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**ELLIS  
GUILFORD  
SCHOOL**  
*Creative  
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Trust*

Wednesday, 5<sup>th</sup> February 2025

Dear Parent/Carer,

Please read this email carefully as it contains information about how your child's data will be used for a mentoring programme that Ellis Guilford School is participating in. If you do not want your child to take part, please respond to this email with the statement at the end of this email.

### **What is the Attendance Mentoring Programme?**

Some children find it difficult to go to school. The Attendance Mentoring Programme matches pupils with a mentor to work on their challenges so that they can attend school more. A mentor is someone who children can talk to and get support from.

The programme is being delivered by Etio, and is being evaluated by the Centre for Evidence and Implementation. The programme is funded by the Department for Education and the Youth Endowment Fund.

### **What does the programme involve?**

If your child is selected for the mentoring programme, they will work with a mentor for 12 weeks. The mentor will support them to attend school more. Not all children will receive mentoring. The mentoring will take place between March 2025 and March 2027.

### **What does the evaluation involve?**

We want to understand if mentoring has benefits for young people. We will compare attendance for pupils who have mentoring to pupils who do not have mentoring. To do this comparison we will collect some information about the child in your care.

**Important:** if you opt out of the programme, the child in your care **will not** be offered mentoring.

### **What information will we collect?**

We will collect some information about your child from school. This information is already held by the school – your child does not need to do anything. This will include:

- Demographic information (age, gender, ethnicity etc.)
- School attendance levels
- Exclusions data (if they have been excluded from school and why)
- Exam results (GCSEs)



If the child in your care is in Year 8, we will ask them to do a short survey called the Strengths and Difficulties Questionnaire. This will help us learn about their feelings and behaviour and see if the programme is working. Children do not have to do the questionnaire if they do not want to. Some children will also be invited to a short, informal interview.

### **What happens to the information?**

- All information about young people will be kept safe and private.
- Reports will not identify young people.
- We will only share information if we are worried about a child's safety or the safety of others, or if we are required to do so by law.
- We have a [Data Privacy Notice \(DPN\)](#) which gives you more detail

### **Archive**

The funder of this project, the Youth Endowment Fund, will store some of your child's information for at least five years. This is to assess the long-term effects of this programme. This data will not be linked to your young person's name.

### **Does the young person in my care have to take part?**

If you are happy for your child's data to be used in the evaluation, you do not need to take any action.

If you **do not want** your child's data to be used in the evaluation or to be offered mentoring, please reply to this email with this statement, complete with your child's name and school year where indicated in green:

"I, **YOUR NAME**, would like to withdraw **FULL NAME OF YOUR CHILD** in Year **ENTER SCHOOL YEAR** from the attendance mentors programme and evaluation. I understand that this means the child in my care will **not** be offered mentoring"

### **Who can I speak to if I have questions?**

For more detailed information about the programme, please see the attachment.

If you have any questions, you can contact Mrs Jackson at the school at [stacey.jackson@ellisquilfordschool.org.uk](mailto:stacey.jackson@ellisquilfordschool.org.uk) or Amy Hall from the evaluation team at [attendancementors@ceiglobal.org](mailto:attendancementors@ceiglobal.org)

Kindest regards,

Mrs Jackson  
Attendance Improvement Manage