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# Policy Statement

## Freedom of Information Act Publication Scheme

- **Produced By: Mrs J Forster**
- **Ratified By: F&GPC 27.11.13**
- **Review Date: As Required**



**Dr PDB Collins**

**Chair of Governing Body**

## Policy and Guidance

### Introduction

The Freedom of Information Act (FOIA) was introduced to promote greater openness and accountability across the public sector, and establishes a general right of access to information held by the Academy. Along with Human Rights and Data Protection legislation, Freedom of Information (FOI) aims to build a culture of rights and responsibilities for citizens.

Compliance with the FOIA is overseen by the Information Commissioner's Office (ICO)<sup>1</sup>, the independent body with responsibility for regulation of both the Freedom of Information Act 2000 and Data Protection Act 1998.

### Right to request information

The FOIA provides a legal right for any person to make a request to the Academy for access to information held by the Academy. We are under a duty to provide advice and assistance to anyone requesting information. Enquirers do not have to say why they want the information and the request does not have to mention FOIA. The request must be in writing, this includes fax and email. All requests for information not covered by the Data Protection Act (DPA) 1998 (i.e. for individuals to see their own personal information) or Environmental Information Regulations 1992<sup>2</sup> are covered by FOIA.

The enquirer is entitled to be told whether the Academy holds the information (this is known as the duty to confirm or deny) and, if so, to have access to it. Access can include providing extracts of a document or a summary of the information sought, or access to the original document. FOIA recognises the need to preserve confidentiality of sensitive information in some circumstances and sets out a number of exemptions.

There are only four reasons for not complying with a valid request for information under FOI:

- the information is not held
- the cost threshold is reached (£450)
- the request is considered vexatious or repeated
- one or more of the exemptions apply

FOIA provides a series of **exemptions** (Annex A), some of the exemptions are absolute and some are qualified, in that they can be overridden by the public interest test (Annex B).

Many of the exemptions are intended to protect sensitive or confidential information. However, some of the exemptions are there simply to avoid the legal position where two pieces of law cover the same information requested, or where the information is already available by some other means. These include:

1. information accessible by other means, e.g. information available from the publication scheme
2. personal information<sup>3</sup>
3. environmental information<sup>2</sup>

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<sup>1</sup> The Information Commissioner's Office FOI duties are to: promote good practice; give advice and guidance; enforce compliance and investigate complaints; report to Parliament on compliance; approve publication schemes; and publicise the Act.

<sup>2</sup> Environmental Information Regulations enquiries are ones which relate to air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these. These could therefore include enquiries about recycling, phone masts, playing fields, car parking etc.

<sup>3</sup> Personal information belonging to the requestor should be handled under the terms of the DPA 2008 and treated as a "subject access request" (SAR).

## What action does the Academy Trust need to take?

The Academy Trust is responsible for ensuring compliance with the FOIA. The legal presumption of openness makes it clear that policies and day to day conduct stand up to public scrutiny.

As requests for information can be directed to the Academy through any member of staff, the Academy Trust will ensure that all staff are aware of FOIA and how the Academy handles requests for information.

The Academy Trust will:

- Agree a FOIA publication scheme and access policy. The policy will set out how the Academy will deal with requests and how the Academy will inform staff of this process.
- Delegate to the Principal day-to-day responsibility for FOIA policy and the provision of advice, guidance, publicity and interpretation of the policy.
- Designate an individual with responsibility for FOIA, to provide a single point of reference, coordinate FOIA and related policies and procedures, take a view on possibly sensitive areas and consider what information and training staff may need.
- Ensure that a well managed records management and information system exists in order to comply with requests.
- Ensure a record of refusals and reasons for refusals is kept, allowing the Academy Trust to review its access policy on a regular basis.

## Charging

The Academy Trust may charge a fee for complying with requests in accordance with the Fees Regulations. If charges are to be made, written notice (the "fees notice") will be given to the enquirer, before supplying the information requested.

When calculating the estimated cost of complying with a request for information, the following will be taken into account:

### *The prescribed costs:*

these are any costs reasonably incurred by the Academy:

- in determining whether the information is held;
- in locating and retrieving the information and in meeting the enquirer's preference for communicating the information;
- the cost of associated staff time, but not including the cost of staff time incurred in determining whether the Academy is obliged to comply with the request for information.

### *The disbursements:*

these are any costs directly and reasonably incurred by the Academy in:

- informing the enquirer whether the information is held;
- communicating the information to the enquirer.

