Participant Information Sheet

## Exploring the experience of young people with Education Health and Care Plans (EHCPs) in their transition from school to university using thematic analysis.

## Invitation to research

I am a Manchester Metropolitan University postgraduate student. The objective of this research is to explore the experiences of young people who had Education Health and Care Plans (EHCPs) in their transition to university. This project wants to understand which provisions, whether in the EHCP or otherwise, helped young people feel supported in their transition from school to university.

## Why have I been invited?

You have responded to a call for participants. You will be a current undergraduate or foundation year student aged between 18 and 24. You will have had an EHCP which was first issued before you entered year 9 and was ceased upon your entry to higher education (university). You will be studying in-person and full time.

You are not eligible to take part in the meeting if any of the following apply:

* Your EHCP ceased to be maintained before the transition to adulthood or for any other reason than transition to adulthood.
* You took a gap year or years between further and higher education.
* You were resident in the county of Suffolk at any time in your life.
* You were Electively Home Educated at any point after the beginning of year 9.
* You have severe mental health difficulties

## Do I have to take part?

No, your participation is completely voluntary.

## What will I be asked to do?

You will spend about an hour, talking to a researcher on Microsoft Teams. During this time you will talk about your experiences in education as a person with special educational needs whilst completing a fortune line. You will be asked to identify key moments in your experience, select a relevant emoji to represent your feelings about that event and plot that emoji on the fortune line based on how inside or outside of your control that event felt.

## Are there any risks if I participate?

There is a risk that you find something upsetting or hard to talk about. If this happens you can take a break or withdraw from the study. If you continue to feel distressed, you will be automatically withdrawn. You can also find support through the [MMU Counselling, Mental Health and Wellbeing Service.](https://www.mmu.ac.uk/student-life/wellbeing/counselling-and-mental-health)

## Are there any advantages if I participate?

Your participation is very much appreciated. If you participate through the MMU Participation Pool you will receive credits. After the research has been completed I will write up a summary of findings. If you would like to be emailed a copy of this summary, please email [Lydia.mahoney@stu.mmu.ac.uk](mailto:Lydia.mahoney@stu.mmu.ac.uk).

## Informed consent

## What information about me will you collect and why?

During our conversation on Microsoft Teams, we will talk about your experiences of school and/or college and of studying at university. Your EHCP (or “plan”) would have been part of the process of support you had at school and or/college and we want to explore students experiences of this process.

## How will my information be stored and how will you look after it?

The meeting will be audio and video recorded and then transcribed. At this point, your meeting will be made anonymous and the recording will be deleted. The data will be stored on the MMU OneDrive.

## How will you use my information?

After the data has been anonymised, it will be analysed and anonymous quotes may be used in the completed written report. Themes that arise from all the information together will also be used.

## Will my data be sent anywhere else, or shared with other people or organisations?

Your data will not be shared with third parties and will not leave England and Wales.

## When will you destroy my information?

Any personal data will not be kept longer than the project duration. Anonymous quotes or themes will remain in the completed dissertation for perpetuity.

## Data Protection Law

Data protection legislation requires that we state the ‘legal basis’ for processing information about you. In the case of research, this is ‘a task in the public interest’. Manchester Metropolitan is the Controller for this information and is responsible for looking after your data and using it in line with the requirements of the data protection legislation applicable in the UK.

You have the right to make choices about your information under the data protection legislation, such as the right of access and the right to object, although in some circumstances these rights are not absolute. If you have any questions, or would like to exercise these rights, please contact the researcher or the University Data Protection Officer using the details below.

You can stop being a part of the study at any time, without giving a reason. You can request to withdraw and have your data deleted for up to one week after the interview. All transcripts will be anonymised. All recordings and transcripts will be deleted once Lydia Mahoney has received confirmation that she has passed the dissertation unit.

## What will happen to the results of the research study?

This study is not intended to be published. To protect you anonymity, you will not be personally acknowledged.

## Who has reviewed this research project?

This research project has been approved by the MMU ethics committee.

## Who do I contact if I have concerns about this study or I wish to complain?

Dr Claire Fox [FOHE-ethics@mmu.ac.uk](mailto:FOHE-ethics@mmu.ac.uk)

Dr Gill Yeowell [g.yeowell@mmu.ac.uk](mailto:g.yeowell@mmu.ac.uk)

Dr Aspa Paltogou [a.paltoglou@mmu.ac.uk](mailto:a.paltoglou@mmu.ac.uk)

**Manchester Metropolitan Data Protection Officer** [dataprotection@mmu.ac.uk](mailto:dataprotection@mmu.ac.uk)

Tel: 0161 247 3331Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH

**UK Information Commissioner’s Office**

You have the right to complain directly to the Information Commissioner’s Office if you would like to complain about how we process your personal data:

<https://ico.org.uk/global/contact-us/>

**THANK YOU FOR CONSIDERING PARTICIPATING IN THIS PROJECT**