Suggested wording:

*(This suggested wording is a guide. You might need to make amendments to fit the individual circumstances of the pupil in question).*

I am writing relation to name of young person’s exclusion from name of school.

It would now be helpful to write to name of data-controller to request information about information you are requesting.

We can obtain this information under the Freedom of Information Act. The process is straightforward, but there can be lengthy time limits for the provision of information, which may make it difficult to use it to work on name of young person’s matter.

It would be useful to know if you have requested this information in the past. If you have, then we can consider the time limit allowed for provision of the information to be running already, which will make it quicker to obtain the information.

For the request to have been made, it will need to have been made in writing. If you have requested this information in writing, please provide me with a copy of the request so that I can use it as evidence that you have done so.