When calculating a fee for complying with a request for information, it will not be more than the sum of the prescribed costs and the disbursements. The estimated costs will be limited to the threshold of £450. Material which is published and accessed on a website will be provided free of charge.

## Dealing with a request for information

The Academy Trust or delegated person will establish if the request is covering by one or all of the three information rights as outlined below:

- Requests for personal data made under the DPA (or subject access requests) are ones where the enquirer asks to see what personal information the Academy holds about themselves both manual and computerised personal information held is subject to the DPA. Under the DPA any subject access requests should be fulfilled within 40 calendar days<sup>4</sup>. When receiving requests from learners for disclosure of educational records under the DPA, consideration will be given to information which may not be disclosed under the DPA.
- Environmental Information Regulations enquiries are ones which relate to air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these.
- FOI enquires are concerned with all other information and the reasoning behind decisions and policies. The request does not need to mention the FOIA. All requests for information that are not data protection or environmental information requests are covered by the FOIA.

Annex C provides a process map for the decision making process.

A request for information will be considered as a **valid FOI enquiry** when it meets the following criteria:

- is made in writing, including email and fax;
- states the enquirer's name and correspondence address (email is acceptable);
- describes the information requested - there must be enough information to be able to identify and locate the information<sup>5</sup>;
- is not covered by one of the other pieces of legislation.

**Verbal enquiries** are not covered by the FOIA. Simple enquires will be dealt with promptly by the appropriate person. However, when receiving more complex enquires, the enquirer should be asked to present the request in writing in order to avoid disputes over what was actually requested.

The delegated person will determine if the Academy holds the information. Holding information means information relating to the business of the Academy, for example:

- the Academy has created, or
- the Academy has received from another body or person, or
- held by another body on behalf of the Academy.

Information means both hard copy and digital information, including email.

In the case where the Academy does not hold the information, the information will not be created or acquired for the purpose of answering the enquiry.

Where the information is held by another public authority, the enquirer will be informed where they may be able to obtain the information from. Any part of the enquiry relating to information held by the Academy will be answered.

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<sup>4</sup> Subject to relevant ID checks carried out to confirm that the enquirer is who they claim to be.

<sup>5</sup> In cases where the enquiry is ambiguous assist the enquirer to describe more clearly the information requested. The aim must be to clarify the nature of the information requested and not to determine the aims or motivation of the enquirer. Having sought clarification the request will not be dealt with until further information is received. The response time limit will start from the date clarification is received.

Under the FOIA, there is no obligation for the Academy to comply with **vexatious requests**. A request for information will be considered as vexatious when it is deemed to be designed to cause inconvenience, harassment or expense rather than to obtain information, and requires a substantial diversion of resources or would otherwise undermine the work of the Academy<sup>6</sup>.

The Academy will **consult with third parties** if it considers the interests of the third party could be affected by the release of the information requested.

Consultation will be considered necessary where:

- disclosure of information may affect the legal rights of a third party, such as the right to have certain information treated in confidence or rights under Article 8 of the European Convention on Human Rights;
- the views of the third party may assist you to determine if information is exempt from disclosure;
- the views of the third party may assist you to determine the public interest.

The Academy will comply with a FOI request promptly and certainly within the legally prescribed limit of **twenty working days**, excluding non-school days. Where the 20<sup>th</sup> day to respond to a request is during a non-school day, the Academy will have up to sixty days to respond. The response time will start from the time the request is received. When clarification is sought from the enquirer, the twenty days will start from the time the further information is received.

Should a FOI request contain third party personal information the document may be issued with the relevant personal information **blanked out or redacted**.

In redacting documents the Academy will:

- mask the passages which are not to be disclosed and photocopy;
- annotate in the margin against each blank passage, the exemption and section of the Act under which the passage is exempt;
- explain in the covering letter that the relevant exemptions are marked;
- explain how the public interest test has been applied in cases where a non-absolute exemption has been applied.

**On no account should documents be rewritten and exempted passages deleted so the resulting document appears as if the exempted sections did not exist.** The only circumstance where this can be done would be where the only redacted parts are personal information such as a person's name, the covering letter would need to explain this.

