

Ken Clarke Assistant Director: Finance, Audit &
Information Governance

Ms Calvert
request-144144-
4bed159f@whatdotheyknow.com

Darby House
Lawn Central
Town Centre
Telford
Shropshire
TF3 4JA
foi@telford.gov.uk

Contact: Ryan Hoofe
Your Ref:

Telephone: (01952) 382537
Our Ref: TWC-19213

Fax: (01952) 383991
Date: 7th January 2013

Dear Ms Calvert

Freedom of Information Act (FOIA) 2000 Acknowledgement –TWC-19213

Thank you for your request for information received by us on 07 January 2013 asking for the following:

Please provide me with copies of your elective home education policy, and any standard letters, information or documents which are sent out to home educating families, or those considering home education, in your area.

The Freedom of Information Act requires us to provide this information to you within 20 working days of receiving your request. Therefore we will respond to you no later than 04 February 2013.

However, if the information you request is subject to an exemption which prevents us from releasing it, as defined by the Act, we will issue you with a Refusal Notice together with your rights of appeal.

There are circumstances where a fee may be payable by you to cover administration costs (e.g. printing, copying, postage and packaging). If this applies to your request we will issue you with a 'Fees Notice' requesting payment. The fee must be paid before the information requested is processed and released. The 20 working day time limit for responding to your request will be suspended until payment is received.

In the meantime, if you have any queries please do not hesitate to contact us, quoting the above reference number.

Yours sincerely

Ryan Hoofe
Information Governance