



## Freedom of Information policy and publication scheme

September 2020

|                                          |                                                |                  |                                                                                  |
|------------------------------------------|------------------------------------------------|------------------|----------------------------------------------------------------------------------|
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|------------------------------------------|------------------------------------------------|------------------|----------------------------------------------------------------------------------|

|                                                                                                    |  |
|----------------------------------------------------------------------------------------------------|--|
| <b>Associated documents:</b>                                                                       |  |
|                                                                                                    |  |
| <b>Links to:</b>                                                                                   |  |
| <ul style="list-style-type: none"><li>• Data protection policy</li><li>• Privacy notices</li></ul> |  |

Approved by the Audit and Risk Committee of the Trust Board, May 2020

## **Our Vision**

### **We have one core purpose:**

To have the biggest positive impact in the varied communities we serve through ensuring top drawer education for our learners. #TransformingLives

### **How do we ensure this across our trust?**

#### In all we do we are:

1. Ethical to the core, ensuring that education is always front and centre
2. Futures focused system leaders – never simply followers
3. Collaborative in every endeavour
4. Resolutely learner centred.

### **What does this look like across our trust?**

#### Education

We are:

1. Ruthlessly ambitious for all who learn and work with us
2. Unwaveringly inclusive – determined on eradicating barriers to educational success
3. Committed to excellent teaching
4. Determined upon academic excellence for all in our communities
5. Compassionate, ethical and caring advocates for all in our communities
6. Outwardly facing and globally conscious

#### Operations

We are:

1. Committed to the very best people development and empowerment
2. Determined to shout loudly and share proudly our successes
3. The best professional and technical experts (supporting education) in the sector
4. Committed to the very best understanding and management of risk

#### Financial

We are:

1. Providing the best possible public service for the best possible value
2. Determined to supplement our public income with shrewd income generation
3. Building financially sustainable models of educational improvement in our communities
4. Demonstrably efficient in all we do

### **Our values**

- We will work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values.
- We will develop the very best leaders of the future, working to improve education and transform lives.
- We will adhere unwaveringly to the 'Nolan Principles' of Public Service, which is made clear in our commitment to Ethical Leadership.

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## **1 Introduction**

- 1.1 This policy covers requests for information under the Freedom of Information Act 2000 (“FOIA”). It also covers enquiries relating to matters under the Environmental Information Regulations 2004 (“EIR”), namely enquiries about air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these.
- 1.2 This policy does not cover enquiries or subject access requests under the Data Protection Act 2018 or the General Data Protection Regulation i.e. where the enquirer asks to see what personal information we hold about them. These enquiries will be dealt with under the Data Protection Policy which can be found on our website.

## **2 Our responsibilities**

We understand our responsibilities in relation to FOIA and are committed to applying them. This policy is designed to set out the ways that persons can access their rights to information.

## **3 Publication scheme**

We have adopted the Information Commissioner’s Office model publication scheme. Further details on what we provide access to can be found in **Appendix 1**.

## **4 Right of access**

- 4.1 Any person can make a freedom of information request for information that we hold. The request must be in writing (which can include email) and state the requestor’s name and correspondence address (including email address). It should clearly describe the information being requested with enough detail to enable us to identify and locate the information.
- 4.2 Please help us to provide your information as quickly as possible by sending the request to [office@academytransformation.co.uk](mailto:office@academytransformation.co.uk) or by post to:  
Freedom of Information, Academy Transformation Trust, Unit 4 Emmanuel Court, Reddicroft, Sutton Coldfield B73 6AZ.
- 4.3 A response will be provided as soon as possible but in any event within 20 school days (or 60 working days, if shorter). A school day is defined as any day when any of our academies is open for all pupils.
- 4.4 Where the original request is not clear and we are required to seek further clarity from you, the time for responding to your request will cease until we receive a further response from you. In the event that we do not receive a further response or the clarification requested within 2 months of our request for clarification we will assume you no longer wish to pursue your enquiry and close the matter down.

