



# Freedom of Information Policy

**Document Date: 1<sup>st</sup> January 2021**  
**Version: 1.2**

**Policy Reviewed and Adopted by**  
**Governing Body:**

**Date of Next Review: 31<sup>st</sup> December 2023**  
**Responsible Officer: Business Manager: R Foxton**

## Introduction

Hawes Side Academy is committed to transparency in its dealings with the public and fully embraces the aims of the Freedom of Information Act 2000. The act was introduced to promote greater openness and accountability across the public sector making it a legal requirement for any public authority including schools and academies to:

- publish certain information proactively; and
- respond to requests for information.

While the act assumes openness, it also recognises that certain information is sensitive and exemptions are in place to protect it. The Freedom of Information Act 2000 does not give people access to their own personal data, how the academy manages personal data is outlined in the GDPR Policy.

## Purpose of this policy

This policy covers requests for information under the Freedom of Information Act 2000 (“FOIA”). It also covers enquiries relating to matters under the Environmental Information Regulations 2004 (“EIR”), namely enquiries about air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these.

This policy does not cover enquiries or subject access requests under the Data Protection Act 2018 or the General Data Protection Regulation i.e. where the enquirer asks to see what personal information Hawes Side Academy holds about them. These enquiries will be dealt with under the Data Protection Policy which can be found on the academy website.

## Linked Documentation

- GDPR Policy
- Publication Scheme
- Records Management Policy

## Roles and Responsibilities

The Academy understands its responsibilities in relation to FOIA and is committed to applying them. This policy is designed to set out the ways that persons can access their rights to information.

### Governing Body

The Governing Body have overall responsibility to ensure the management of data/information is in accordance with statutory legislation.

### Principal

The Principal has overall responsibility for the day-to-day management of data/information is in accordance with statutory legislation. In particular, this includes ensuring the academy has a designated Data Protection officer.

### Data Protection Officer (DPO)

Whilst the DPO is not personally responsible for non-compliance with GDPR which includes management of data/information they will be tasked to assist and ensure that the academy is GDPR compliant and able to demonstrate this.

## Definitions

### The Publication Scheme

The Academy has adopted the Information Commissioners’ Office model publication scheme. Further details of which can be found at <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>.

## **The right of Access**

The Freedom of Information Act gives any individual (or organisation) the right to request information held by the academy. Upon receipt of a written request the academy must either confirm or deny whether information of the description sought is held.

## **Related Procedures**

### **Hawes Side Academy Publication Scheme**

The academy publication scheme has been compiled on the basis of the advice and guidance of the Information Commissioner (ICO).

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

- 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. The preferred medium will be the school or Academy website, but information will also be available from individual schools or the Academy's Managed Service Team.
- 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 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.

The information covered is included in the classes of information mentioned below.

### **Classes of information**

Classes of information available under this scheme are:

#### Who we are and what we do

Organisational information, registered company details, 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, 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 Academy.

#### 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 Act, or is which 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.

### **Methods of Publication**

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 capability of the Academy, information will be provided on our 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, we will ensure that the same information can be obtained from the academy directly.

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

Information will be provided in the language in which it is held or in such other language that is legally required. Where the academy is legally required to translate any information, it will do so.

Obligations under disability and discrimination 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**

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, transparent and kept to a minimum.

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

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

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.

### **Requests for information**

Requests for other information under the Act must be in writing, and include the enquirer's name and correspondence address. They must also include a description of exactly what information is requested. Enquirers do not need to say why they require the information. Requests should be made in writing to:

### **The Principal/Freedom of Information Request**

**Hawes Side Academy**

**Johnsville Avenue**

**Blackpool**

**FY4**

**Email: [office.admin@hawes-side.co.uk](mailto:office.admin@hawes-side.co.uk) (please include 'Freedom of Information Request' in the subject of**

the email)

### **Exemptions**

Requested information may not be provided if one of the following applies:

- The [Academy/Trust] does not hold the information;
- There is a relevant exemption available; or
- The request is above the cost limit (being £450 or 18 hours of a staff member's time).
- The request is considered vexatious or repeated

The exemptions that may be relevant depend on the request that has been made, but common exemptions include data protection, prejudice to the effective conduct of public affairs and information intended for future publication. There are other exemptions that may also be relevant.

