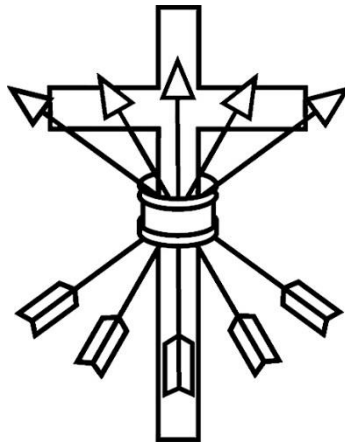


# WADDESDON CHURCH OF ENGLAND SCHOOL



## FREEDOM OF INFORMATION ACT STATEMENT

<b>STATUS OF POLICY:</b>	<b>Statutory Policy</b>
<b>BASED ON LA PROCEDURE DATED:</b>	-
<b>COMMITTEE RESPONSIBLE:</b>	<b>Finance and Property</b>
<b>GOVERNING BODY APPROVAL:</b>	<b>4 March 2020</b>
<b>REVIEW DATE:</b>	<b>October 2023</b>

**The school will comply with:**

The terms of the Freedom of Information Act 2000, and any subsequent relevant legislation, to ensure all information held by the school is treated in a manner that is fair and lawful. Information and guidance is displayed on the Information Commissioner's website <https://ico.org.uk/>

This policy should be read in conjunction with the school's **Internet Use Policy** and **Data Protection Policy**.

**Data Gathering and Storage**

Information will only be gathered and stored for specified purposes. In order to be able to respond to requests for information the school will implement effective record management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.

Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

**Publication Scheme**

The school will adopt and publish the appropriate model publication scheme, as recommended by the DFE, Information Commissioner, and approved by school governors.

**Dealing with Requests for Information**

Theoretically any request for information is a request under the Freedom of Information Act, however the school has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests which are considered to be outside the normal remit of the service will be recorded as Freedom of Information requests.

The school will assist applicants in making their request to have access to information held by the school. Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g. school, LA, hospital).

- The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.
- The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit.
- All requests for information will be dealt with in compliance with the 20-day deadline, whether they are recorded as Freedom of Information requests or not.

- If a response will take longer than 10 working days an acknowledgement will be sent to the person making the request, informing them when the information will be supplied. This acknowledgement will not allow the school to exceed the overall 20-day deadline.
- The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by the Department for Constitutional Affairs. If the estimated cost of complying with the request does not exceed this amount the school is not entitled to make a charge for fulfilling the request.
- The Headteacher will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database.
- Persons requesting data will be supplied with a copy of our complaints procedure.
- Copies of data supplied will be retained for two years from the date it was put into the public domain.

### **Applying Exemptions**

The school will use the list of exemptions which can be found on the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few exemptions which are likely to be applied by the school.

The decision to apply absolute or qualified exemptions will not be taken by individual members of staff but will be made by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Principal Officer. Even if the group decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information will be disclosed.

Legal advice will be sought if there is any doubt as to whether information should be disclosed.

### **Logging Requests Received**

The school will keep a record of all requests received for monitoring purposes, noting:

- the date the request was received
- name and contact details of the person or organisation making the request
- the date the request was fulfilled or refused
- the reason for any exemption being applied
- the reason for any failure to meet the 20-day deadline

This policy will be included on the staff intranet.

## Appendix 1

### Waddesdon Church of England School's Publication Scheme on information available under the Freedom of Information Act 2000

*The governing body is responsible for maintenance of this scheme.*

#### **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will 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 either available for you on our website to download and print off or 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.

#### **2. Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child
- help every child develop the skills, knowledge and personal qualities needed for life and work

**and this publication scheme is a means of showing how we are pursuing these aims.**

### 3. 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'. These are contained in section 6 of this scheme.

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

***School Prospectus*** – information published in the school prospectus

***Governors' Documents*** – information published in the Governors Annual Report and in other governing body documents

***Pupils & Curriculum*** – information about policies that relate to pupils and the school curriculum

***School Policies and other information related to the school*** - information about policies that relate to the school in general.

Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter. Contact details are set out below or you can visit our website at:

[www.waddesdonschool.com](http://www.waddesdonschool.com)

Email: office@waddesdonschool.com

Tel: 01296 651382

Contact Address: Waddesdon Church of England School, School Lane, Waddesdon, Bucks, HP18 0LQ

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST".

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

## **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 café.

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, 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 description box.

## **6. Classes of Information Currently Published**

### **School Prospectus**

The contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the Headteacher and Chair of governors
- information on the school policy on admissions
- a statement of the school's ethos and values
- the religious education provided, parents' right to withdraw their child from religious education and collective worship
- information about the school's policy on providing for pupils with special educational needs
- number of pupils on roll and rates of pupils' authorised and unauthorised absences
- GCSE results in the school, locally and nationally
- a summary of GCE A/AS level results in the school and nationally
- the destinations of school leavers

### **Governors' Annual Report**

The contents of the governors' annual report are as follows (other items may be included in the annual report at the school's discretion):

- Trustees' report
- Governance statement
- Statement on regularity, propriety and compliance

- Trustees' responsibilities statement
- Independent auditor's report
- Independent reporting accountant's assurance report on regularity
- Statement of financial activities
- Cash Flow statement
- Notes to the financial statements

### **Instrument of Government**

- The name of the school
- The category of the school
- The name of the governing body
- The manner in which the governing body is constituted
- The term of office of each category of governor if less than 4 years
- The name of anybody entitled to appoint any category of governor
- Details of any trust
- The schools religious character, a description of the ethos
- The date the instrument takes effect

### **Minutes of meetings of the governing body and its committees**

Agreed minutes of meetings of the governing body and its committees (*current and last full academic school year*)

### **Pupils & Curriculum Policies -**

- Home – school agreement
- Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
- Curriculum policy statement on following the policy for the secular curriculum subjects and religious education and syllabuses currently used by the school
- Statement of policy with regard to sex and relationship education
- Special Educational Needs and Disabilities Policy
- Accessibility Plan
- Equalities and Diversity Policy
- Collective Worship Policy
- Careers Policy

- Safeguarding and Child Protection Policy
- Behaviour Policy

### **School Policies and other information related to the school**

- Published reports of Ofsted referring expressly to the school
- Other published inspection reports of the school and the summary of the report
- Post-Ofsted inspection action plan
- Charging and Remissions Policy
- School session times and term dates
- Details of school session and dates of school terms and holidays
- Health and Safety Policy
- Complaints Policy

### **7. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to **The Headteacher**.

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. They can be contacted at:

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

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**