## **5 Exemptions**

- 5.1 Requested information may not be provided if one of the following applies:
- We do not hold the information
  - There is a relevant exemption available
  - The request is above the cost limit (being £450 or 18 hours of a staff member’s time)
  - The request is considered vexatious or repeated.

- 5.2 The exemptions that may be relevant depend on the request that has been made, but common exemptions include data protection, prejudice to the effective conduct of public affairs and information intended for future publication. There are other exemptions that may also be relevant.
- 5.3 We will inform you if one or more of these apply in any decision notice. Where the cost limit applies, we will explain how to refine the request to bring it within the cost limit and why the costs limit has been exceeded.

## **6 Internal review**

- 6.1 Where a requester is not happy with the response to a freedom of information request that has been made, they will be entitled to ask for an internal review of the decision. The internal review must be requested within two months of the decision notice being sent. The internal review will usually be dealt with by someone more senior than the member of staff that provided the initial response. A requester will in most cases receive the outcome of the internal review within 20 school days.
- 6.2 If a requester is still not happy with the response following an internal review, they may complain to the Information Commissioner.

## Appendix 1 – Freedom of Information publication scheme

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

The scheme commits us

- to proactively publishing or otherwise making available as a matter of routine, information, including environmental information, which is held by us and which falls within the classifications below
- to specifying the information which is held by us and which falls within the classifications below
- to proactively publishing or otherwise making available as a matter of routine, information in line with the statements contained within this scheme
- to producing and publishing the methods by which the specific information is made routinely available so that it can be easily identified and accessed by the members of the public
- to reviewing and updating on a regular basis the information we make available under this scheme
- to producing a schedule of any fees charged for access to information which is made proactively available
- to making this publication scheme available to the public
- to publishing any dataset held by us that has been requested, and any updated versions we hold, unless we are satisfied that it is not appropriate to do so
  - to publishing the dataset, where reasonably practicable, in an electronic form that is capable of re-use, and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to making the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term “dataset” is defined in section 11 (5) of the Freedom of Information Act. The term “relevant copyright work” is defined in section 19 (8) of that Act.

### *Classes of information and access*

- 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.

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

Where it is within our capability, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we 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 for 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 we are legally required to translate any information, we 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 and when providing information in accordance with this scheme.

#### *Charges which may be made for information published under this scheme*

The purpose of this scheme is to make the maximum amount of information available at minimum inconvenience and cost to the public. Charges made by us for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedule of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

#### *Written requests*

Information held by us 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.

*There is no charge for the provision of the information listed below*

The Academy Principal is responsible for ensuring that the information below is published in accordance with the scheme.

| Information to be published                                                                                                                                              | On academy or Trust websites | Signposted on academy or Trust websites | On request |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------|------------|
| <i>Who we are and what we do</i>                                                                                                                                         |                              |                                         |            |
| Information about the Trust's legal and financial constitution                                                                                                           |                              | x                                       |            |
| Trustees – names, contact details, declarations of interest and meeting attendance                                                                                       | x                            |                                         |            |
| Academy staff and structure – names of key personnel                                                                                                                     | x                            |                                         |            |
| Local Academy Committee – names, contact details, declarations of interest and meeting attendance                                                                        | x                            |                                         |            |
| Academy session times, term dates and holidays                                                                                                                           | x                            |                                         |            |
| Location and contact information – address, telephone number and website                                                                                                 | x                            |                                         |            |
| Academy prospectus (including curriculum information)                                                                                                                    | x                            |                                         |            |
| Exam results                                                                                                                                                             |                              | x                                       |            |
| Information regarding uniform and homework                                                                                                                               | X                            |                                         |            |
| <i>What we spend and how we spend it</i>                                                                                                                                 |                              |                                         |            |
| Audited accounts                                                                                                                                                         |                              | x                                       |            |
| Annual budget plan and financial statements                                                                                                                              |                              | x                                       |            |
| Capital funding – details of capital funding allocated to the academy along with information on related building projects and other capital projects                     |                              |                                         | x          |
| Additional funding – income generation schemes and other sources of funding                                                                                              |                              |                                         | x          |
| 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 |                              |                                         | x          |
| Staffing and grading structure                                                                                                                                           |                              |                                         | x          |
| Teachers pay policy                                                                                                                                                      |                              |                                         | x          |
| Governors' allowances policy and details                                                                                                                                 |                              | x                                       |            |