**Important note: wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. The Academy Trust, or any person who is employed by, or is an officer of, or is subject to the direction of the Academy Trust may be at risk of criminal proceedings where unlawful concealment, damage or destruction occurs.**

If the decision is taken to **refuse**<sup>7</sup> a request for information, a refusal notice will be sent to the enquirer, containing:

- the fact that the responsible person cannot provide the information asked for;
- which exemption(s) are claimed to apply;
- why the exemption(s) apply to the enquiry;
- reason for refusal is based on cost of compliance;
- in the case of non-absolute exemptions, how the public interest test has been applied;
- reasons for refusal on vexatious or repeated grounds;
- the internal complaints procedure

The responsible person will retain a record of all enquires where all or part of the requested information is withheld and exemptions are applied. The record will include the reasons for the decision to withhold the information. Records will be retained for a period of five years.

**Complaints** will be handled through the Academy's existing complaints procedure. Wherever practicable, the review should be dealt with by someone not involved in the original decision. The Academy will maintain records of all complaints and outcomes. Should the outcome of the review uphold the Academy's original decision or action, the enquirer should be informed of their right to appeal to the Information Commissioner. The appeal should be made in writing to:

The Care Reception Unit, Customer Service Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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<sup>6</sup> Requests will not be considered as vexatious where the enquirer makes a complaint or vents frustrations as part of an otherwise valid request.

<sup>7</sup> A refusal should be considered carefully to ensure the reasons for refusal are sound, only the person with delegated responsibility can make the decision to refuse a request for information.

## **Publication Scheme**

This publication scheme (Annex D) has been prepared and approved by the Information Commissioner. It has been adopted with minor modification by the Academy and will be valid until further notice.

This publication scheme commits the Academy to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Academy. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Academy:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classifications below;
- to specify the information which is held by the Academy and falls within the classifications below;
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- to review and update on a regular basis the information the Academy makes available under this scheme;
- to produce a schedule of any fees charged for access to information which is made proactively available;
- to make this publication scheme available to the public.

## **Classes of Information**

### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we Offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

### **The classes of information will not generally include:**

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

The Academy will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Academy, information will be provided on the website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the Academy will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Academy is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Making a FOI Request**

Information held by the Academy that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **Contact Details**

If you require a paper version of any information, or want to ask whether information is available please contact the Academy by telephone, email or letter. Contact details are below; alternatively you can visit the Academy website at [www.kepier.com](http://www.kepier.com).

Tel: 0191 5536528

Email: [info@kepier.com](mailto:info@kepier.com)

Address: Kepier Academy, Dairy Lane, Houghton-le-Spring, Tyne & Wear, DH4 5BH

## **ANNEX A - Exemptions to Release of Information.**

1. Although decisions on disclosure should be made on a presumption of openness, the FOIA recognises the need to preserve confidentiality and protect sensitive material in some circumstances.
2. You cannot withhold information in response to a valid request unless one of the following applies:
  - an exemption to disclosure, or
  - the information sought is not held, or
  - the request is considered vexatious or repeated, or
  - the cost of compliance exceeds the threshold (Annex B)

### **The Duty to Confirm or Deny**

3. A person applying for information has the right to be told if the information requested is held by the Academy, and if that is the case to have the information sent (subject to any of the exemptions). This obligation is known as the Academy's "duty to confirm or deny" that it holds the information. However, the Academy does not have to confirm or deny if:
  - the exemption is an absolute exemption, or
  - in the case of qualified exemptions, confirming or denying would itself disclose exempted information

### **Exemptions**

4. A series of exemptions are set out in the Act which allow the withholding of information in relation to an enquiry. Some are very specialised in their application (such as national security) and would not usually be relevant to the Academy. There are more than twenty exemptions but few are likely to be used.
5. There are two general categories of exemptions:
  - Absolute:** where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest; and
  - Qualified:** where, even if an exemption applies, there is a duty to consider the public interest in disclosing information

### **What are the Absolute Exemptions?**

6. There are eight absolute exemptions listed in the Act. Even where an absolute exemption applies:
  - it does not mean that you can't disclose in all cases; it means that disclosure is not required by the Act. A decision could be taken to ignore the exemption and release the information taking into account all the facts of the case;
  - there is still a legal obligation to provide reasonable advice and assistance to the enquirer
7. The relevant absolute exemptions which might be employed by the Academy are set out below:
  - 7.1 **Information accessible to the enquirer by other means** (Section 21)  
If information is reasonably accessible to the applicant by another route than the Act, it is exempt information. This is the case even if the enquirer would have to pay for the information under that alternative route. This exemption includes cases where you are

required to give information under other legislation, or where the information is available via the Publication Scheme.

