



2024 National Awards Nomination Form

Details of Nominee:

Name of Nominee: _____

Current School Year: _____

School Name: _____

School Address: _____

Telephone Number: _____

Award/s Nominated For (please tick):

- | | |
|---|--|
| <input type="checkbox"/> Outstanding Personal Progress (<i>I</i>) | <input type="checkbox"/> Outstanding Achievement (<i>I</i>) |
| <input type="checkbox"/> Innovation and Creativity (<i>I/T/S</i>) | <input type="checkbox"/> Team of the Year (<i>T</i>) |
| <input type="checkbox"/> Outstanding Personal Resilience (<i>I</i>) | <input type="checkbox"/> International Award (<i>I/T/S</i>) |
| <input type="checkbox"/> Good Citizen Award (<i>I/T</i>) | <input type="checkbox"/> Sports Student/s of the Year (<i>I/T/S</i>) |
| <input type="checkbox"/> Leavers Success Story (<i>I</i>) | |

I - Individual Award / T - Team Award / S - School Award

Please be advised that the Outstanding Personal Progress and the Outstanding Achievement categories are particularly popular so if you are submitting a nomination in either of these, you may wish to indicate a second category against which the nomination may be considered.

Reason for Nomination: Please attach additional sheets if required.

Additional supporting documents attached?

No Yes, please provide details below.

Details of Person Nominating:

Name of Person Nominating: _____

Position: _____

School Name: _____

School Address: _____

School Telephone Number: _____

Contact Email Address: _____

Please note that this email address will be used for all communication including notification of the outcome of the nomination.

Date of Nomination: _____

By returning this Nomination Form, I confirm that I wish to submit this nomination for consideration in the *engage in their future* 2024 National Awards, and have explicit permission to share the details (including those that are not my own) provided in this form and in any accompanying documents. I confirm that I have read and understood the Terms and Conditions (see overleaf or online at www.engageintheirfuture.org), including how the information provided will be used, stored, and shared by *engage in their future*.

The closing date for nominations is 5pm on Monday 25th March 2024.

All completed Nomination Forms should be posted to: *engage in their future* 2024 National Awards, William Henry Smith School, Boothroyd Lane, Brighouse, HD6 3JW. Additional forms can be downloaded from our website, where you will also find details for submitting nominations online.

If you do not receive an email acknowledging receipt, your nomination may not have arrived.

If you have any queries regarding the nomination process for the *engage in their future* 2024 National Awards, please email us at general@engageintheirfuture.org.uk

The *engage in their future* 2024 National Awards Ceremony will be held at the Concept Theatre, Manchester on Thursday 2nd May 2024.

Guidance Notes and Terms and Conditions

Nomination Process

The nomination process for the *engage in their future* 2024 National Awards is intended to be flexible, fair and equal. Whilst all nominations must be submitted using the Nomination Form provided, we want you to tell us why the student/s you are nominating are worthy nominees - what is the background, what was the journey, what was the outcome?

We do ask that the description be of an appropriate length to sufficiently reflect the details of the nomination. Additional sheets can be used if required. We also welcome any supporting evidence such as certificates and photographs (which should be submitted with the completed Nomination Form).

We recommend that you read the "What Makes A Good Nomination?" page of the booklet for further guidance.

Terms and Conditions

1. Only nominations from current member schools of *engage in their future* will be considered. (If you are unclear about your school's membership status, or would like to join the organisation, please email us at - general@engageintheirfuture.org.uk)
 - a. Nominations for the Leavers Success Story category must be for students that attended a current *engage in their future* member school.
 - b. Participation in the 2024 National Awards is open to all *engage in their future* member schools but students at mainstream settings must have an EHCP.
2. Entries can be submitted against more than one category although it should be made clear on the Nomination Form which category/categories the nomination should be considered for. (Please note: the Outstanding Personal Progress category and the Outstanding Achievement category are particularly popular so if you are nominating in either of these categories, you may wish to indicate a second category in which the nomination may be considered.)
3. Nominations may be re-categorised at the discretion of the Judging Panel.
4. Entries should be submitted by post to: *engage in their future* 2024 National Awards, William Henry Smith School, Boothroyd Lane, Brighouse, HD6 3JW– or by email to: general@engageintheirfuture.org.uk
5. To ensure compliance with GDPR regulation please ensure that explicit permission is in place to allow the sharing, for the purposes of the *engage in their future* National Awards, of all details provided in the Nomination Form and any accompanying documents, and that the box on the Nomination Form is ticked.
6. Data Protection: the details submitted on the Nomination Form and in any accompanying documents will be used, stored and shared in the following ways:
 - a. The data provided will be used, stored and shared by *engage in their future* for the administration of the 2024 National Awards, including the National Awards Ceremony. This will include, but is not limited to, correspondence (to confirm receipt of the nomination, notification of the outcome of the nomination, dispatch of certificates / prizes, etc), analysis, and certificate personalisation.
 - b. Nomination Forms (and details taken from them) and accompanying documents will be shared with the Judging Panel.
7. Please ensure that an email address is provided as an email will be sent to acknowledge receipt of the Nomination Form (this is in addition to the automated response for online nominations). If you do not receive this email your nomination documents may not have arrived. Please allow five working days between sending the documents and receiving the acknowledgement email. If you do not receive an email as receipt of delivery, please send an email (without attachments) to – general@engageintheirfuture.org.uk
8. If supporting documents are provided with the Nomination Form, please ensure that they are afforded an appropriate level of security, especially if they contain sensitive information. If they are posted, you may wish to consider Royal Mail's 'Signed For' or 'Special Delivery' services.
9. Completed Nomination Forms must be received by 5pm on Monday 25th March 2024.
10. The decision of the Judging Panel is final.
11. A short-list of three nominees (which may include joint winners) for each category will be announced week commencing Monday 15th April 2024 with short-listed nominees invited to attend the National Awards Ceremony.
 - a. Nominees that are not short-listed will be sent a certificate in recognition and celebration of being nominated.
12. The 2024 National Awards Ceremony will be held at the Concept theatre, Manchester on Thursday 2nd May 2024.
13. A trophy and framed certificate will be awarded at the National Awards Ceremony to those short-listed by the Judging Panel. If the nomination is for a team or school, a trophy and framed certificate will be awarded to the team/school as named on the Nomination Form. If (unframed) certificates are required for each individual member of the short-listed team/school, please provide their names on the Nomination Form.
14. Attendance at the National Awards Ceremony is not obligatory. Whilst we hope that all the short-listed nominees are able to attend and receive their trophy and certificate, we appreciate that this may not be possible for everyone. Should a short-listed nominee not be able to attend the Ceremony, their trophy and certificate will be sent as soon as possible after Thursday 2nd May 2024 to their school for the attention of the staff member that submitted the nomination.