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 made a subject access request for young person. I provided you with signed authorities to enable you to comply with this request.

1. I appreciate that the final date for the provision of the material has not yet expired. However, as stated previously, public bodies must provide the requested information as soon as possible, even within that time limit, under Section 45 of the Data Protection Act 2018. 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. This is essential to enable us to prepare for the upcoming hearing on date of hearing.

If the information is not provided and there is no good reason for the delay, our 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 disclosure of the requested information. Please, therefore, now provide the documents 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.