



# Freedom of Information Act Policy

## **Purpose**

Taverham High School is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing request and replaces the Freedom of Information Act Policy dated Spring 2017.

<b>Reviewed</b>	
<b>Committee to Review</b>	<b>Learning and Progress Committee</b>
<b>Ratification date by FGB</b>	<b>Spring 2019</b>
<b>Review due</b>	<b>Spring 2021</b>

## **1. Policy Statement**

1.1 The Freedom of Information Act 2000 came into effect on 30 November 2000 and gives a general right of access to recorded information held by a public authority, including Academies and Trusts, subject to certain exemptions.

1.2 Taverham High School is committed to complying with the provisions of FOIA.

## **2. Definitions**

2.1 "The Academy" means Taverham High School Academy.

2.2 "Appropriate Limit" means the limit set by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 as amended from time to time.

2.3 "Fee Notice" means the amount the Requester will need to pay in order for the Academy to comply with the request for information.

2.4 "FOIA" means the Freedom of Information Act 2000 and amendments.

2.5 "GDPR" means the General Data Protection Regulation

2.6 "Publication Scheme" means a list of information that will be routinely published via the Academy's website.

2.7 "Requester" means the person making a request for information from the Academy.

2.8 "Social Media" means websites and applications that enable users to create and share content or to participate in social networking including Facebook, LinkedIn, Twitter, Google+, and all other social networking sites, internet postings and blogs. It applies to use of Social Media for Academy purposes as well as personal use that may affect the Academy in any way

## **3. Procedure for making a request for information**

3.1 The Academy requires requests for information pursuant to the provisions of FOIA to be made in writing. The Academy considers 'in writing' to mean communications by post, fax and email and on the Academies official Social Media sites.

3.2 Requests for information held by the Academy should be sent to the addresses found in Appendix 1.

3.3 A request for information made to the Academy should provide the name of the Requester and an address for correspondence and should clearly set out the information being requested from the Academy.

## **4. Duty to Assist**

4.1 There may be circumstances where it is unclear to the Academy what information is being requested or where it appears that the request for information is such that responding will cause the Academy to exceed to Appropriate Limit.

4.2 In these circumstances the Academy will seek to provide advice and assistance to the Requester in order to enable the Academy to provide the requester with the information they are seeking to obtain or inform the requester as to why this is not possible.

## **5. Time Limit for responding to requests for information**

5.1 The Academy will seek to respond to a request for information promptly and in any event no later than 20 School days<sup>1</sup> or 60 working days<sup>2</sup> from the date of the request whichever occurs first.

5.2 Where a fee is payable for responding to the request, the Academy will disregard any day between a Fee Notice being sent to the Requester and the correct fee being received by the Academy when calculating the time limit for responding.

5.3 In the event the Academy is unable to respond within the periods set out above, the Academy will write to the Requester advising it will be unable to comply and provide a new time scale for responding to the request.

## **6. Fees**

6.1 The Academy will not charge for the provision of information which is requested subject to the provisions of FOIA<sup>3</sup>

6.2 The Academy is not obliged to comply with a request for information if the cumulative time spent on locating, retrieving or, if necessary, extracting the information requested is estimated to exceed the Appropriate Limit.

6.3 The Academy may decide to provide information requested in excess of the Appropriate Limit without charging a fee where it considers it reasonable and within the public interest to do so.

6.4 Where it appears that responding to a request for information will result in the Academy exceeding the Appropriate Limit and the Academy does not waive the fee for complying with the request, the Academy may provide the Requester with a Fee Notice. The Academy will also inform the Requester as to how it has estimated that the Appropriate Limit will be exceeded, what information it could provide within the Appropriate Limit, and provide the Requester with the opportunity to narrow their request.

6.5 Where the Academy has issued a Fee Notice and the Requester indicates they are not prepared to pay the fee as set out in the Fee Notice or does not pay the fee as set out in the Fee Notice within three months, the Academy is not obliged to comply with the original request. The Academy will however consider any narrowed or amended request.

## **7. Exemptions**

7.1 The right to be provided with information requested may be limited by the application of an exemption. Some exemptions are absolute and others are qualified. Where an exemption applies to information requested, the Academy may also be exempt from having to confirm or deny that the information exists as well as from disclosing the requested information.

