



Freedom of Information and Publication Scheme

Statutory Policy

Created by: Miss C Huddleston

Date presented to governors: 08 November 2018

Review Date: Autumn 2021

For internal use



Contents

| | |
|---|----------|
| 1. RATIONALE..... | 3 |
| 2. POLICY AIMS..... | 3 |
| 3. CATEGORIES OF INFORMATION PUBLISHED | 4 |
| 4. PROCEDURES FOR EFFECTIVE FREEDOM OF INFORMATION | 4 |
| 5. PAYING FOR INFORMATION | 4 |
| 6. CLASSES OF INFORMATION CURRENTLY PUBLISHED | 5 |
| 7. FEEDBACK AND COMPLAINTS | 7 |

1. Rationale

As a Christian and fully inclusive educational community, our aim is to foster each student's unique gifts and talents while meeting their needs and raising their aspirations. The Academy is committed to the Freedom of Information Act (FOIA) and to the principles of accountability and the general right of access to information. This policy outlines our response to the Act and a framework for managing requests.

One of the aims of the FOIA is that public authorities, including all maintained schools and Academies, should be clear and proactive about the information they make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

The review of the policy will take place on a 3 year cycle.

Decisions based around vexatious requests, charging or exemptions to Freedom of Information (FOI) requests should always be discussed by the Principal and the person delegated to deal with FOI, with the Governing body being consulted if necessary.

Statutorily, an Academy does not have to have a FOI Policy, with only the Publication scheme being legally necessary. However, in practice because of the need to record procedures and processes many Academies find it useful to have a policy document.

2. Policy aims

- To make anyone in the Academy aware of the process for dealing with requests, as requests under the FOI can be addressed to anyone.
- To outline the information that is available, any person (the enquirer) has a legal right to ask for access to information held by the Academy.
- To explain how information can be sought and outline any cost implications occurred.

3. Categories of information published

The publication scheme (identified in section 6 of this document) 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 are organised into four broad topic areas:

- Academy Prospectus - information published in the Academy prospectus.
- Governors' Documents - information in other governing body documents.
- Pupils & Curriculum - information about policies that relate to pupils and the curriculum.
- Academy Policies and other information related to the Academy - information about policies that relate to the Academy in general.

4. Procedures for effective Freedom of Information

If you require a paper version of any of the documents within the scheme, please contact the Academy by telephone, email, fax or letter. Contact details are set out below.

Email: CHolt@saintwilfrids.co.uk

Tel: (01254) 604000

Fax: (01254) 604004

Contact Address: **Duckworth Street, Blackburn, BB2 2JR**

To help us process your request quickly, please clearly mark any correspondence
"FREEDOM OF INFORMATION REQUEST"

The Academy will respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply.

The Academy will respond to each request within 20 academy days excluding school holidays, but no longer than 60 days from date of receipt.

5. Paying for information

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

Single copies of information covered by this publication are provided free unless stated otherwise in Section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item (such as some printed publications or videos), we will let you know the cost before fulfilling your request. Where there is a charge, this will be indicated by a "£" sign in the Potential Cost box.

6. Classes of Information Currently Published

Academy Prospectus - this section sets out information published in the prospectus.

| Class | Description |
|---------------------------|--|
| Academy Prospectus | <p>The statutory contents of the prospectus are as follows, (other items may be included in the in the prospectus at the Academy's discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the Academy • the names of the Principal and chair of governors • information on the Academy's policy on admissions • a statement of the Academy's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided • information about the Academy's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the Academy, locally and nationally • a summary of GCE A/AS level results in the Academy and nationally • the number of pupils studying for and percentage achieving other vocational qualifications • the arrangements for visits to the academy by prospective parents • the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places |

Academy Policies and other information related to the Academy - This section gives access to information about policies that relate to the Academy in general and whether there is a potential cost to obtaining them.

| Class | Description | Potential Cost |
|--|--|----------------|
| Published reports of Ofsted referring expressly to the Academy | Published report of the last inspection of the Academy and the summary of the report and where appropriate inspection reports of religious education in those Academies designated as having a religious character | £ |
| Post-Ofsted inspection plan | A plan setting out the actions required following the last Ofsted inspection and where | £ |

| | | |
|---|--|---|
| | appropriate an action plan following inspection of religious education where the Academy is designated as having a religious character | |
| Charging and Remissions Policies | A statement of the Academy's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example publications, music tuition, trips | |
| Academy session times and term dates | Details of academy session and dates of school terms and holidays | |
| Health and Safety Policy and risk assessments | Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy | £ |
| Complaints Procedure | Statement of procedures for dealing with complaints | |
| Performance Management of Staff | Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Principal on the effectiveness of appraisal procedures | £ |
| Staff Conduct, Discipline and Grievance | Statement of procedure for regulating conduct and discipline of Academy staff and procedures by which staff may seek redress for grievance | £ |
| Child Protection Policy | Statement of policy for safeguarding and promoting welfare of pupils at the and procedures by which staff may seek redress for grievance | £ |
| Pupil Discipline | Statement of general principles on behaviour and discipline and of measures taken by the Principal to prevent bullying. | £ |

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to The Clerk to the Governors, Saint Wilfrid's Church of England Academy, Duckworth Street, Blackburn, BB2 2JR.

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 deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 0303 123 113 (local rate) or 01625 545 745 (national rate)

E Mail: casework@ico.org.uk

Website: www.ico.org.uk