



Freedom of Information (FOI) Request Form



If you wish to make a Freedom of Information (FOI) request, please complete this form and return it to Mrs L Pope (PA to the Headteacher) via email at l.pope@dentoncommunitycollege.org.uk .

Under the Freedom of Information Act 2005 (FOIA) a valid request must:

- Be in writing (e.g. in a letter, an email or on a social networking site)
- Include the requester's real name or the name of the person or organisation they're acting on behalf of
- Include an address for correspondence (e.g. a residential or work postal or email address)
- Describe the information requested, even if this description is broad or unclear

If your request does not meet these criteria, we will make contact with you to provide advice and assistance to ensure your FOI request is valid.

Once you have submitted a valid FOI request, we will:

- Issue a response letter confirming a receipt
- Clarify the nature of the request
- Check you are using the right legislation
- Inform you of any fees associated with the 'cost of compliance' with the request

In accordance with the FOIA 2005 we will respond to your valid request within 20 school days or 60 working days (whichever is sooner) from:

- The date we receive the request; or
- The date we receive the necessary clarification to allow your request to be processed

Request Form:

Section A:

Name of Requester: (Please specify your real name or the name of the person or organisation you're acting on behalf of.)

Section B:

Contact Details: (Please provide either an address either residential, home or email where you can receive correspondence.)

Section C:

Information you want to access: (Please describe the information you are requesting. If this is unclear, we may have to return to for more clarification to provide you with the right information.)

Section D:

Information you want to access: (Please specify your preferred means of communication for the information requested. This can include one or more of the following:

- A hard or electronic copy of the information

- An opportunity to come in and inspect the information
- A digest or summary of the information