



KING EDWARD VI
SHELDON HEATH ACADEMY

Freedom of Information Policy

Appendix 5 – Standard Letters

5.1 To inform the enquirer the Academy does not hold the requested information.

5.2 To inform the enquirer you are transferring the request to another public body.

5.3 To seek clarification of a request.

5.4 To inform the enquirer that the information they want is available via our Publication Scheme.

5.5 To inform the enquirer that the information they want is already publicly available.

5.6 To inform an enquirer of any charges to be made for complying with their request where the costs are greater than the current threshold. (Fees Notice)

5.7 To inform an enquirer of any charges to be made for complying with their request where the costs are less than the current threshold. (Fees Notice)

5.1 To inform the enquirer the Academy does not hold the requested information.

**{Academy Name}
{Academy Address}**

**{Applicant Name}
{Applicant Address}**

{Date}

Dear {Name}:

Thank you for your request for information received on _____.

We have conducted a thorough search of our records and unfortunately we are unable to locate the information you requested. This may be because the Academy has never held this information or that the information is older than the statutory requirements for retention and has been legally destroyed in accordance with our retention schedule.

If you have any comments relating to how your request has been handled by our Academy, please contact John Allen, Principal at the above address.

Yours sincerely,

**{Name}
{Title}**

5.2 To inform the enquirer you are transferring the request to another public body.

**{Academy Name}
{Academy Address}**

**{Applicant Name}
{Applicant Address}**

{Date}

Dear {Name}:

**Thank you for your request for information received on _____.
To the best of our knowledge, the requested information is not held within the
Academy. However, we believe that {Name and address of organisation} may hold
the information that you require. We will therefore need to transfer the request to
them.**

**If you have an objection to this transfer you should let us know as soon as
possible by writing to {Address} or telephoning {Number} and asking for {Name of
officer dealing with the request}.**

**If you have any comments relating to how your request has been handled by our
Academy, please contact John Allen, Principal at the above address.**

Yours sincerely,

**{Name}
{Title}**

5.3 To seek clarification of a request.

**{Academy Name}
{Academy Address}**

**{Applicant Name}
{Applicant Address}**

{Date}

Dear {Name}:

**Thank you for your request for information received on _____.
From the information described, we have been unable to identify the information
you require.**

**Could you please give us more information relating to: {Include specific
information we require, trying to ensure that terms that may be unfamiliar to the
requestor are explained}.**

**The Freedom of Information Act 2000 prescribes the time frame in which we must
deal with requests. We are not required to include any time whilst waiting for
clarification of a request. We will endeavour to proceed with your request as soon
as you supply the information required. If we have not received a reply to this
letter within three months, we will treat this request as cancelled.**

**If you have any comments relating to how your request has been handled by our
Academy, please contact John Allen, Principal at the above address.**

Yours sincerely,

**{Name}
{Title}**

5.4 To inform the enquirer that the information they want is available via our Publication Scheme.

**{Academy Name}
{Academy Address}**

**{Applicant Name}
{Applicant Address}**

{Date}

Dear {Name}:

Thank you for your request for information received on _____.

The information which you requested is already available to the public via our publication scheme, which is available from the Academy or on our website at _____.

If you have any comments relating to how your request has been handled by our Academy, please contact John Allen, Principal at the above address.

Yours sincerely,

**{Name}
{Title}**

5.5 To inform the enquirer that the information they want is already publicly available.

**{Academy Name}
{Academy Address}**

**{Applicant Name}
{Applicant Address}**

{Date}

Dear {Name}:

Thank you for your request for information received on _____.

The information which you requested is already publicly available. You can access the information at _____.

If you have any comments relating to how your request has been handled by our Academy, please contact John Allen, Principal at the above address.

Yours sincerely,

**{Name}
{Title}**

5.6 To inform the enquirer of any charges to be made for complying with their request where the costs are greater than the current threshold.

**{Academy Name}
{Academy Address}**

**{Applicant Name}
{Applicant Address}**

{Date}

Dear {Name}:

**Thank you for your request for information received on _____.
It is estimated that the time to provide this information will be _____ hours. The cost of this search will exceed the statutory ceiling of £450 allowed under the Freedom of Information Act 2000 (The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004).**

To proceed with your request we will require a fee of £_____ to cover the cost of the search, photocopying and postage. Please make payment by cheque to KESH Academy. We will continue with the search on receipt of payment, however, if we have not received a reply within three months, we will consider the request cancelled.

If you have any comments relating to how your request has been handled by our Academy, please contact John Allen, Principal at the above address.

Yours sincerely,

**{Name}
{Title}**

5.7 To inform the enquirer of any charges to be made for complying with their request where the costs are less than the current threshold.

**{Academy Name}
{Academy Address}**

**{Applicant Name}
{Applicant Address}**

{Date}

Dear {Name}:

**Thank you for your request for information received on _____.
It is estimated that the time to provide this information will be _____ hours. The cost of this search will be less than the statutory ceiling of £450 allowed under the Freedom of Information Act 2000 (The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004).**

To proceed with your request we will require a fee of £_____ to cover the cost of photocopying and postage. There will be no charge for the time to find the information. Please make payment by cheque to KESH Academy. We will continue with the search on receipt of payment, however, if we have not received a reply within three months, we will consider the request cancelled.

If you have any comments relating to how your request has been handled by our Academy, please contact John Allen, Principal at the above address.

Yours sincerely,

**{Name}
{Title}**