



The Excellence Hub for Yorkshire and Humber

# The Excellence Hub for Yorkshire and Humber

Guidance notes for schools, college, students, parents and local authorities

Get involved @ [www.york.ac.uk/excellencehub](http://www.york.ac.uk/excellencehub)

The Excellence Hub for Yorkshire and Humber is a regional collaboration, funded by the four partner universities; the Universities of Hull, Leeds, Sheffield and York. The objective of the Excellence Hub is to provide interesting and purposeful opportunities for high achieving school and college students in the Yorkshire and Humber region, and beyond and all of the events are free to attend.

Events delivered through the Excellence Hub for Yorkshire and Humber are open to students from across the UK who have been identified by their school or college as being **high achieving**. **Please note that there is additional eligibility criteria and a set application process for applying for events.**

## Eligibility criteria

- Students must have been identified as being **high achieving** by their school/college to be eligible to attend Excellence Hub events.
- Please note that priority will be given to students who **also** meet **one or more** of the following criteria:
  - The student is eligible to receive **free school meals**
  - There is **no history of higher education** (studying at university level) in the student's immediate family (excluding siblings)
  - The student is living in, or has experienced a period of time living in, **local authority care**
- If a student or group of students **does not meet any of the criteria** they are still able to apply to attend events, however they will **only** be allocated a place if the event cannot be filled with students who do meet the above criteria.

## Application process

- A **deadline** for applications (which will be **four weeks before** the date of the event) will be indicated on the Excellence Hub website for each individual event, and all applications must be received by this date in order to be equally considered. A **first come, first served** approach will also be used when allocating spaces.
- To try and cater for a wide range of needs and complement existing provision, some events are during school/college hours, and some are not. **Applications for events in school/college time can only be accepted by school/college staff regardless of whether the application is for an individual or a group of students.**
- If you are applying as an **individual**, you will need to register your interest using the **application form** on the website.
- If you are a **school/college teacher** making a booking, you will need to **email [excellencehub@york.ac.uk](mailto:excellencehub@york.ac.uk)** to book places, using the registration form. We understand that you may not know exactly which students you hope to bring to the event, so at the booking stage we do not need specific student information (unless you are able to provide this), however we will need you to confirm whether or not you will be bringing students who fulfil the eligibility criteria, as this information will be used when allocating spaces. **Please note that if**

Please direct all enquiries and applications to: Michelle Hughes, Excellence Hub Coordinator

Based at: Student Recruitment and Admissions, The University of York, Heslington, YO10 5DD Tel: 01904 323 527 Fax: 01904 323 538

Email: [excellencehub@york.ac.uk](mailto:excellencehub@york.ac.uk) Website: [www.york.ac.uk/excellencehub](http://www.york.ac.uk/excellencehub)

*Please apply by forwarding the Excellence Hub application form to this address; the form is available at the website above.*



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**you book spaces for eligible students and then are only able to bring ineligible students, your spaces may be given to other schools/colleges.**

- Events fill up quickly and there are limited spaces. **Please make enquiries and applications early to avoid disappointment.**
- Once the deadline has passed, the Excellence Hub Coordinator will review the applications and **allocate spaces according to the eligibility criteria**. Firstly applications will be divided in to two groups; students who meet the criteria and those who do not. Spaces will then be allocated to the eligible students on a first come, first served basis.
- If the event is oversubscribed with eligible students, any remaining students who meet the criteria will be added to a reserve list. If there are any cancellations for spaces, these students will automatically be first in line to take up the spaces.
- If there are any spaces remaining once all of the eligible students have been allocated a place, the ineligible students who have applied for the event will be allocated a space, again using a first come first served approach, and any remaining students will be added to a second reserve list.
- Once all of the spaces have been allocated applicants/school or college staff will receive email notification of whether or not they have been successful in gaining a place on their chosen event, or alternatively if they have been placed on a reserve list.
- **Two weeks before** the event students/schools/colleges who have been allocated places will receive the **full details**, including joining instructions and catering information. Schools or colleges bringing a group of students will also be asked to provide further details about their students. This will be done by filling in a **registration spreadsheet**, which will include any special requirements and we will also require school/college staff to confirm each student's eligibility. **This information will need to be returned by the given deadline in order to secure the booking.**

## Other event information

- **If you are no longer able to attend an event, the Excellence Hub needs to be notified as soon as possible**, so that places can be offered to other schools/colleges. Cancelling places at short notice results in empty places, funding implications and wasted resources.
- The events are **free** to attend but schools/colleges/parents are expected to organise and fund transport. Some events will provide **lunch** but there will also be events when students and staff may be required to bring a packed lunch. You will be notified of the catering arrangements for the event you are attending when you have your places confirmed. NB there may be charges for parking at certain events.
- Students generally do not need to be in **school uniform** when attending Excellence Hub events, but there are occasions when the organisers will request this, and again you will be notified if this is the case. Generally it is up to schools/colleges to decide if they want their students to be in uniform or not.
- The Excellence Hub recognises that it takes school/college staff time to coordinate groups of students to attend events and is very grateful for their support.

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