



# **The Southwater Infant Academy**

## **Freedom of Information Policy including Model Publication Scheme**

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## **Introduction**

The Southwater Infant Academy is a "public authority".

The Freedom of Information Act 2000 (FOIA) provides public access to information held by public authorities.

The Environmental Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations.

FOIA and EIR promote openness and transparency.

Information is provided in two ways:

1. It is mandatory to publish certain information (publication scheme); and
2. Any person is entitled to request information which subject to the application of any exemptions must be provided free of charge.

The Act does not give people access to their own personal data. Subject Access Requests are dealt with in accordance with the Data Protection Policy.

## **Aim**

This Policy will ensure:

The academy complies with its duties under the FOIA and EIR and handles requests under the correct regime.

The academy has a system in place which will result in proactive publication of what information is available.

Any person knows they can make a request and who to contact.

All appropriate staff will be able to recognise and respond appropriately to a valid request for information.

That there is awareness amongst staff, contractors or others having contact with the academy that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information

### **Scope**

This Policy applies to:

All recorded information held by the academy or by a third party on the academy's behalf.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

### **Roles and Responsibilities**

The Board of Trustees of the academy has overall responsibility for ensuring compliance with the Freedom of Information Act. The Headteacher has day to day responsibility for FOI /EIR compliance and the Office is the point of contact for enquiries.

All staff will be trained on recognising a request for information

A designated member of staff is responsible for handling request for information.

Requests should be made to The Office Manager - [office@southwaterinfants.co.uk](mailto:office@southwaterinfants.co.uk)

### **Publication Scheme**

The academy has adopted the Model Publication Scheme for Schools as approved by the Information Commissioner.

### **Requests handling**

The academy will ensure that:

Advice and assistance is provided to the requestor if required.

Responses will be provided promptly and within the statutory time limit of 20 School days. A 'School' day will be any day on which there is a session and the pupils are in attendance. In the alternative the academy will respond within 60 working days if that is shorter.

Information will only be withheld in accordance with the exemptions specified by legislation. The reasons for applying the exemption will be provided to the requester.

Care will be taken to ensure that personal data is not unlawfully disclosed in response to a request for information made under FOIA or EIR.

Information provided to the academy from third parties may be the subject of a request for information. In considering whether exemptions apply, the academy will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with the academy.

Any requests for internal reviews will be dealt with in accordance with the academy's Complaint Policy and will be responded to within twenty School days as recommended by the Information Commissioner.

If the academy's original decision is upheld, then the academy has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Appeals should be made in writing to the Information Commissioner and addressed to:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

## **FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME**

This model publication scheme has been prepared and approved by the Information Commissioner. The academy has adopted it without modification.

This publication scheme commits the academy to make information available to the public as part of its normal business activities.

The scheme commits the academy:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the academy and falls within the classifications below.
- To specify the information which is held by the academy and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the academy that has been requested, and any updated versions it holds, unless the academy is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term „dataset“ is defined in section 11(5) of the Freedom of Information Act. The terms „relevant copyright work“ and „specified licence“ are defined in section 19(8) of that Act.

## **Classes of Information**

- **Who we are and what we do**  
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities.
- **Lists and registers**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which 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.

## **The method by which information published under this scheme will be made available**

The academy will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the academy's capability information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by

the website, the academy will indicate how information can be obtained by other means and provide it by those means.

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

Obligations under equality legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the academy for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

## **Written requests**

Information held by the academy that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

The Southwater Infant Academy, Worthing Road, Southwater, West Sussex,  
RH13 9JH.

Fax: 01403 733753

E-mail: [office@southwaterinfants.co.uk](mailto:office@southwaterinfants.co.uk)

## **The method by which information published under this scheme will be made available**

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

## Freedom of Information

### Guide to information available from The Southwater Infant Academy under the model publication scheme

Information to be published	How the information can be obtained
<b>Who we are and what we do (Organisational information, structures, locations and contacts)</b>  This will be current information only	(hard copy and/ or website)
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website
Academy Order (if applicable)	N/A
Academy staff and structure – names of key personnel	Hard copy and Website
Governing body – names and contact details of the governors and the basis of their appointment	Hard copy and Website
Academy session times, term dates and holidays	Hard copy and Website
Address of academy and contact information, including email address	Hard copy and Website
Contact details for the Headteacher and the Governing Body	Hard copy and Website
Academy Session times and term dates	Hard copy and Website

Information to be published	How the information can be obtained
<p><b>What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	Hard Copy and Website
Annual budget plan and financial statements	Hard Copy and Website
Capital funding – details of capital funding allocated to the academy along with information on related building projects and other capital projects	Hard Copy and Website
Additional funding – Income generation schemes and other sources of funding.	Hard Copy and Website
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.	Hard Copy
Staffing 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
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

Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard Copy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard Copy

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	(hard copy and/ or website)
<p>Academy profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Hard Copy and Website
Performance management information	Hard copy
Academy’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Hard copy and Website

Information to be published	How the information can be obtained
<p><b>How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy and/ or website)</p>
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>Hard copy and Website</p>
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Hard copy</p>

Information to be published	How the information can be obtained
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy and/ or website)
<p>Academy policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure statement</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	<p>Hard copy and Website</p> <p>Hard copy and Website</p> <p>Hard copy and Website</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Equality Statement</li> <li>• Pupil discipline - Behaviour and Anti Bullying</li> </ul>	Hard copy and website
Records management and personal data policies	Hard copy

<ul style="list-style-type: none"> <li>• Online Safety Policy</li> <li>• Records retention</li> <li>• Data Protection policies</li> </ul>	
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>	Hard copy and website
<p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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.</p>	Hard copy and website

<b>Information to be published</b>	<b>How the information can be obtained</b>
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<b>Lists and Registers</b>	
Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy

<b>Information to be published</b>	<b>How the information can be obtained</b>
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<p><b>The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy and/ or website; some information may only be available for inspection)
Extra-curricular activities	Hard copy and website
Out of school clubs	Hard copy and website
Academy publications	Hard copy and website
Services for which the Academy is entitled to recover a fee, together with those fees	Hard copy
Leaflets, booklets and newsletters	Hard copy and website

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 3p per sheet (colour)	Actual cost *
	Postage 91p for a small letter £1.55 for a large letter	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority