



# Freedom of Information Policy

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## 1. Introduction / aims

White Rose Academy Trust has a duty to publish a statement that details how it will meet its duties under the Freedom of Information Act 2000.

All Freedom of Information (FOI) requests should be sent to the Trust's Data Protection Officer (DPO) for optimal processing and to support monitoring and evaluation purposes.

Where a FOI request is received directly by an employee this must be logged with the DPO via the same email address, including the full details of the request and the actual date received.

The Trust has 20 working days to respond to FOI requests. The first working day is the day after the request was received. All requests for public information are covered by the Act and an FOI may arrive in hard copy format or via social media channels.

Some requests for information may be received that do not require a formal FOI process to be initiated. An example of this could be a request that can be managed as a normal customer service enquiry and where information is readily available. If in doubt, or should the requestor state the request to be a formal FOI, then this policy must be followed.

This policy contains details of the general rights of access, including what we will and will not respond to. Where appropriate, a fee may be charged. Details of our fees can be found on Appendix 2.

The Trust will endeavour to provide information in the format requested, so long as it is practicable to do so. The Trust will also provide advice and assistance, as far as is reasonable, to any person who proposes to make, or has made, requests for information.

This policy has due regard to the following legislation:

- General Data Protection Regulation 2018
- Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

## 2. Classes of information

Information that is available under the Publication Scheme (Appendix 1) includes:

- Class 1 - Who we are and what we do
- Class 2 – What we spend and how we spend it
- Class 3 – What our priorities are and how we are doing
- Class 4 – How we make decisions
- Class 5 – Our policies and procedures
- Class 6 – Lists and Registers
- Class 7 – The services we offer.

Classes of information which will not be made available under this scheme include:

- Information where the disclosure 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. **Obtaining information**

The Trust / Academies will only accept a request for information which meets all of the following criteria:

- It is in writing; addressed to the Data Protection Officer:
  - Email: [dataprotection@whiteroseacademies.org](mailto:dataprotection@whiteroseacademies.org)
  - Postal Address: Intake Lane, Leeds LS13 1DQ
- It states the name of the applicant and an address for correspondence;
- It describes the information requested.

A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means;
- It is received in legible form;
- It is capable of being used for subsequent reference.

In exceptional circumstances, some information may be made available only by viewing in person. Where this manner is specified, contact details have to be provided. An appointment to view the information needs to be arranged within a reasonable timescale.

Documents can be translated under disability legislation into accessible formats where possible.

Provided that the request complies with this policy, we will, no later than 20 working days from receipt of the request, comply with our duty to:

- Confirm or deny to any person making a request for information to the Trust or Academy whether we hold information of the description specified in the request;
- Provide the documentation if we confirm that we hold the requested information.

We will not comply where:

- We reasonably require further information to meet a freedom of information request and have informed the applicant of this requirement, though were not subsequently supplied with that further information;

- The information 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;
- A request for information is exempt under Part 2 of the 2000 Freedom of Information Act;
- The cost of providing the information exceeds the appropriate limit;
- The request is vexatious;
- The request is a repeated request from the same person made within 60 consecutive working days of the initial one;
- A fee notice was not honoured.

Where information is, or is thought to be exempt, we will, within 20 working days, give notice to the applicant which:

- States the fact;
- Specifies the exemption in question;
- States why the exemption applies.

#### **4. Charges**

The purpose of the publication scheme (Appendix 1) is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made for printing published material are listed at the end of the document (Appendix 2) and have been kept to a minimum in line with legislation.

We will not comply with any freedom of information request where the cost exceeds the statutorily imposed appropriate limit of £450.

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.

When determining whether the cost of complying with a freedom of information request is within the appropriate limit, we will take account only of the costs we reasonably expect to incur in relation to:

- Determining whether we hold the information;
- Locating the information or a document which may contain the information;
- Retrieving the information or a document which may contain the information;
- Extracting the information from a document containing it.

Where multiple requests for information are made to the Academy or Trust within 60 consecutive working days of each other, either by a single person or by different

persons who appear to be acting in concert, the estimated cost of complying with any of the requests is to be taken to be the total costs to the Academy or Trust of complying with all of them.

Much of the information covered by the Trust's publication scheme is published and accessed on the Trust website or on the individual Academy websites and is provided free of charge. Please refer to details in Appendix 1. Where a document is available on the Trust/Academy Website it is also available as a hard copy upon request, subject to charges.

## **5. Complaints**

An individual wishing to make a complaint about anything relating to this policy should refer to the WRAT Complaints Policy published on the WRAT Website.

## **6. Equality Impact Statement**

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.

