

**Title of  
Policy:**

**Freedom of  
Information**

**Reviewed  
by:**

**Governing Body**

**Frequency:**

**Bi-annual**

**Last Review:**

**Spring 2015**

**Next Review:**

**Spring 2017**



## **BRANSTON JUNIOR ACADEMY FREEDOM OF INFORMATION POLICY**

### **1.0 SCOPE**

- 1.1 This Academy aspires towards three goals:
- ✓ **INSPIRE:** We inspire your child to enjoy and succeed throughout their learning journey.
  - ✓ **EXPLORE:** We enable your child to meet exciting experiences, be part of the shared adventure and have the confidence to try something new.
  - ✓ **NURTURE:** We generate an environment where emotional support is essential, allowing your child to achieve their full potential.

*BJA Mission Statement*

- 1.2 This policy outlines the purpose, action and management of information and its availability under the Freedom of Information Act at this Academy.

### **2.0 NATURE AND PURPOSE**

- 2.1 Schools / Academies are information rich places. Some of this information relates to people whilst other information relates to policies and practices relating to the work of the school/Academy. This information may be held on paper or electronically.
- 2.2 Under the Freedom of Information Act 2000, members of the public are entitled to information held by this Academy, as long as it is not exempt (see Appendix 1). The Academy has a duty to provide information requested as well as advice and assistance to anyone requesting information not provided by the Academy.
- 2.3 Information that is covered by the Data Protection Act that is held by the Academy is not available to members of the public unless the person who is the subject of that information requests to see such information or gives written permission for this to be disclosed.

### **3.0 ACTION AND MANAGEMENT**

- 3.1 The Academy will make available to any member of the public who requests it, any information covered by this policy apart from exemptions as defined under the Freedom of Information Act. (See annex)
- 3.2 Requests for information must be made in writing to the Headteacher of the Academy; this request can also be via fax or e-mail. When a request is received in writing the enquirer will be told whether the Academy holds the information or whether it is available elsewhere. Information that has been requested will be provided within 20 working days starting from the receipt of the request.
- 3.3 Requests for information will be refused if:
- the information is not held by the Academy, in which case the Academy will notify the enquirer of the identity of the holder of the information

- the cost of providing the information exceeds £600
- the information is exempt (see Annex 1) for example personal information covered by the Data Protection Act
- the request for information is considered vexatious
- the information is already in the public domain, for example OFSTED reports.

3.4 The Academy will make a charge for any information it releases to the public, under the Freedom of Information Act in accordance with the Academy's Charging Policy.

3.5 If the information cannot be made available within the 20-day deadline, the enquirer will be informed of the delay and the reason for that delay.

3.6 The decision to release information will be made by the Headteacher. Staff will consult the Headteacher if they receive a request for information.

3.7 The Academy Administrator will be responsible for maintaining the list of requests for information available for release; to whom it has been released and when; and also for maintaining the list of information which is exempt under the Act.

#### **4.0 RELATED DOCUMENTS**

- Freedom of Information Act 2000.
- Freedom of Information Act LEA Briefing 2004.

#### **5.0 APPENDIX**

Appendix 1: Exemptions

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**EXEMPTIONS**

- If the information is reasonably accessible to the applicant by any route other than the Act.
- Personal information requested by the subject of that information is exempt because the Data Protection Act covers it.
- The request is for personal information about a third party, ie. Telephone numbers are not covered by Freedom of Information.
- Confidential information.
- Prohibited information, for example where disclosure would breach the court order or other legislation.
- There are also qualified exemptions, for example information intended for future publication, information relating to activities that are subjudice and communications with the Queen.
- Environmental information is exempt where it is covered by Environmental Regulations. Such information relates to air, water, land, natural sites, the built environment, flora, fauna and health.

**APPENDIX 2**

**GUIDE TO INFORMATION AVAILABLE FROM BRANSTON JUNIOR ACADEMY**

INFORMATION	HOW OBTAINED	COST
<b>Class 1 - Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts).</i> <i>This will be current information only</i>		
Who's who in the Academy	Hard Copy and / or School Website	
Who's who on the Governing Body and the basis of their appointment		
Instrument of Government		
Contact details for the Headteacher and for the Governing Body <i>(Named contacts where possible with telephone number and email address, if used)</i>		
School Prospectus		
Annual Report		
Staffing Structure		
Academy session times and term dates		
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.</i>		
Annual budget plan and financial statements	Hard Copy	
Capitalised funding		
Additional funding		
Procurement and projects		
Pay policy		
Financial audit reports		
Staffing and grading structure		
Governors' allowances		
<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews).</i> <i>Current information as a minimum</i>		
Academy profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Hard Copy and School / Ofsted Websites	
Performance Management Policy and procedures adopted by the Governing Body.	Hard Copy	
Safeguarding & Child protection		

Academy future plans		
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions) Current and previous three years as a minimum</i>		
Admissions Policy (not individual admission decisions)	Hard Copy and School Website	
Agendas of meetings of the Governing Body and its sub-committees	Hard Copy	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.		
<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</i>		
<b>Academy Policies</b> including: Charging Complaints Procedure Discipline and Grievance Equality and Diversity	Health and Safety Code of Conduct for Staff Staffing Structure Staff Development	Hard Copy
<b>Pupil and Curriculum Policies</b> , including: Home / School Agreement Special Educational Needs Curriculum Equality Behaviour and Anti-Bullying Social, Moral, Spiritual, Cultural, Health Education		Hard Copy
<b>Personal Data Policies</b> Freedom of Information Policy		Hard copy
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>		
Curriculum circulars and statutory instruments	Hard Copy	
Disclosure logs		
Asset register		
Any information the Academy is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )		
<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</i>		
Extra-curricular activities	Hard Copy and School Website	
Out of school clubs		
Academy publications		
Services for which the Academy is entitled to recover a fee, together with those fees		
Leaflets, books and newsletters		