We will inform you if one or more of these apply in any decision notice. Where the cost limit applies, we will explain how to refine the request to bring it within the cost limit and why the costs limit has been exceeded.

### **Contact details**

If you require a paper version of any information, or want to ask whether information is available please contact the academy, by telephone, email or letter.

### **Internal Review**

Where a requester is not happy with the response to a freedom of information request that has been made, they will be entitled to ask for an internal review of the decision. The internal review must be requested within two months of the decision notice being sent. The internal review will usually be dealt with by someone more senior than the member of staff that provided the initial response. A requester will in most cases receive the outcome of the internal review within 20 school days.

If a requester is still not happy with the response following an internal review, they can complain to the Information Commissioner.

### **Monitoring and Review**

This policy will be reviewed annually, or as required, in line with advice and guidance from the Information Commission.

## Appendix 1 - Publication Scheme Content

### Who we are and what we do

(Organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained
Academy Funding Agreement	Department for Education website, Academy website or hard copy from the Academy
Academy staff and structure – names of key personnel	Academy website, Academy Parent Handbook or hard copy from the Academy
Academy governing body – names and contact details of the governors and the basis of their appointment	Academy website or hard copy from the Academy
Board of Directors	Companies House Website, Academy website or hard copy from the Academy
School session times, terms dates and holidays	Academy website or hard copy from the Academy
Location and contact information – address, telephone number and website	Academy website, Academy Prospectus/ Parent Handbook or hard copy from the Academy
Contact details for the Principal and the Governing Body	Academy website, Academy Prospectus/ Parent Handbook or hard copy from the Academy
Academy Prospectus/ Parent Handbook	Individual academy website or hard copy from the Academy
KS2 results	Academy website, DfE website

### What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Information to be published	How the information can be obtained
Annual budget plan and financial statements	Academy website (published accounts) or hard copy from the Academy, Companies House website, EFA website,
Capital funding – details of capital funding allocated to the Academy and information on related building projects and other capital projects.	Academy website (published accounts) or hard copy from the Academy
Additional funding – Income generation schemes and other sources of funding.	Academy website (published accounts) or hard copy from the Academy, Companies House website, EFA 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 from the Academy
Staffing and grading structure	Hard copy from the Academy

Pay policy – a statement of the Academy’s policy on procedures regarding staff pay.	Hard copy from the Academy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy from the Academy (where applicable)

### What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained
Academy profile Government supplied performance data Latest Ofsted report	DfE website, Edubase, Hard copy from the Academy
Performance management policy and procedures	Hard copy from the Academy
Child Protection policies and procedures	Academy website or hard copy from the Academy

### How we make decisions

(Decision making processes and records of decisions – current and previous three years as a minimum)

Information to be published	How the information can be obtained
Admissions Policy – arrangements and procedures and right of appeal	Academy website or hard copy from the Academy
Governing Body/Academy meetings agendas, papers and minutes – information that is considered to be private will be excluded	Hard copy from the Academy

### Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities – current information only)

Information to be published	How the information can be obtained
Statutory school policies	Academy website / or hard copy from the Academy
Other school policies	Hard copy from the Academy
Curriculum information	Academy website or hard copy from the Academy
Asset register	Available for inspection
Any information the Academy is currently legally required to hold in publically available registers	Available for inspection

### The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information to be published	How the information can be obtained
Extra-curricular activities	Academy website, Prospectus/ Parent Handbook, Newsletters or hard copy from the Academy
Out of school clubs	Academy website, Prospectus/ Parent Handbook, Newsletters or hard copy from the Academy

Academy publications	Academy website or hard copy from the Academy
Service for which the academy is entitled to recover a fee, together with those fees	Hard copy from the Academy
Leaflets, booklets and newsletters	Academy website where applicable or hard copy from the Academy