

LIVERPOOL JOHN MOORES UNIVERSITY
Participant Information Sheet For Liverpool Families' Experiences of
the School Admissions and Appeals Process

LJMU's Research Ethics Committee Approval Reference: 21/LAW/005

Title of Study: Liverpool Families' Experiences of the School Admissions and Appeals Process

You are being invited to take part in a study. Before you decide it is important for you to understand why the study is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for taking the time to read this.

1. Who will conduct the study?

Study Team

Principal Investigator: Paul Twigg, Solicitor and Senior Lecturer, School of Law, LJMU

E: p.j.twigg@ljmu.ac.uk

School/Faculty within LJMU: Law

2. What is the purpose of the study?

We want to examine whether families from different backgrounds and areas of the city of Liverpool have different experiences of the secondary school admissions and appeals process.

3. Why have I been invited to participate?

We are inviting all families with children living and/or at school in the L6, L7, L8, I15 AND I25 postcodes to take part in this study.

4. Do I have to take part?

No. It is up to you to decide whether or not to take part. You can withdraw at any time by informing the investigators without giving a reason and without it affecting your rights in any way.

5. What will happen to me if I take part?

You will answer a series of questions in an anonymous questionnaire that takes about 5-7 minutes to complete.

You won't be identifiable from your questionnaire. You can choose to give us your contact email or phone number at the end of the questionnaire, and if so we may contact you later in the summer to find out more about your experiences.

6. Are there any possible disadvantages or risks from taking part?

No.

7. What are the possible benefits of taking part?

There will be no direct benefits to you personally for taking part in the study. However, it will provide the Principal Investigator with valuable data about what different families' experiences of the school admissions and appeals processes are like. This data will then be used to provide a report to Liverpool City Council, which will also be publically accessible on the microsite of the LJMU Legal Advice Centre, where the Principal Investigator works.

8. What will happen to the data provided and how will my taking part in this project be kept confidential?

The information you provide as part of the study is the **study data**. Any study data from which you can be identified (e.g. from identifiers such as your name, date of birth, audio recording etc.), is known as **personal data**. This includes more sensitive categories of personal data (**sensitive data**) such as your race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation.

Your participation in this study will **not** involve the collection of any **personal data**. We will ask for **sensitive data** (your ethnicity and religion) but you will not be identifiable at any stage from this data.

You will **not** be identifiable in any ensuing reports or publications.

9. What will happen to the results of the study?

The investigator will analyse the questionnaire answers and produce an interim report for the Council. We may hold focus groups and collect more information from any participants interested in taking part. We will then produce a final, public report about our findings from this study.

10. Who is organising the study?

This study is organised by the Legal Advice Centre in Liverpool John Moores University School of Law, at the request of the Council.

11. Who has reviewed this study?

This study has been reviewed by, and received ethics clearance through, the Liverpool John Moores University Research Ethics Committee (Reference number: **21/LAW/005**).

12. What if something goes wrong?

If you have a concern about any aspect of this study, please contact the relevant investigator who will do their best to answer your query. The investigator should acknowledge your concern within 10 working days and give you an indication of how they intend to deal with it. If you wish to make a complaint, please contact the chair of the Liverpool John Moores University Research Ethics Committee (researchethics@ljmu.ac.uk) and your communication will be re-directed to an independent person as appropriate.

13. Data Protection Notice

Liverpool John Moores University is the sponsor for this study based in the United Kingdom. We will be using information from you in order to undertake this study and will act as the data controller for this data. This means that we are responsible for looking after your information and using it properly. Liverpool John Moores University will process your personal data for the purpose of research. Research is a task that we perform in the public interest.

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the study to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible.

You can find out more about how we use your information at URL and/or by contacting secretariat@ljmu.ac.uk.

If you are concerned about how your personal data is being processed, please contact LJMU in the first instance at secretariat@ljmu.ac.uk. If you remain unsatisfied, you may wish to contact the Information Commissioner's Office (ICO). Contact details, and details of data subject rights, are available on the ICO website at: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

14. Contact for further information

Paul Twigg, Solicitor and Senior Lecturer

E: p.j.twigg@ljmu.ac.uk

Thank you for reading this information sheet and for considering to take part in this study.

Note: A copy of the participant information sheet should be retained by the participant with a copy of the signed consent form.
