidance for information on how to complete this table

#### Student premium allocations in 2018-19 were:

Support successful student outcomes: full-time (£):	
Support successful student outcomes: part-time (£):	
Disabled students premium (£):	
Total student premium (£):	

**Table 1a - A&P activity expenditure**

Expenditure category		Expenditure (£)
Access activity	a. Outreach work with schools and young people	
	b. Outreach work with communities and adults	
	c. Outreach work with disabled students	
	d. Strategic relationships with schools	
	e. Staffing and administration	
	<b>Total access expenditure</b>	0
<b>of which uses student premium funding</b>		
Success activity	a. Support for current students (academic and pastoral)	
	b. Support for disabled students	
	c. Staffing and administration	
	<b>Total success expenditure</b>	0
<b>of which uses student premium funding</b>		
Progression activity	a. Support for progression from HE into employment or postgraduate study	
	b. Support for progression of disabled students	
	c. Staffing and administration	
	<b>Total progression expenditure</b>	0
<b>of which uses student premium funding</b>		
<b>Total A&amp;P activity expenditure</b>		0
<b>of which uses student premium funding</b>		0

**Table 1b - Support for disabled students expenditure**

Please report on expenditure that has occurred to support disabled students against the categories below	
a. On-going, core work to support disabled students	
b. Expansion of disability services (additional staff, training and resources)	
c. Expansion of assistive technologies	
d. Improvement of inclusivity of teaching and learning	
e. Creation or extension of learning support posts	
f. Other	
<b>Total expenditure on supporting disabled students</b>	0
<b>of which uses disabled students premium</b>	

**Table 1c - Hardship expenditure**

a. Support for students in financial hardship	
b. Staffing and administration	
<b>Total hardship expenditure</b>	0
<b>of which uses student premium funding</b>	
<b>Total number of students in receipt of hardship funds</b>	

**Table 1d - Total A&P activity expenditure and hardship expenditure**

<b>Total A&amp;P activity expenditure and hardship expenditure</b>	0
<b>of which uses student premium funding</b>	0

**Table 1e – Collaborative activity**

Please report on all expenditure on A&P activity that was delivered collaboratively. By collaborative activity, we do not just mean collaboration between providers of higher education. We would normally expect collaborative activity to include many stakeholders rather than be between a single higher education provider and schools, colleges or other stakeholders receiving outreach, but collaboration could be formed in a number of ways, for example, between one higher education provider and several further education and sixth form colleges, other higher education providers, employers, third sector organisations, schools, colleges, training providers or local authorities.

How much of the expenditure reported in Table 1a was spent on collaborative activity? (estimate an amount in £s)

Optional commentary on expenditure in table 1a, 1b and 1c.  
Maximum 1500 characters

## Sign off

Provider name:

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### Validation checks

1. Please ensure the "Assuring your return" table has been completed.
2. Please ensure that accountable officer details are completed.

### Notes

Please see paragraphs 61-64 of the guidance for information on how to complete this table

Are all validation checks passed?

No

### Assuring your return

I confirm that all the information provided is accurate and has been compiled in accordance with the OfS's guidance

Accountable officer name

Accountable officer job title