

Freedom of information policy and publication scheme

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Introduction

The Freedom of Information Act 2000 was introduced on 30 November 2000 but came fully into force on 1 January 2005. The act gave new rights of access for the public-to-public bodies recorded information.

The Freedom of Information Act 2000 requires public bodies to action two specific legal obligations:

- to adopt and maintain a publication scheme setting out details of information that the trust and its academies will routinely make available and how the information can be obtained
- to comply with requests for information

Publication scheme

One of the aims of the Freedom of Information Act 2000 is that public authorities, including multi-academy trusts and academies, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published and
- Whether the information is available free of charge or on payment

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is primarily published electronically, but can be made available in paper form, upon request.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for multi-academy trusts approved by the Information Commissioner.

Policy aims

The trust aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

Published information categories

The publication scheme guides you to information which we currently publish or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained later in this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- Academy/trust information – information published on the trust and/or academy website; this information may be contained in the relevant academy's prospectus (if one is produced for the academy).
- Governance and compliance – information published in the trust's annual report, alongside other information published at trust board and local governing body level on the trust and each academies website under governance/local governing bodies.
- Curriculum and pastoral – information published about the academy's curriculum and relevant pastoral support, such as safeguarding, attendance and early help, this is published on each academy's website.

- Policy - information in relation to core policies and procedures which relate to pupils and/or statutory requirements, are published on the trust website (for trust wide policies), and each academies website (for local academy policies).

Requesting scheme information

If you require a paper version of any of the documents within the scheme, please contact each academy directly or the trust if for trust/central information by telephone, email, or letter. Contact details are set out below.

Contacting our academies, please visit our website for their contact information:
<https://lct.education/our-academies/>

Contacting the trust, please visit the contact page on our website:
<https://lct.education/contact-us/>

If the information you're looking for isn't available via the scheme you can still contact the trust to ask if the information is available (see the freedom of information request section of this policy).

Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in classes of information section. If your request means there is a high cost to the trust for example for printing, or the trust is going to incur a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge, this will be indicated by a £ sign in the description box.

Classes of information

Class	Academy/trust information	Chargeable
Description		
	<p>The following statutory information will be published on each academy website (and trust website where applicable).</p> <p><i>Trust website is lct.education</i> <i>Academy website follow the format acadmeyname.lct.education</i></p> <ul style="list-style-type: none"> the name, address and contact information for the academy the names of the headteacher/principal and chair of governors information on admissions a statement of the academies and trusts vision and values details of any affiliations with a particular religion or religious denomination the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils (within the curriculum section) information about provision for pupils with special educational needs National curriculum assessment results for appropriate key stages information on safeguarding, wellbeing and early help <p>This information where appropriate will be also included in relevant prospectuses for the academy and on appropriate trust literature.</p>	
Class	Governance and compliance	Chargeable
Description		
	<p>The following information regarding governance and compliance is published in the relevant trust/academy websites. Depending on the information type, the information will either be published at local governing body (academy level) or at trust level for the board of trustees.</p> <p>Annual report (trust level, covering all academies)</p> <ul style="list-style-type: none"> details of the board of trustees' membership, including name of chair and company secretary (date of appoint attendance of trustees meeting attendance for the report period details of the senior management team list of all academies in the trust for the period of the report the name of anybody entitled/process to appoint any category of governor/trustee (move to art of ass) a financial statement, including gifts made to the trust/academies and amounts paid to trustees/staff for expenses a description of the trust arrangements for security of pupils staff and the premises details of the commitment and actions taken toward net zero (streamlined energy and carbon reporting) a statement on whole staff development identifying how teachers' professional development impacts on teaching and learning number of pupils on roll and rates of pupils' and performance information at trust and academy level <p>Trust level</p> <ul style="list-style-type: none"> The name of the trust List of all academies in the trust, and their category Name of the board of trustees and members (including members who have left in the last 12 months) including information about each trustee/member Committee appointments The term of office of each trustee If the trust has a religious character, a description of the ethos 	<p>£ if printed copy is required – charged at current printing and postage cost – no greater than £15.</p>

	<ul style="list-style-type: none"> • Register of business interest of all trustees, members and senior officers • Article of association • Registered office • Admission arrangements <p>Academy level</p> <ul style="list-style-type: none"> • The name of the academy • Name of the governors on the local governing body (including members who have left in the last 12 months) • The manner in which the governing body is constituted (in terms of reference at trust level) • The term of office of each category of governor • Details of the trust • If the academy has a religious character, a description of the ethos • Register of business interest of all governors • Attendance registers for the current and previous academic year LGB meeting attendance • The academies special educational needs (SEN) report for the previous academic year • National curriculum assessment results for appropriate key stages • a description of the arrangements for the admission of pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the academy • Information regarding academy performance, including a copy or, or a link to the official Ofsted page for the academy 	
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Class	Curriculum and pastoral	Chargeable
Description	This section gives access to information about policies that relate to pupils and the academy/trust curriculum and pastoral services.	
	<p>Website information</p> <p>Academy website will publish core information to inform pupils and parents on the expectations of curriculum and pastoral information which includes:</p> <ul style="list-style-type: none"> • Academy and trust vision and values • Curriculum information including range of curriculum (intent, implementation and impact) and relevant curriculum maps • Relationships and sex education curriculum, including information where parents can request their child to be withdrawn from relationships and sex education • Safeguarding arrangements information at both trust and academy level including useful out-of-hours/additional signposting information – including academy level child protection and safeguarding policy • Early help offer at both academy and trust level • Attendance policy information, including any changes to statutory attendance information • British values and how these are embedded into the curriculum • Special educational needs and disabilities, information, policy and annual report at academy website • Accessibility plan for increasing participation of disabled pupils in the academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils. 	