**7.2 Personal information** (Section 40)

Where enquirers ask to see information about them, this is exempt under the Act because it is covered by the DPA, (subject access requests).

**7.3 Information provided in confidence** (Section 41)

This relates to information obtained from a person if its disclosure would constitute a breach of confidence actionable by that, or another, person.

**7.4 Prohibitions on disclosure** (Section 44)

Information is exempt where its disclosure is prohibited under any other legislation by order of a court or where it would constitute a contempt of court or where it is incompatible with any EC obligation.

### **What are the Qualified Exemptions?**

8. With qualified exemptions, even if it is decided that an exemption applies, there is a duty to consider the public interest in confirming or denying that the information exists and in disclosing information. (See Annex B) The relevant qualified exemptions which might be employed by the Academy are set out below:

**8.1 Information intended for future publication** (Section 22)

If at the time the request was made, information is held with a view to publication, then it is exempt from disclosure if it is reasonable that it should not be disclosed until the intended date of publication. This could apply for instance to statistics published at set intervals, for example annually or where information is incomplete and it would be inappropriate to publish prematurely<sup>8</sup>. The legal duty to provide reasonable advice and assistance remains.

**8.2 Investigations and proceedings conducted by public authorities** (Section 30)

Information is exempt if it has at any time been held by the Academy for the purposes of criminal investigations or proceedings, such as determining whether a person should be charged with an offence or whether a charged person is guilty, or investigations which may lead to a decision to institute criminal proceedings. The duty to confirm or deny does not apply to such information.

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<sup>8</sup> Note the following: the intended publication does not have to be by the Academy, it can be by another person or body on behalf of the Academy; the date of publication does not have to be known, it could be at some future date (although it is recommended that some idea of a likely date is given); the duty to confirm or deny does not apply if to do so would involve the disclosure of any of the relevant information.

### 8.3 **Law enforcement** (Section 31)

Information which is not exempt under Section 30 Investigations and Proceedings, may be exempt under this exemption in the event that disclosure would, or would be likely to, prejudice the following among others:

- the prevention or detection of crime;
- the apprehension or prosecution of offenders;
- the administration of justice;
- the exercise of functions such as ascertaining if a person has broken the law, is responsible for improper conduct, whether circumstances justify regulatory action, ascertaining a person's fitness or competence in relation to their profession, ascertaining the cause of an accident or protecting or recovering charities or its properties;
- any civil proceedings bought by or on behalf of the Academy which arise out of an investigation carried out for any purposes mentioned above.

The duty to confirm or deny does not arise where prejudice would result to any of these matters.

### 8.4 **Prejudice to the conduct of public affairs** (Section 36) (excluding matters covered by the absolute exemption part of Section 36)

Information likely to prejudice the maintenance of the convention of the collective responsibility of Ministers or likely to inhibit the free and frank provision of advice or exchange of views.

### 8.5 **Communications with the Queen** (Section 37)

Information is exempt if it relates to communications with the Queen, the Royal Family or Royal Household or if it relates to the award of honours. The duty to confirm or deny does not arise where this exemption applies.

### 8.6 **Health and Safety** (Section 38)

Information is exempt if its disclosure would or would be likely to endanger the safety or physical or mental health of any individual. The duty to confirm or deny does not arise where prejudice would result.

### 8.7 **Environmental information** (Section 39)

Information is exempt under FOI where it is covered by the Environmental Information Regulations. Environmental information can cover information relating to: air, water, land, natural sites, built environment, flora and fauna, and health. It also covers all information relating to decisions or activities affecting any of these.

### 8.8 **Personal information** (Section 40)

Where an individual seeks information about themselves DPA powers apply. Where the personal information concerns a third party, it is exempt if its disclosure would contravene the DPA, or the data protection principles; or if the person to whom the information relates would not have a right of access to it because it falls under one of the exemptions to the DPA. The duty to confirm or deny does not arise in relation to this information if doing so would be incompatible with any of the above.

### 8.9 **Legal professional privilege** (Section 42)

Legal professional privilege covers advice given by legal advisers, solicitors and barristers. Generally such information will be privileged. Should the Academy wish to disclose the information consent will be sought from the provider of the advice. This exemption covers all such information where a claim to legal professional privilege can be in legal proceedings. The duty to confirm or deny does not arise where to do so would involve the disclosure of such information.

#### 8.10 **Commercial interests** (Section 43)

Information is exempt if it constitutes a trade secret or would be likely to prejudice the commercial interests of any person or body (including the Academy). The duty to confirm or deny does not arise where prejudice would result to commercial interests but not where the information constitutes a trade secret.

### **Confidentiality and Applying Exemptions**

9. When considering if an exemption to disclosure should apply, the presence of confidential markings such as Restricted, Confidential and Private do not constitute an exemption and is not in itself sufficient grounds on which to prevent disclosure. Each case must be considered on its merits.

### **Timing**

10. Where information has previously been withheld, it must not be assumed that any subsequent requests for the same information will also be refused. Sensitivity of information decreases with age and the impact of any disclosure will be different depending on when the request is received. Therefore, for each request, it will be necessary to consider the harm that could result at the time of the request and, while taking into account any previous exemption applications, each case should be considered separately.

## ANNEX B - Applying the Public Interest Test

### Background

Having established that a qualified exemption(s) definitely applies to a particular case, you must then carry out a public interest test to identify if the public interest in applying the exemption outweighs the public interest in disclosing it. Therefore, unless it is in the public interest to withhold the information, it has to be released. Although precedent and a developed case law will play a part, individual circumstances will vary and each case will need to be considered on its own merits.

### Carrying out the test

It is worth noting that what is in the public interest is not necessarily the same as that which may be of interest to the public. It may be irrelevant that a matter may be the subject of public curiosity. In most cases it will be relatively straightforward to decide where the balance of the public interest in disclosure lies. However, there will inevitably be cases where the decision is a difficult one. Applying such a test depends to a high degree on objective judgement and a basic knowledge of the subject matter and its wider impact on the Academy and possibly wider. Factors that might be taken into account when weighing the public interest include:

For Disclosure	Against Disclosure
Is disclosure likely to increase access to information held by the Academy?	Is disclosure likely to distort public reporting or be misleading because it is incomplete?
Is disclosure likely to give the reasons for a decision or allow individuals to understand decisions affecting their lives or assist them in challenging those decisions?	Is premature disclosure likely to prejudice fair scrutiny, or release sensitive issues still on the internal agenda or evolving?
Is disclosure likely to improve the accountability and transparency of the Academy in the use of public funds and help to show that it obtains value for money?	Is disclosure likely to cause unnecessary public alarm or confusion?
Is disclosure likely to contribute to public debate and assist the understanding of existing or proposed policy?	Is disclosure likely to seriously jeopardise the Academy's legal or contractual position?
Is disclosure likely to increase public participation in decision making?	Is disclosure likely to infringe other legislation e.g. Data Protection Act?
Is disclosure likely to increase public participation in political processes in general?	Is disclosure likely to create a controversial precedent on the release of information or impair your ability to obtain information in the future?
Is disclosure likely to bring to light information affecting public safety?	Is disclosure likely to adversely affect the Academy's proper functioning and discourage openness in expressing opinions?
Is disclosure likely to reduce further enquires on the topic?	If a large amount of information on the topic has already been made available, would further disclosure shed any more light or serve and useful purpose?

**Note also that:**

- potential or actual embarrassment to, or loss of confidence in, the Academy, staff or Governors is NOT a valid factor;
- the fact that the information is technical, complex to understand and may be misunderstood may not of itself be a reason to withhold information;
- the potential harm of releasing information will reduce over time and should be considered at the time the request is made rather than by reference to when the relevant decision was originally taken;
- the balance of the public interest in disclosure cannot always be decided on the basis of whether the disclosure of particular information would cause harm, but on certain higher order considerations such as the need to preserve confidentiality of internal discussions;
- a decision not to release information may be perverse i.e. would a decision to withhold information because it is not in the public interest to release it, itself result in harm to public safety, the environment or a third party?

The answers to these questions along with the reasons for those answers will be recorded. Deciding on the public interest is not simply a matter of adding up the number of relevant factors on each side. Consideration needs to be given to the importance of each factor in the circumstances and make an overall assessment.

**For Disclosure**

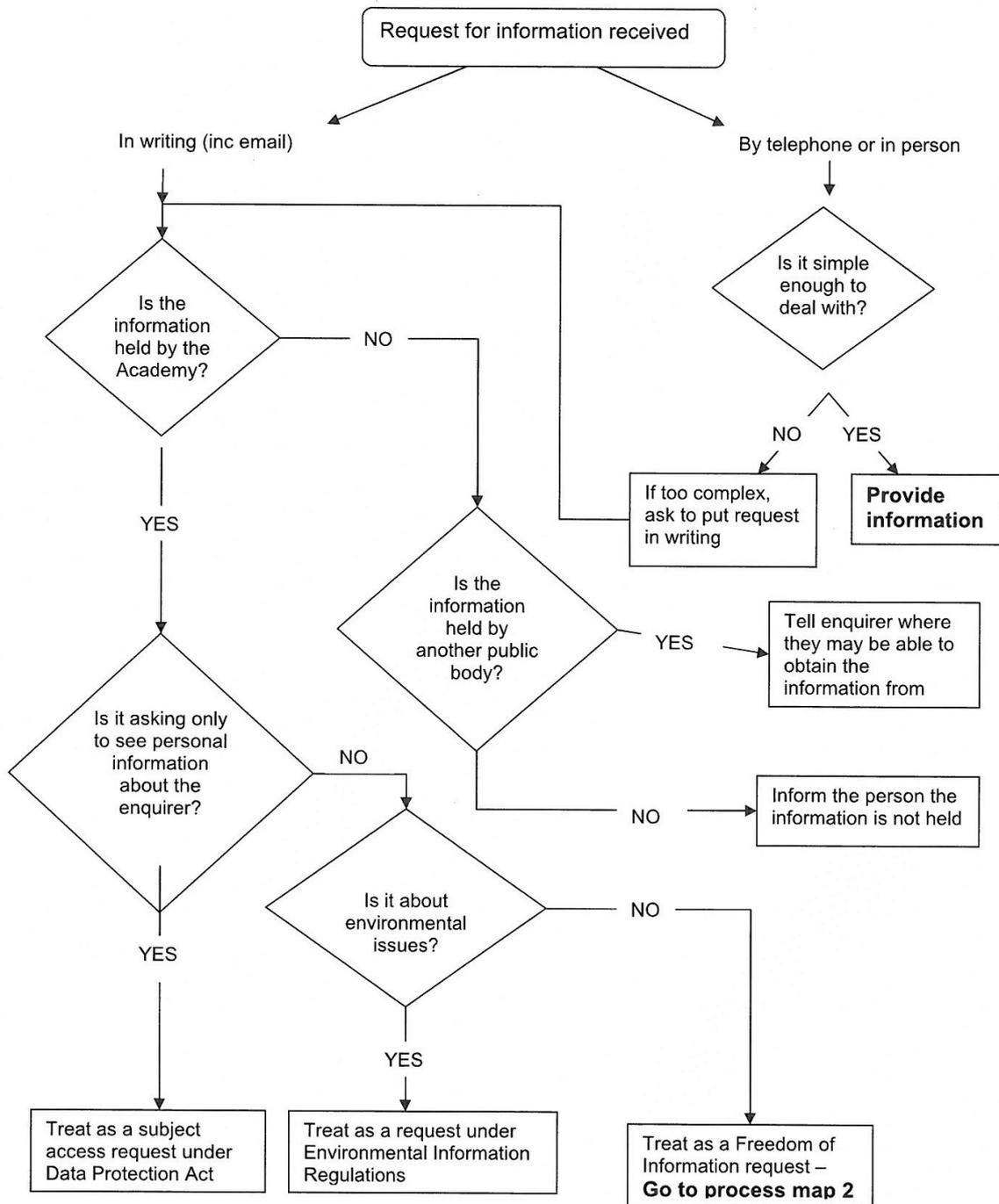
Where the balance of the public interest lies in disclosure, the enquiry should be dealt with and the information required should be made available. Where the factors are equally balanced, the decision should usually favour disclosure.

