

Enmore Church of England Primary School

'Those who are taught here must
go out and teach others'

Rev J. Poole, Founder, 1810



'I have set you an example that you
should do as I have done for you.'

John 13: 15

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME AND ACCESS POLICY

1. Background

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 public authorities, including Academies. Along with Human Rights and Data Protection legislation, Freedom of Information (FOI) aims to build a culture of rights and responsibilities for citizens.

2. Right to request information

There is a legal right for any person to make a request to an Academy for access to information held by that Academy. Academies 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 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. However, the 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
- The request is considered vexatious or repeated
- One or more of the exemptions apply

3. Responsibility and delegation:

The Governing Body is responsible for the maintenance and review of this scheme and policy.

The Governing Body delegates to the Headteacher the day-to-day responsibility for FOIA policy and the provision of advice, guidance, publicity and interpretation of the policy. The Headteacher will provide a single point of reference, coordinate FOIA and related policies and procedures, take a view on possibly sensitive areas, ensure all staff are aware of the policy and consider what information and training staff may need. The Headteacher will ensure that a well managed records management and information system exists in order to comply with requests. This will include keeping a record of refusals and reasons for refusals, to allow the Governing Body to review its access policy on an annual basis.

The Headteacher will ensure that requests are dealt with in accordance with 'The Freedom of Information Act 2000, a guide for Academies and Academy Trusts'.

4. How to request information

If you would like to make a request under the FOIA please;

- Make the request **in writing** (this includes email or fax)
- **State the enquirer's name and correspondence** (email addresses area allowed);

- **Describe the information requested** – there must be enough information to be able to identify and locate the information.

You do not have to explain why you want the information or state that it is a FOI request, but it may help us to reply to your request more promptly if you let us know that it is a FOI request.

Requests for information should be addressed to:

Enmore Church of England Primary School, Enmore, Nr Bridgwater, Somerset TA5 2DX

5. Timeline for reply

We will do our utmost to reply to any request promptly. In any case, we will meet the legally prescribed limit of 20 working days, excluding non-school days. Where the 20th day to respond to a request is during a non-school day, we will have up to 60 days to respond. The response time starts from the time the request is received. Where we need to ask you for more information to enable us to answer, the 20 days start time begins when this further information has been received.

If a qualified exemption applies and we need more time to consider public interest test, we will reply within the 20 days stating that an exemption applies and include an estimate of the date by which a decision on the public interest test will be made.

Where we have notified you that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

6. Paying for information

Information published on the school website is free, although you may incur costs from your Internet service provider. If you do not have internet access, you can access the school website using a local library or an Internet café.

We aim to respond to FOIA requests free of charge. However, if your request means that we have to incur significant costs, e.g. a significant amount of photocopying, printing, paying a large postage charge, or a request for a priced item such as some printed publications or DVDs, we will let you know the cost before fulfilling your request. Information will be charged at the actual cost of providing it (e.g. the cost of photocopying, plus time of employee photocopying information. Plus postage and any other actual costs incurred as a result of providing the requested information). If we need to charge for providing the information, we will require payment before we can provide the information.

7. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into broad topic areas:

Who we are and what we do: general information about the school e.g. its staff, leadership and governance, information about the curriculum, school terms and events.

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 e.g. Ofsted report, SIAMS report and results of SATs.

How we make decisions: decisions of the leadership of the school and directors, as well as our Admissions policies.

Our policies and procedures: current written policies and procedures for delivering our services and responsibilities.

Lists and registers: Information held in registers required by law and other lists and registers relating to the function of the school.

Services we offer e.g. out of school clubs, extra-curricular activities, and newsletters.

A detailed guide to the information available and how to access it is attached as appendix A. If the information you are looking for is not available via the scheme you can still contact us to ask if we have it.

8. Feedback and Complaints

We welcome any comments or suggestions anybody may have about the scheme. To make any comments about this publication scheme and policy, for further assistance, or to make a complaint, please write to:

Enmore Church of England Primary School, Enmore, Nr Bridgwater, Somerset TA5 2DX

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. The complaint should be made in writing to:

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

9. Review of this policy

This policy will be reviewed every three years by the Governing Body. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Freedom of Information

Guide to information available from the school under the publication scheme.

Information to be published	How the information can be obtained
Who we are and what we do Organisational information, structures, locations and contracts) This will be current information only	(hard copy and/or website)
Academy Funding Agreement	Website
Academy Trust Memorandum and Articles of Association	Website
School staff and structure – name of key personnel	Website
Governing Body – names of Governors, the basis of their appointment, and how to contact them	Website
School session times, terms dates and holidays	Website
Location and contact information – address, telephone number and website	Website

Information to be published	How the information can be obtained
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House)	(hard copy and/or website)
Annual budget plan and financial statements for the schools	Available from the School Business Manager
Annual return for the Trust	First federation website as soon as available
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Available from the School Business Manager
Additional funding – Income generation schemes and other sources of funding	Available from the School Business Manager
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.	Available from the School Business Manager

Staffing and grading structure	Available from the School Business Manager
Use of Pupil Premium	Schools website
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay	Website
Governors/directors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Website

Information to be published	How the information can be obtained
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published	(hard copy and/or website)
School profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report • SIAMS report 	<ul style="list-style-type: none"> • DfE website school performance tables (www.education.gov.uk/schools/performance/) • Schools website and Ofsted website • Schools website and Ofsted website
Federation Improvement Plan	Available from the School Business Manager
Appraisal policy	Website
Trust’s future plans	Available from the Company Secretary
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website

Information to be published	How the information can be obtained
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy and/or website)
Admissions policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	Website
Governing Body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	Hard copies from the School Business Manager

Information to be published	How the information can be obtained
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy and/or website)
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health & Safety policy • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staff recruitment policies 	Website
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum • Sex education • Special education needs • Accessibility • Collective worship • Pupil discipline/anti-bullying 	Website
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies 	Available from the School Business Manager
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p>	Website

Information to be published	How the information can be obtained
Lists and Registers Currently maintained lists and registers only	Hard copy and/or website, some information may only be available for inspection
Curriculum circulars and statutory instruments	Available on request
Disclosure logs	Available on request
Asset register	Available on request
Any information the Academy Trust is currently legally required to hold in publicly available registers	Available on request

Information to be published	How the information can be obtained
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/or website; some information may only be available for inspection)
Extra-curricular activities	Schools website
Out of school clubs	Schools website
School publications	Schools website
Services for which the Academy is entitled to recover a fee, together with those fees	Schools website
Leaflets, booklets and newsletters	Schools website