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 wrote to you previously on date of previous correspondence and made a request for information under the Freedom of Information Act (the Act). You provided a response on date the information was provided

1. I note that you have not provided answers to the all the questions that I asked. I asked the following questions: list the questions you have not had answers to.

You have not justified why you have declined to answer these questions. This information is essential in enabling us to prepare for the upcoming hearing on date of hearing.

Kindly, therefore, provide this information as soon as possible. This does not count as a new freedom of information request, as we were entitled to this information under the previous request. Therefore, I look forward to receiving this information immediately.

If we do not receive an appropriate response to this request, we will need to make a complaint to the Information Commissioner’s Office.

1. I have received the information you have provided. However, I am concerned that your answers do not answer the questions asked. These include list the questions you have not had answers to. You need to provide answers that are clear, concise, and provide a response to the question asked. If you do not understand the question, please contact me in accordance with your duty to provide advice and assistance under Section 16 of the Act.

Kindly, therefore, provide these answers as soon as possible. This does not count as a new subject access request, as we were entitled to this information under the previous request. Therefore, I look forward to receiving this information immediately.

If we do not receive an appropriate response to this request, we will need to make a complaint to the Information Commissioner’s Office.