**Against Disclosure**

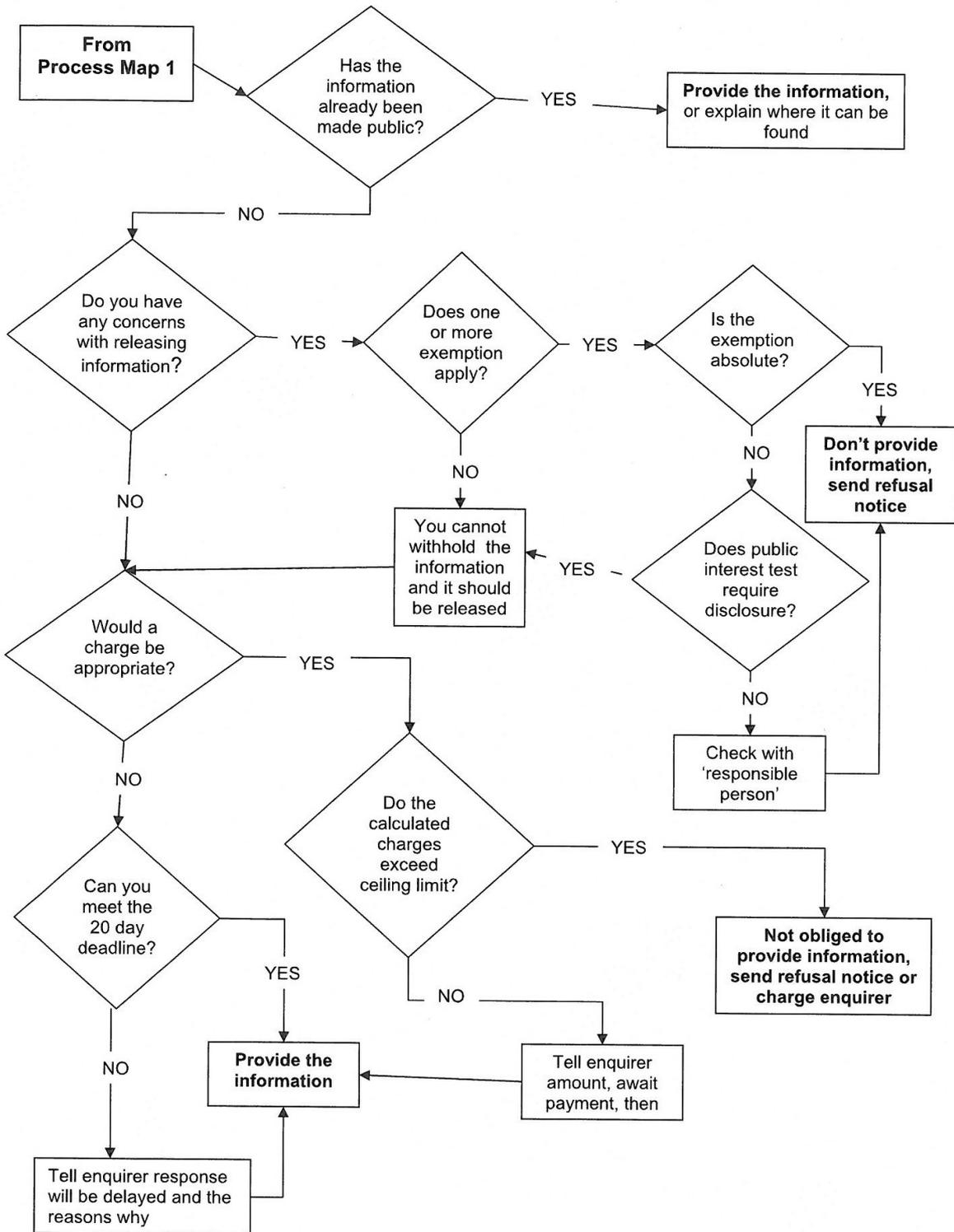
After carrying out the public interest test if it is decided that the exemption should still apply, proceed to reply to the request.

There will be occasions when it has been decided that a qualified exemption applies but consideration of the public interest test may take longer. It will be necessary to contact the enquirer within twenty working days stating that a particular exemption applies, giving an indication of the date by which a decision on the public interest test will be made. This will be within a "reasonable" time.

## ANNEX C - Process Map for Receiving Requests for Information



# ANNEX C - Process Map for Handling FOI Requests



## ANNEX D - Guide to information available from Kepier Academy under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Class 1 - Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> This will be current information only	(hard copy / electronic copy and / or website)	
1.1 Contact information, address, telephone number, email and website	Website, hard copy or electronic copy via main office	No charge
1.2 Who's who in the Academy	Hard copy / electronic copy via main office	No charge
1.3 Who's who on the Governing Body and the basis of their appointment	Hard copy / electronic copy via Governance Manager	No charge
1.4 Session times, term dates and holidays	Website, hard copy or electronic copy via main office	No charge
1.5 Academy Philosophy Document	Website or hard copy via main office	No charge
1.6 Academy Funding Agreement	Website or hard copy via main office	No charge
1.7 Governing Body Terms of Reference	Hard copy / electronic copy via Governance Manager	No charge
1.8 Governing Body Committee Information	Hard copy / electronic copy via Governance Manager	No charge

