*About this resource:*

This is a Suggested Wording. It is a set of paragraphs you can use to make a subject access request.

To understand when you might want to use this text, read the [Step by Step Guide*:* Education Records](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/step).

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.

I am supporting name of young person in relation to their exclusion from name of school.

There are now two sections to choose from, a yellow one and a blue one. Choose the section that is most appropriate and complete it with the required information. Then delete the unused section and remove the highlighting.

The green section is most appropriate if the person you are supporting has already made a subject access request.

The yellow section is most appropriate if the person you are supporting has not already made a subject access request.

I understand that parent/guardian’s name made a subject access request orally/in writing to you on date the original request was made. I now enclose/attach a Form/the Forms of Authority to enable you to speak to me about this request and release information directly to me.

I am writing to make a subject access request on behalf of name of young person. I now enclose/attach a Form/the Forms of Authority to enable you to speak to me about this request and release information directly to me.

For clarity, we are requesting all documents held about name of young person including but not limited to:

* All school records including attendance, disciplinary and attainment documentation;
* All correspondence relating to name of young person, both with their family and with external agencies. Additionally, we are requesting any internal correspondence and emails that relate to name of young person;
* Any files held from previous schools;
* Any relevant CCTV;
* Records of the exclusion, including witness statements.

As you will be aware, the SAR regime changed in 2018 with the introduction of the Data Protection Act 2018 and General Data Protection Regulations. The time limit for a response is one calendar month from the date of the request. However, even within this month, you must act without undue delay. In consideration of the fact that the hearing for name of young person’s exclusion is scheduled to take place on date of governors or IRP hearing, and the straightforward nature of this request, I would be grateful to receive these documents as soon as possible.