**Participation Monitoring Guidance**

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Description automatically generated**The Submission Form**

**Guidance notes**

* **Select your school’s name from the list**
* Select the month you are returning participation data for. **This is a monthly total and not cumulative to date.**
* You can only submit one project per form. You can then complete the form again for each of your projects. **You should have a numbered list of your projects from your Active Essex contact. Keep a note of these as you will need to know the numbered order of your projects to complete the form accurately.**
* Select either Children & Young People, Community Users, or Both depending on who has attended your sessions.
* Select the number of sessions you have delivered this month for students from your school.
* For each session delivered, please enter how many participants attended each session.
* Please enter the number of individual students from your school who have participated for the month you are returning participation data for. **Only count a student once as opposed to each time they attend a session to give a true individual figure.**
* From the figure provided above, please enter how many of your school students attended a session for the first time in the month you are returning your data for.

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* Please select the number of sessions you have delivered this month for community users.
* For each session delivered, please enter how many participants attended each session.
* Please enter the number of community users who have participated for the month you are returning participation data for. **Only count the community user once as opposed to each time they attend a session to give a true individual figure.**
* From the figure provided above, please enter how many of the community users attended a session for the first time in the month you are returning your data for.

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**Guidance notes continued…**

* Please provide the number of FSM eligible participants who have participated for the month you are returning participation data for. Please **only count the FSM eligible participant once as opposed to each time they attend a session to give a true individual figure**.
* As above but for female participants.
* As above but for participants with SEND.
* As above but for participants from an ethnically diverse background.

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| **Project Number** | **Project details** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |