*About this resource:*

This is a Suggested Wording. It is a set of paragraphs to make a request for information relating to the proportion of excluded pupils of specified ethnic backgrounds under the Freedom of Information Act.

To understand when you might want to use this text, read the [Step-by-Step Guide: Preparing Written Arguments for the School’s Governors](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/making-case-schools-governor/meeting-preparing-case-governers/step-step-guide-preparing-written-arguments-governors/exclusions-bame-young).

If you want more information about the relevant law and practice, read the [Quick-Guide: students and information rights](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/step/quick-guide-students-and-information-rights).

To use this resource, go through the text and enter the information where prompted to do so. Prompts appear as grey text. Then copy and paste your finished text into a letter or email.

This text is a guide. You might need to make amendments to fit your circumstances.

My name is your name. I am writing to request information under section 1 the Freedom of Information Act 2000 (“the Act”).

Kindly provide us with the following information:

1. By percentage, what proportion of the student population at the school are:
	1. Enter relevant ethnic background
2. By percentage, what proportion of the students excluded from the school in the last academic year were:
	1. Enter relevant ethnic background
3. By percentage, what proportion of the students excluded from the school in the previous academic year were:
	1. Enter relevant ethnic background

If this request is declined in whole or in part, you must justify your decision by reference to specific exemptions of the Act. Kindly, please also release all information as soon as possible, even if part of the request is denied. In addition, if you require any clarification, please contact me under your duty to provide advice and assistance under s16 of the Act. You can reach me at your contact information.

In accordance with the Freedom of Information (Time for Compliance with Request) Regulations 2004, at Regulation 3, the timeframe to provide a response is within 20 school days, or 60 working days, whichever is sooner. I understand the correct date to be date of deadline, which is 20 school days/60 work days from now.