Suggested wording:

*(This suggested wording is a guide. You might need to make amendments to fit the individual circumstances of the pupil in question. You can also refer to the above excerpts to strengthen your argument).*

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

1. I understand that that you have already requested a copy of the name of young person’s file from the school. If this is the case, can you please let me know the date on which you made the request and whether the school has confirmed that they have received it?

It may now be useful for me to speak with the school about the request. name of young person is entitled to all information held by the school that relate to them under a process known as a Subject Access Request (SAR). It would be useful to make sure that the school understands the specific documents we are requesting. In addition, I can make sure that the documents are received within the time allowed by law.

name of young person has the right to control their own data. However, because of their age they will require your consent as their parent/guardian. Therefore, if you are happy for me to obtain name of young person’s records, then please simply complete the attached/enclosed form of authority, which I can send to the school and other organisations to speak with them on name of young person’s behalf.

1. It would now be helpful to request name of young person’s records held by name of school. This can be done under the process known as a Subject Access Request (SAR) which starts a legal process in which the school must provide the documents we request as soon as possible.

name of young person has the right to control their own data. However, some schools and organisations may wrongly believe that you must consent as their parent/guardian to enable me to obtain their personal information. If I have name of young person’s permission to obtain their personal data on their behalf, it may be most straightforward to get yours as well. This will mean that I can prevent any delays in getting name of young person’s records before they arise.

If you and name of young person are happy for me to do this, then please complete the attached/enclosed forms of authority and return them to me.

Once I have the Form/Forms of authority I will make the SAR and let you know once I have received a response.