Information to be published	How the information can be obtained	Charge
<p><b>Class 2 - What we spend and how we spend it</b>            Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.            Current and the previous financial year as a minimum.</p>		
2.1 Annual budget plan and financial statements.	Hard copy via Director of Finance & Resources	Schedule of Charges
2.2 Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy via Director of Finance & Resources	Schedule of Charges
2.3 Additional funding – income generation schemes and other sources of funding.	Hard copy via Director of Finance & Resources	Schedule of Charges
2.4 Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy via Director of Finance & Resources	Schedule of Charges
2.5 Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy via Governance Manager	Schedule of Charges
2.6 Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy via Governance Manager	Schedule of Charges
2.7 Audited accounts as submitted to Companies House.	Hard copy via Director of Finance & Resources	Schedule of Charges

Information to be published	How the information can be obtained	Charge
<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) This will be current information only.		
3.1 Government supplied performance data.	Hard copy via Principal	Schedule of Charges
3.2 Latest Ofsted report.	Website	No charge
3.3 Appraisal and Capability policy adopted by the Governing Body.	Hard copy via Principal	Schedule of Charges
3.4 Academy Improvement Plan.	Hard copy via Principal	Schedule of Charges
3.5 Governing Body Self Evaluation.	Hard copy via Governance Manager	Schedule of Charges
3.6 Safeguarding policies and procedures.	Website	No charge

Information to be published	How the information can be obtained	Charge
<b>Class 4 - How we make decisions</b> Decision making processes and records of decisions. Current and previous three years as a minimum.		
4.1 Admissions Policy	Website	No charge
4.2 Admissions arrangements, procedures and right of appeal. Information on application numbers and number of successful applicants by each oversubscription criteria.	Hard copy via Vice Principal	Schedule of Charges
4.3 Governing Body meeting agendas, papers and minutes – this will exclude information that is properly regarded as private to the meeting.	Hard copy via Governance Manager	Schedule of Charges

Information to be published	How the information can be obtained	Charge
<p><b>Class 5 - Our policies and procedures</b>            Current written protocols, policies and procedures for delivering our services and responsibilities.            This will be current information only.</p>		
<p>5.1 Statutory Policies and Statements</p> <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Admissions</li> <li>• Behaviour Management</li> <li>• Charging and Remissions</li> <li>• Complaints</li> <li>• Data Protection</li> <li>• Dealing with allegations of abuse against staff</li> <li>• Equality</li> <li>• Freedom of Information Publication Scheme</li> <li>• Health and Safety</li> <li>• Safeguarding Young People</li> <li>• Sex and Relationship Education</li> <li>• Special Educational Needs</li> <li>• Staff Discipline &amp; Conduct</li> </ul>	<p>Hard copy via Governance Manager</p> <p>Electronic copy via Governance Manager</p>	<p>Schedule of Charges</p> <p>No charge</p>
<p>5.2 Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention, destruction and archive</li> <li>• Data Protection</li> </ul>	<p>Hard copy via Governance Manager</p> <p>Electronic copy via Governance Manager</p>	<p>Schedule of Charges</p> <p>No charge</p>

Information to be published	How the information can be obtained	Charge
<b>Class 6 - Lists and Registers</b> Currently maintained lists and registers only.		
Curriculum circulars and statutory instruments.	Hard copy	Schedule of Charges
Disclosure logs.	Hard copy	Schedule of Charges
Asset register.	Hard copy	Schedule of Charges
Any information the Academy is currently legally required to hold in publicly available registers. <b>This does not include the attendance register.</b>	Hard copy	Schedule of Charges

Information to be published	How the information can be obtained	Charge
<b>Class 7 - The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only		
Extra-curricular activities.	Website	No charge
Out of school clubs.	Website	No charge
Academy publications.	Website	No charge
Services for which the Academy is entitled to recover a fee, together with those fees.	Website	No charge
Leaflets, booklets and newsletters.	Website	No charge
<b>Additional Information</b> This will provide the Academy with the opportunity to publish information that is not itemised in the schedule above.		

### Schedule of Charges

This describes how the charges will be applied.

Type of Charge	Description	Basis of Charge
Prescribed costs	Staff time in complying with FOI request.	Actual cost
Disbursement costs	Photocopying/printing @ 3p per sheet (black)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standards 2 <sup>nd</sup> class
Statutory Fee		In accordance with legislation