THE WELLS ACADEMY

INTEGRITY • RESILIENCE • AMBITION

3rd November 2026

Dear Families

Attendance Mentors Evaluation Student Information

We have been asked to send the below information to you by the Department for Education.

Please read this letter carefully as it contains information about how your child's data will be used for a mentoring programme The Wells Academy is participating in. The research team at the Centre for Evidence and Implementation will collect some information about your child to understand how to support children to go to school regularly. This is a whole school process – this letter has been sent to **all** families, regardless of your child's attendance. We are looking at school-level attendance, not at individual students.

What information will we collect?

We will collect some information about your child from their 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)
- Summary exam results (GCSEs, if they take them between 2025-2028)

What happens to the information?

- All information about students will be kept safe and private. Only the research team can see it.
- Reports will not include any names or identifying information.
- We never share information unless we are worried about a child's safety or if we are required to do so by law.
- Read this Data Privacy Notice (DPN) for 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 child's name.

Can I say no?

Yes, you can say no.

- If you are happy for your child's data to be used in this research, you do not need to do anything.
- If you do not want your child's data to be used, please reply to this email with this statement before **Friday 20th November:**

"I, YOUR NAME, would like to withdraw FULL NAME OF YOUR CHILD in Year 7 at The Wells Academy evaluation."

Who can I speak to if I have questions?

If you have any questions, you can contact Mark Mander at the school at mmander@thewellsacademy.org or Amy Hall from the evaluation team at attendancementors@ceiglobal.org

Yours sincerely

Mr G Coles
Principal