	<ul style="list-style-type: none"> • Behaviour policy at trust/academy level outlining the process and policy for positive behaviour and praise, as well as negative behaviours and discipline process • Information and policy of the academy uniform 	
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Class	Policy	Chargeable
Description	<p>This section gives access to information about policies that relate to the academy/trust in general.</p>	
	<p>Trust level The following policy information will be published on the trust's website for trust wide polices:</p> <ul style="list-style-type: none"> • Attendance policy • Health and safety policy • IT and online safety policies • Data protection policies (including privacy statements, CCTV etc) • Employee code of conduct • Allegations against employees • Charging and remissions policy • Equality policy • Pupil suspensions and exclusions policy • Whistle blowing • Modern slavery • Accessibly statement for use of trust digital platforms • Complaints • Pupil admissions and appeals • Recruitment information and statutory safer recruitment information 	
	<p>Academy level The following policy information will be published on the individual academy websites for local polices, but all policy pages have a link to the trust wide polices page:</p> <ul style="list-style-type: none"> • Assessment information • Behaviour information, linked to trust behaviour policy • Examination and formal (coursework) assessment policies (in line with the Joint Council for Qualification requirements) • Music development plan • Local health and safety arrangements, linked to trust health and safety policy • Provider access and careers policy • Public sector equality duty • Pupil premium (and sports premium if applicable) reports • Support for pupils with medical conditions 	

Making/processing a request under the Freedom of Information Act 2000

The trust is aware of its obligations in relation to the Freedom of Information Act and intends to fulfil its legal obligations.

Requests for information have to be in writing through our online form (or where not possible letter or email) and must include the name of the person requesting information, an address for correspondence and a clear description of the recorded information sought.

Requests should be submitted at:
portal.lct.education/forms/foi-request

Alternatively, requests can be:

- foi@lct.education
- Data Services Team
Learning Community Trust
Whitechapel Way
Telford
TF2 2PQ

Once we receive your request, we may seek more details from you to establish what information you are requesting. Please note the Freedom of Information Act 2000 does not cover requests for personal data (covered by UK Data Protection Act/GDPR 2018) or environmental data (covered by the Environmental Information Regulations 2004).

If we do not hold the information you have requested, we will confirm this to you and, wherever possible, provide contact details for other public sector bodies that may hold the information you have requested in our response letter.

If we do hold the information, you have requested then we have to assess this to see if any of the exemptions detailed in the Freedom of Information Act 2000 apply (e.g. if by releasing the information requested we would cause a serious health and safety issue we would apply exemption section 38) and not provide you with the information). Exemptions can either be 'absolute' or 'qualified'. If an exemption is qualified, then we will apply the public interest test to decide if the application of the exemption should be overruled due to public interest.

A requester will receive a response to their request within 20 working days of the day we receive it (if it is received after 15:00 then it will be 20 working days from the next working day), regardless of whether we do or do not hold the information. In exceptional circumstances we may not be able to meet the 20-working day deadline, if this is the case we will contact you to let you know when we hope to send the information requested to you. In addition, if we contact you to seek clarification on your request, the 20-working day deadline stops until we receive the clarification we have requested.

We will not provide assistance to applicants whose requests are seen to be vexatious or repeated as defined in section 14 of the Freedom of Information Act 2000. In deciding if a request is either a vexatious or repeated request, we will consider guidance from the Information Commissioner's Office.

Right of appeal - In the response the requester receives they will be given details on how to appeal if they are not satisfied with the information we have/have not supplied. The appeal will be processed by a person independent to the original response process.

Fees/charges - We are allowed to recover the costs of printing, copying and postage and packing. If we require a fee to be paid, then a fees notice will be sent to the requester. If the fees notice has been sent and the requester is not prepared to pay the fee, we may:-

- consider whether any information that may be of interest is available free of charge, or;
- consider providing an indication of what, if any, information could be provided without a fee being payable, or;
- consider advising the requester that by refining the request, information may be able to be supplied for a lower fee or at no charge.

The trust will provide advice and assistance to people making requests for information. Advice and guidance maybe sought from the digital, IT and data services team using the previously stated contact details.

Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the digital, IT and data services team. Any complaints will be dealt with by the Chief Operating Officer for the trust.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office.

This is the organisation that ensures compliance with the freedom of information act 2000 and deals with formal complaints.

They can be contacted at:
Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF