



Freedom of Information Policy

Policy Version Control	
Policy type	Academy Trust
Policy prepared by (name and designation)	Nick Blackburn CEO
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1. Introduction

This policy sets out the classes of information that Lingfield Education Trust and / or its schools publish and the terms on which that information may be made available to those who request it. It is based on the generic model publication for academies scheme prepared and approved by the Information Commissioner.

2. Principles

This publication scheme commits the Trust and/or its schools 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Trust and/or its schools:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and/or its schools and falls within the classifications below;
- To specify the information which is held by the Trust and/or its schools 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 Trust and/or its schools 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.

The classes of information that the Trust and/or its schools publishes includes:

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 Trust and / or its schools.

The Services we Offer

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

The classes of information the Trust and/or its schools publishes 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.

3. Procedures

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

The Trust and/or its schools will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where possible, the Trust and/or its schools will provide information on its 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, the Trust and/or its schools 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 Trust and/or its schools 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.

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

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust and/or its schools for routinely published material will be justified and transparent and kept to a minimum. A schedule of charges is currently in development.

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 schedules of fees which is readily available to the public.

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

3.3 *Written Requests*

Information held by the Trust and/or its schools 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.

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

The table in Appendix 1 identifies the information which meets the requirements of the Information Commissioner.

3.5 *If the School declines your request:*

If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of the Board of Directors at the Trust in the first instance.

If you are not happy with their response, you may wish to contact the Information Commissioner at:
The Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday
Email mail@ico.gsi.gov.uk

Review Date: Autumn 2019

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/ or website)	
Academy Funding Agreement – a link to the document on the Department for Education’s website	Available on request	
Academy staff and structure – names of key personnel	Available on request	
Board of Directors – names and contact details of the directors and the basis of their appointment	Available on request	
School session times, term dates and holidays	Available on request	
Location and contact information – address, telephone number and website	Available on request	
Contact details for CEO & Head teachers	Available on request	
School Prospectus	Available on request	
SATs results – a link to the data on the Department for Education’s website	Available on request	

Information to be published	How the information can be obtained	Charge
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	Available on request	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Available on request	
Additional funding – Income generation schemes and other sources of funding.	Available on request	
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 on request	
Staffing and grading structure	Available on request	
Pay policy – a statement of the Trusts’ policy on procedures regarding teachers’ pay.	Available on request	
Directors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Available on request	

Information to be published	How the information can be obtained	Charge
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 Government supplied performance data OFSTED report – summary and full report	Available on request	
Performance management information	Available on request	
Trust and school's future plans – any major proposals on safeguarding and promoting the welfare of	Available on request	
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Available on request	

Information to be published	How the information can be obtained	Charge
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Available on request	
Board of Directors meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Available on request	

Information to be published	How the information can be obtained	Charge
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/ or website)	

Information to be published	How the information can be obtained	Charge
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 Trust is currently legally required to hold in publicly available registers	Available on request	