*About this resource:*

This is a Suggested Wording. It is a set of paragraphs to ask raise concerns about the quality or content of a freedom of information 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 just a guide, and you might need to make amendments to fit your particular circumstances.

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.

There are now two sections to choose from, a yellow one and a blue one. Once you have chosen the most appropriate section, complete the wording where indicated, remove the highlighting and delete the unused section.

The yellow section is most appropriate if you are concerned that you have not received answers to every question you asked.

The blue section is most appropriate if you are concerned that the answers provided do not answer the questions asked.

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 to enable us to prepare for the upcoming hearing on date of hearing.

Kindly, therefore, please 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.

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 which 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 s16 of the Act.

Kindly, therefore, please 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.