[Insert School/Trust Name and Logo]

[DATE]

Dear

**Freedom of Information Act (FOIA) 2000 Request.**

We have received your request on the [DATE RECEIVED] and will endeavour to provide a full response by the [DATE RECEIVED + 20 SCHOOL DAYS (Pupils in attendance) or 60 WORKING DAYS whichever is the shorter.]. The information you have requested is:

- [List information, or outline request for clarity]

-

In some cases, we may not be able to make public some or all of the information requested, further information regarding exemptions may be found here [Refusing a request | ICO](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/).

If you have any questions about the progress of your request, please do contact us at the address above.

You are also able to gain further support or make a complaint to the Information Commissioner’s Office at <https://ICO.org.uk>, although we would encourage you to speak to the Data Protection Officer in the first instance.

Yours Sincerely