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<sup>1</sup> A School day is any day on which there is a School session.

<sup>2</sup> A working day means any other day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a bank holiday.

<sup>3</sup> The Academy may charge for requests where it incurs a costs in photocopying, printing or otherwise reproducing the requested information and/or where the Academy will incur a significant fee for providing the requested information in the format requested by the Requester. There may also be a charge where the Academy has issued a Fee Notice and the Requester has agreed to pay the fee as set out in the Fee Notice.

7.2 Where a qualified exemption applies to information requested from the Academy, the Academy will consider whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

7.3 The absolute exemptions most relevant to the Academy are those that relate to: (a) Information accessible by other means<sup>4</sup>; (b) Personal Information<sup>5</sup>; (c) Confidential Information<sup>6</sup>; (d) Prohibitions on Disclosure<sup>7</sup>.

7.4 The qualified exemptions most relevant to the Academy are those that relate to: (a) Information intended for future publication<sup>8</sup>; (b) Prejudice to the Effective Conduct of Public Affairs<sup>9</sup>; (c) Health and Safety<sup>10</sup>; (d) Legal Professional Privilege<sup>11</sup>; (e) Commercial Interests<sup>12</sup>.

## **8. Requests for Personal Data**

8.1 A request by an individual for their own personal data made subject to the provisions of FOIA will be treated as a subject access request.

8.2 A request for the personal data of a third party will be refused where the provision of that information will contravene any of the principles of the GDPR, pursuant to Section 40(2) of FOIA.

8.3 For further detail please refer to the Academy's Subject Access Request Policy.

## **9. Repeat and Vexatious Requests**

9.1 The Academy will not comply with a request for information which is considered to be vexatious.

9.2 In determining whether a request is vexatious, the Academy will consider whether the request is likely to cause a disproportionate or unjustified level of disruption, irritation or distress to the Academy, staff or governors. The Academy will also consider the burden on the Academy and any possible distress to its staff or board of governors in responding to the request, the motive of the Requester and the seriousness of the request.

9.3 The Academy will also not comply with a request for information which is identical or substantially similar to a previous request made by the Requester unless a reasonable time has elapsed between the current request and the previous request.

9.4 In considering whether a reasonable time has elapsed the Academy will take into account the time that has passed between the current request and the previous request and likelihood that the information requested will differ significantly from the information provided in the response to the previous request.

## **10. Complaints**

10.1 Appeals against any decision not to supply information which the Academy considers exempt should be made to School Business Manager who will review the original decision.

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<sup>4</sup> Section 21

<sup>5</sup> Section 40

<sup>6</sup> Section 41

<sup>7</sup> Section 44

<sup>8</sup> Section 22

<sup>9</sup> Section 36

<sup>10</sup> Section 38

<sup>11</sup> Section 42

<sup>12</sup> Section 43

10.2 A complaint about the Academy's Freedom of Information processes, procedures or how a request for information has been dealt with should be made to [insert name]

10.3 If a requester is unhappy with the outcome of their complaint or the way a request for information has been handled can complain to the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 01625 545 700.

## **11. Monitoring and Review**

11.1 This policy will be reviewed every 2 years or earlier if required and may be subject to change.

## APPENDIX 1

### Freedom of Information Publication Scheme

#### Introduction

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, with effect from 1 January 2009.

The model commits a public authority to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

A school will breach the FOIA if it has not adopted the model scheme or is not publishing in accordance with it by this date.

Taverham High School has adopted the ICO Model Publication Scheme in full, unedited.

The Guide to Information below should be read together with the ICO Model Publication Scheme which can be found at: <https://ico.org.uk/media/for-organisations/documents/1153/model-publicationscheme.pdf>.

The Governing Body is responsible for maintenance of this scheme and have delegated to the Head Teacher the day-to-day responsibility for FOI policy and the provision of advice, guidance, publicity and interpretation of the school's policy.

