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Principal: Mrs April Garratt MA BEd(Hons)



Telephone calls made to and by staff at Hillcrest School may be recorded and monitored to ensure quality standards are maintained.

## HILLCREST SCHOOL AND COMMUNITY COLLEGE

Achieving Our Best

AGSept2016/FOIAck Truancy/jf

5 January 2017

Dear Mr Scotford

### Freedom of Information Act 2000 - Information Request

I acknowledge your request for information sent via email on 29 December 2016 and received by the school on 3 January 2017, when school recommenced following the Christmas holidays.

Your request is being considered and you will receive the information requested within the statutory timescale of 20 working days from 3 January, as defined by the Freedom of Information Act 2000.

For your information, the Act defines a number of exemptions which may prevent release of the information you have requested. There will be an assessment and if any of the exemption categories apply then the information may not be released. In some circumstances the decision to release information, or not, will be based on a public interest test. You will be advised of any considerations, subsequent decisions and your rights of appeal.

If the information you request contains reference to a third party then they may be consulted prior to a decision being taken on whether or not to release the information to you. You will be informed if this is the case, including your rights of appeal.

Unless otherwise requested the information may be provided in paper copy, normal font size. If you require alternative formats, e.g. language, audio, large print, etc. then please let me know.

There may be a fee payable for this information. This will be considered and you will be informed if a fee is payable. In this event the fee must be paid before the information is processed and released. The 20 working day time limit for responses is suspended until receipt of the payment.

If you have any queries or concerns then please contact the school.

Please remember to quote the reference number above in any future communications.

Yours sincerely

Mrs A Garratt  
Principal