## Publication Scheme

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
Multi Academy Trust Funding Agreement and Academy Supplementary Funding Agreement	WRAT Website – a link to the document on the Department for Education's website
Academy Order	Hard copy from WRAT Head Office
Academy staff and structure including names of key personnel	WRAT Website Academy Website
Local Accountability Boards – names and contact details of the governors and the basis of their appointment	Academy Website
Location and contact information – address, telephone number and website	Academy Website
Contact details for the Principal and the Governing Board	Academy website
Academy prospectus	Hard copy from the Academy
Academy session times and term dates	Academy website
Key Stage 2 (Primary) or GCSE (secondary) results (link to the data on the DfE website)	Link to DfE Website on Academy Websites
MAT Members and Directors – names and details	WRAT Website

Information to be published	How the information can be obtained
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Financial Statements	WRAT Website
Budget Forecast Form	Hard Copy from WRAT Head Office
Summary of Individual Academy Budget	Hard Copy from WRAT Head Office
Capital funding – Details of capital funding allocated to the Academy, along with information on related building projects and other capital projects	Hard Copy from WRAT Head Office

Additional funding – income generation schemes and other sources of funding	Hard Copy from WRAT Head Office
Procurement and projects – Details of policies and procedures used for the acquisition of goods and services.	Hard Copy from WRAT Head Office
Details of contracts that have gone through formal tendering processes	Hard Copy for details of specific contracts from WRAT Head Office
Staffing and grading structure	Hard Copy from WRAT Head Office
Pay Policy – a statement of the academy's policy on procedures regarding teacher's pay	Hard Copy from WRAT Head Office
Governors' allowances – Details of allowances and expenses that can be claimed or incurred if there are any	WRAT Website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 3 – <u>What our priorities are and how we are doing</u></b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
Academy profile	Link to DfE Website on Academy Websites
Government supplied performance data	Link to DfE Website on Academy Websites
The latest Ofsted report – Summary and Full report	Academy Website
Performance management policy and procedures	Hard Copy from WRAT Head Office
Future plans – any major proposals	Hard Copy from WRAT Head Office
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	WRAT Website & Academy Website

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Information to be published	How the information can be obtained
<b>Class 4 – How we make decisions</b> (Decision-making processes and records of decisions). Current and previous three years as a minimum	
Admissions policy – arrangements and procedures and right of appeal	Academy Website
Information on application numbers and number of successful applicants by each oversubscription criteria	Hard Copy from Academy
Agendas of meetings of the Local Governing Boards (LGBs)	Hard Copy from Clerk to Governors
Minutes of meetings of Local Governing Boards <i>NB: this will exclude information that is regarded as confidential</i>	Hard Copy from Clerk to Governors
Agendas of meetings of the MAT Board of Directors and its sub-committees	Hard Copy from Clerk to the Board
Minutes of meetings (as above) <i>NB: this will exclude information that is regarded as confidential</i>	Hard Copy from Clerk to the Board

Information to be published	How the information can be obtained
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Trust Policies including: <ul style="list-style-type: none"> <li>• Charging &amp; Remission policy</li> <li>• Complaints procedure</li> <li>• Staff code of conduct policy</li> </ul>	WRAT Website WRAT Website Hard Copy from WRAT Head Office
Discipline and grievance policies	Hard Copy from WRAT Head Office
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex &amp; Relationship Education</li> <li>• Special Educational Needs &amp; Disability</li> <li>• Accessibility</li> <li>• Careers Education (secondary)</li> <li>• Pupil Behaviour</li> <li>• Anti-Bullying</li> <li>• Attendance</li> </ul>	Academy website

Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>	WRAT & Academy Websites (all included in Data Protection Policy)
Equality and Diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Procedures for the recruitment of staff	WRAT & Academy Website
Policy for recruitment of staff Details of vacancies	Hard Copy from WRAT Head Office Vacancy details on WRAT website

Information to be published	How the information can be obtained
<b>Class 6 – Lists and Registers</b> (Information held in registers required by law and other lists and registers relating to the functions of the authority)	
Curriculum circulars and statutory instruments	Hard Copy from Academy
Disclosure logs	Inspection only by appointment with the Academy Principal
Asset register	Hard Copy from WRAT Head Office
Any information the Academy is currently legally required to hold in publicly available registers	Hard Copy from WRAT Head Office or inspection, only by appointment with the Academy Principal

Information to be published	How the information can be obtained
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Extra-curricular activities	Academy Website
Out of Academy clubs	Academy Website
Academy publications	Academy Website
Services for which the Academy is entitled to recover a fee, together with those fees	Academy Website
Leaflets books and newsletters	Academy Website and Hard Copy from Academy

## Schedule of Charges

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information, including staff hours in preparation of documentation when this is over 2 hours

<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Photocopying/printing	Actual cost per sheet, as per current photocopier contract (e.g. 5p black & white or 15p colour)
Postage	Actual cost of postage standard 2 <sup>nd</sup> class, or special delivery where required/requested
Staff hours (over 2 hours per request)	£25 per hour

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.