



### Introduction

The School will comply with the terms of the Freedom of Information Act 2000, and any subsequent relevant legislation, to ensure that 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 [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk). This policy should be used in conjunction with the School's **E-Safety Framework** 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 management policies to enable staff to identify whether data is held and, if it is, to 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 comply with a model publication scheme, as recommended by the DfE and Information Commissioner.

### Dealing with Requests for Information

Theoretically any request for information is a request under the Freedom of Information Act, however only those requests which are considered to be outside the normal remit of the service provided 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 (eg 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 still 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 should be sent to the person making the request, informing them when the information will be supplied. This acknowledgement does not allow the School to exceed the overall 20 day deadline.

A senior member of staff will be responsible for ensuring that requests are fulfilled within the stipulated deadline. Persons requesting data will be supplied with a copy of our complaints procedure. Copies of data supplied should be retained for two years from the date it was put into the public domain. If the cost of complying with the request exceeds the charge limit laid down by the Department for Constitutional Affairs, the School may make a charge for fulfilling the request.

### **Applying Exemptions**

A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified.

The decision to apply absolute exemptions will be made by a constituted group of at least three of the following: Chairman of Governors, other governors, Headmaster and Deputy Headmasters. Even if the group decides that 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.

## **Annex to Freedom of Information Policy**

### **Model Publication Scheme**

King Edward VI School makes the information in the following definition document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not a definitive list. The legal commitment is to the model publication scheme, and the School will look to provide as much information as possible on a routine basis.

### **Who we are and what we do**

Current information concerning organisational information, structures, locations and contacts is as follows:

#### **Instrument of Government**

The Instrument of Government is the document which records the name and category of the School and the name and constitution of its governing body.

#### **School Information**

The statutory information School provides is:

- information about the implementation of the governing body's policy on pupils with special educational needs and disabilities (SEND).
- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.

#### **School Session Times And Term Dates**

Details of School session times and dates of School terms and holidays.

#### **Location And Contact Information**

The address, telephone number and website for the School together with the names of key personnel.

## **What We Spend and How We Spend It**

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. A minimum of financial information for the current and previous two financial years will be available.

## **Annual Budget Plan and Financial Statements**

Details of the Individual Schools Budget distributed by the Local Authority and the School's annual income and expenditure returns.

## **Capital Funding**

Details of the capital funding allocated to the School together with information on related building projects and other capital projects.

## **Additional Funding**

Income generation schemes and other sources of funding.

## **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.

## **Pay Policy**

The statement of the School's policy and procedures regarding teachers' pay.

## **Staffing Structure**

## **Governors' Allowances**

Details of allowances and expenses that can be claimed or incurred.

## **What Our Priorities Are and How We Are Doing**

Current information regarding strategies and plans, performance indicators, audits, inspections and reviews.

Below is a list of the type of information that is readily available for publication. Any other reports or recorded information showing the School's planned or actual performance will normally be included.

### **School Performance**

Government-supplied performance data.

The most recent OfSTED report.

### **Performance Management**

Performance management policy and procedures adopted by the Governing Body.

### **School Plans**

Any major proposals for the future of the School.

### **Child Protection**

The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

## **How We Make Decisions**

Decision-making processes and records of decisions for the current and previous three years.

### **Admissions Policy / Decisions**

The School's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions are not published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) will be if this information is held by the School.

### **Minutes of Meetings of the Governing Body and Sub-Committees.**

Minutes, agendas and papers considered at such meetings are available as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

## **Policies and Procedures**

Current written protocols, policies and procedures for delivering services and responsibilities.

### **School Policies**

This will include School policies and procedures together with other information related to the School such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure. It will also include policies and procedures for handling information requests.

## **Student and Curriculum Policies**

This will include such policies as Home-School agreement, curriculum, sex education, special educational needs, accessibility, equality, collective worship, careers education and pupil discipline.

## **Records Management and Personal Data Policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

## **Equality and Diversity**

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

## **Policies and Procedures for the Recruitment of Staff**

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

## **Charging Regimes and Policies**

Details of any statutory charging regimes are provided. Charging policies include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

## **Lists and Registers**

Information in currently maintained list and registers.

### **Curriculum Circulars and Statutory Instruments**

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

### **Asset Register**

Capital asset registers.

Any information the School is currently legally required to hold in publicly available registers

## **The Services We Offer**

Information about the services the School provides including leaflets, guidance and newsletters.

For example:

- Extra-curricular activities.
- School publications.
- Services for which the School is entitled to recover a fee, together with those fees.
- Leaflets, booklets and newsletters.