**Project title: Does ELSA impact attendance in school? How?**

**What is it about? / What is the purpose of this study?**

Essex County Council would like to find out about your experiences as an ELSA. We would appreciate your help in giving us your views to help us identify if there are themes and trends in a link between children attending ELSA and those children attending school.

We want to find out what helps ELSA children come to school

We want to find out what barriers are present for ELSA children to attend school

**What would you like me to do?**

We would like you to invite you to complete a questionnaire regarding this. it has x questions and may take you x minutes to complete.

**Do I have to participate?**

You do not have to participate. You can change your mind about participating at any time before or during the questionnaire and you can choose which questions you do and do not want to answer throughout. You can change your mind at a later date, too. However, if you want to remove anything you have said, please contact elsa@essex.gov.uk by 01/07/25. After this date, we will not be able to remove your contributions as they will have been combined with those of others.

**How will you use what I tell you?**

We will complete a content analysis on all the questionnaire responses. We will identify key themes. We will then produce a report that will be shared with the members of the Educational Psychology Service and the project leads of the Tendring Levelling Up project to inform decisions about the use of ELSA in Essex.

**How long will we keep your information?**

We will collect this information under our public task in the public interest (our legal basis) and we will keep your information for up to 5 years securely and in line with our procedures. The data controller is Essex County Council. The results report will be kept indefinitely for permanent preservation (where all data will be anonymised).

For more information on how long we keep your data, please refer to our privacy notice on [www.essexcountycouncil.gov.uk/privacy or call 03457 430430](http://www.essexcountycouncil.gov.uk/privacy%20or%20call%2003457%20430430).

**Confidentiality and anonymity**

We will not use your name or anything that can identify you or the person you care for in anything we report on.

If you disclose anything that indicates a risk of harm to yourself or someone else, we have a duty of care to report this to a relevant health or social care professional that will contact you to discuss what further action should be taken. This is the only case where we would break our promise of confidentiality.

**Who can I contact for further information?**

[elsa@essex.gov.uk](mailto:elsa@essex.gov.uk)

**Thank you for your help, your participation is greatly appreciated.**

*Essex County Council fully complies with information  legislation.  If you would like the full details of how we use personal data, and the rights you have about its use, please go to www.essex.gov.uk/privacy or call 03457 430430.*