|                                                                                                                         |   |   |   |
|-------------------------------------------------------------------------------------------------------------------------|---|---|---|
| <i>What our priorities are and how we are doing</i>                                                                     |   |   |   |
| Government supplied performance data                                                                                    |   | x |   |
| OFSTED report – summary, full report and information regarding <i>ParentView</i>                                        |   | x |   |
| Performance management information                                                                                      |   |   | x |
| Future plans – any major proposals on safeguarding and promoting the welfare of children                                |   | x |   |
| <i>How we make decisions</i>                                                                                            |   |   |   |
| Admissions policy                                                                                                       | x |   |   |
| Information on application numbers and number of successful applicants by each oversubscription criteria                |   |   | x |
| Governance meeting agendas, papers and minutes – information that is properly considered to be private will be excluded |   | x |   |
| <i>Our policies, procedures and reports</i>                                                                             |   |   |   |
| Accessibility plan                                                                                                      | x |   |   |
| Anti-bullying policy                                                                                                    | x |   |   |
| Appraisal policy                                                                                                        |   |   | x |
| Attendance policy                                                                                                       | x |   |   |
| Behaviour policy                                                                                                        | x |   |   |
| Capability policy                                                                                                       |   |   | x |
| Careers education, information, advice and guidance policy                                                              | x |   |   |
| Charging and remissions                                                                                                 | x |   |   |
| Child protection and safeguarding policy                                                                                | x |   |   |
| Code of conduct                                                                                                         |   |   | x |
| Complaints policy and procedure                                                                                         | x |   |   |
| Curriculum policy                                                                                                       | x |   |   |
| Data protection policy and procedures                                                                                   | x |   |   |
| Dignity at work policy                                                                                                  |   |   | x |
| Disciplinary procedure                                                                                                  |   |   | x |
| Equal opportunities (staff) policy                                                                                      | x |   |   |
| Equality information and objectives                                                                                     | x |   |   |
| Ethical leadership statement                                                                                            | x |   |   |
| Freedom of information policy                                                                                           | x |   |   |
| Grievance procedure                                                                                                     |   |   | x |
| Health and safety policy                                                                                                | x |   |   |

|                                                                                                   |   |   |   |
|---------------------------------------------------------------------------------------------------|---|---|---|
| Home-academy agreement                                                                            | x |   |   |
| Literacy and numeracy catch-up reports                                                            | x |   |   |
| Maternity, paternity, adoption and parental leave policy                                          |   |   | x |
| Medical conditions policy                                                                         | x |   |   |
| PE and sport premium reports                                                                      | x |   |   |
| Pupil premium policy and reports                                                                  | x |   |   |
| Reorganisation and redundancy policy                                                              |   |   | x |
| Sex and relationships education policy                                                            | x |   |   |
| Special educational needs policy, reports and local offer                                         | x |   |   |
| Whistleblowing policy                                                                             | x |   |   |
| <i>Lists and Registers</i>                                                                        |   |   |   |
| Curriculum, circulars and statutory instruments                                                   |   | x |   |
| Disclosure logs                                                                                   |   |   | x |
| Asset register                                                                                    |   |   | x |
| Any information the academy is currently legally required to hold in publicly available registers |   |   | x |
| Information regarding the PTA and parents' forum                                                  | x |   |   |
| <i>The services we offer</i>                                                                      |   |   |   |
| Careers guidance provision                                                                        | x |   |   |
| Extra-curricular activities                                                                       | x |   |   |
| Out of school clubs                                                                               | x |   |   |
| School publications                                                                               | x |   |   |
| Services for which the academy is entitled to recover a fee, together with those fees             |   |   | x |
| Leaflets, booklets and newsletters                                                                | x |   |   |