<b>Information to be published. This includes datasets where applicable</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Only current information will be made available		Free
Who's who in the school	Staff list/ website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Staff Handbook/Website Student/Parent/Staff Portals	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teacher/Principal and for the governing body, via the school (named contacts where possible).	Website/Headed Paper/Compliment slips	Free
School prospectus (if any)	Hard copy from school office On-line version on the website	Free
Annual Report (if any)	Website –Governor section	5p per sheet
Staffing structure	Hard Copy	5p per sheet
School session times and term dates	Website/Hard copy/ Student Planner Student/Parent/Staff Portals	5p per sheet
Address of school and contact details, including email address.	Website/letter headed paper Student/Parent/Staff Portals	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement,	Website/Hard Copy	5p per sheet

contracts and financial audit) Information from the current and previous financial year will be made available		
Annual budget plan and financial statements	Hard copy	5p per sheet
Capital funding	Hard copy	5p per sheet
Financial audit reports	Hard copy	5p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	5p per sheet
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	5p per sheet
Pay policy	(hard copy or website)	5p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy	5p per sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	(hard copy or website)	5p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	5p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	5p per sheet
School profile (if any) And in all cases: • Performance data supplied to the English Government, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report	Website	Free
Performance management policy and procedures adopted by the governing body	Website/Hard copy	5p per sheet
Performance data or a direct link to it	Website/Prospectus	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	3 yr plan – hard copy Website Student/Parent/Staff Portals	5p per sheet
Safeguarding and child protection policies and procedures, including	Website Student/Parent/Staff Portals	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy/website	5p per sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy/website	5p per sheet
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as	Hard copy/website	5p per sheet

private to the meetings).		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information will be made available only.	Hard copy/website	Free
Records management and personal data policies	Hard Copy	5p per sheet
Charging regimes and policies	Website/Hard Copy See Charging and remissions policy	5p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers will be made available only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	5p per sheet
Curriculum circulars and statutory instruments	Website	Free
Disclosure logs	Unnamed statement	5p per sheet
Asset register	Viewing only	Free
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance registers)	Website	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information will be made available only	(hard copy or website; some information may only be available by inspection)	Free
Extra-curricular activities	Website Student/Parent/Staff Portals	Free
Out of school clubs	Website Student/Parent/Staff Portals	Free
Services for which the school is entitled to recover a fee, together with those fees	Website Student/Parent/Staff Portals	Free
School publications, leaflets, books and newsletters	Website Student/Parent/Staff Portals	Free

## HOW TO REQUEST INFORMATION

You can request a copy of the information you want from the contact details in Appendix 2

If the information you are looking for is not available via our publication scheme and is not on our website, you may still ask if we have it.

Please contact the school in writing, by email, fax or letter.

Please state that this is a Freedom of Information Request

## PAYING FOR INFORMATION

Information published on our website is free, (apart from any connection costs payable to 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 printed copies of information covered by this publication are provided free unless stated otherwise. 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 DVDs we will let you know the cost before fulfilling your request.

## SCHEDULE OF CHARGES

This describes how the charges set out in the Guide to Information above have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying/printing @ 8p per sheet (colour)	Actual cost 8p
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Re-licensing the use of datasets (No personal data will be disclosed)	If the dataset is a relevant copyright work, the school will provide it under the terms of a specified licence. A relevant copyright work is one for which the school owns the copyright and database rights, and which is not a Crown copyright or Parliamentary copyright work. The Open Government Licence (OGL) is the default licence for datasets that can be re-used without charge; other licences (the Non-Commercial Government Licence and the Charged Licence) are available where that is not appropriate. The school may charge a fee for communicating the information and a fee for making the dataset available for reuse if this requires cost and effort in publishing this in a re-usable form. Under our publication scheme the school will publish datasets that have been requested, and any updated versions it holds, unless it is satisfied that it is not appropriate to do so. Factors that can be taken into account when deciding whether it is not appropriate include whether the information is exempt and the cost and effort of publishing in a re-usable form. Complaints that the school has not met its duties under the dataset provisions will be dealt with by the Information Commissioner, in consultation with the National Archives as appropriate.	There is no re-use fee if the dataset is provided under the OGL or the Non-Commercial Government Licence.
Other	£2 which includes research for each item.	

## APPENDIX 2

Academy contact details

The contact details of our Academy can be found on our website at:

<http://www.taverhamhigh.norfolk.sch.uk/>