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 set out a request for information under the Freedom of Information Act.

1. I appreciate that the deadline has not yet expired. However, as stated previously, public bodies must provide the requested material as soon as possible, even within the time limit. I believe this request is straightforward, and I would therefore request that you release the information as soon as possible. Kindly, please provide me with an update and ensure that the information is provided by reasonable date for response.

If the information is not provided and there is no good reason for the delay, my next step would be to proceed to make a complaint to the Information Commissioner's Office.

1. The deadline for provision of the requested information expired on date the deadline expired, and we have still not received a response to the questions asked. Please now provide your response immediately, without further delay. If you cannot confirm that this will happen, our next step will be to make a complaint to the Information Commissioner’s Office.