



omega
MULTI-ACADEMY TRUST

Freedom of Information Publication Scheme

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All schools are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner's Office (ICO).

Omega Multi-Academy Trust follows the ICO publication scheme which can be accessed here [model-publication-scheme.pdf \(ico.org.uk\)](#)

This scheme follows the model approved by the Information Commissioner and sets out the classes of information which we publish or intend to publish; the format in which the information will be made available and whether the information is available free of charge or on payment.

Classes of information

Information that is available under this scheme includes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- The services we offer

Information which **will not** be made available under this scheme includes:

- 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.

How to request information

Requested documents under the publication scheme will be delivered electronically where possible, but paper copies can be provided by contacting the school using the below contact details.

dpo@omegamat.org

To enable us to process your request quickly, please mark all correspondence: "FREEDOM OF INFORMATION REQUEST"

Documents can be translated under disability legislation into accessible formats where possible.

Charges

Documents contained in this scheme are free to view on the school website or single paper copies are available free of charge to parents and prospective parents of the school who request them.

Feedback

We welcome any comments or suggestions you may have regarding this scheme.

Information that the trust is required to publish on the website:

1. Details of the Trust
 - Registered name
 - Company number
 - Registered office address
 - Part of the UK you're registered, i.e. 'England and Wales'
2. Structure and remit of the trust's:
 - Members
 - Board of trustees
 - Committees
 - Local governing bodies
 - The full names of Chairs of each
3. For each trust member who has served at any point over the past 12 months:
 - Full name
 - Date of appointment
 - Date they stepped down (where applicable)
4. For each trustee and local governor who has served at any point over the past 12 months:
 - Full name
 - Date of appointment
 - Term of office
 - Date they stepped down (where applicable)
 - Details of who appointed them
5. Each trustee's attendance records at board and committee meetings over the last academic year.
6. Each local governor's attendance records at local governing body meetings over the last academic year.
7. Any relevant business and pecuniary interests, including governance roles in other educational institutions, of the trust's:
 - Members
 - Trustees
 - Accounting Officer
 - Local governors
8. Audited accounts (by the end of January each year) these are left on the website for at least 2 years.
9. A copy of the:
 - Annual report (included in the accounts)
 - Memorandum of association
 - Articles of association
 - Master funding agreement
 - Whistle-blowing policy and procedures
10. Admissions:
 - A copy of the admission arrangements for the duration of the offer year (the school year in which offers for places are made), including any variations

- approved during the school year'
 - During any consultation on changes to admission arrangements (where applicable):
 - A copy of the full proposed admission arrangements, including the proposed published admission number (PAN)
 - Details of the person to whom comments may be sent
 - The areas on which comments are not sought
 - Reference to the PAN being higher than in previous years (where applicable)
 - The admissions appeals timetable
- 11. Gender pay gap data, published each year, and kept on the website for a minimum of 3 years.
- 12. Details of the amount of time taken off each year by staff across the schools who are union officials, to carry out union duties.
- 13. A modern slavery act statement
- 14. The amount paid by the trust for someone's work who has an off-payroll arrangement, where the payment exceeds £100,000
- 15. Number of employees (and payees with off-payroll arrangements) whose benefits exceeded £100k, in £10k bandings, as an extract from your financial statements for the previous year that ended on 31 August.

Information that each school in the trust is required to publish on the websites, *in addition* to the information above each school must publish:

1. School contact details
 - School name
 - Postal address
 - Telephone number
 - Name of person who deals with queries from parents and the public
 - Name of the Headteacher
 - Name and details of the special educational needs (SEN) co-ordinator (SENCO)
2. Opening Hours
 - Total hours provided in a typical week (e.g. 32.5 hours)
 - Morning registration time
 - The official end of the compulsory school day
3. Policies/Documents
 - Behaviour policy, including anti-bullying strategy
 - Statement of values and ethos
 - Charging and remissions policy
 - Complaints policy (including any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support provided by the school)
 - Equality objectives (update at least every 4 years)
 - Details of how the school complies with the public sector equality duty (update annually)
 - A written statement of your relationships and sex education (RSE) policy

- Uniform Policy
 - A link to the school and college performance measures website and the school's performance measures page
 - A link to, or copy of, the school's most recent Ofsted report
4. SEN Information
- The SEN information specified in Schedule 1 of the Special Educational Needs and Disability Regulations 2014
 - Information as to:
 - The school's admission arrangements for pupils with disabilities
 - The steps it has taken to prevent pupils with disabilities from being treated less favourably than other pupils
 - The facilities it provides to help pupils with disabilities to access the school
 - The school's accessibility plan
5. Curriculum
- For each academic year, the content of the curriculum for each subject, including mandatory subjects such as religious education (RE), even if it's taught as part of something else or called something else
 - The school's approach to the curriculum
 - Details of how someone can find out more about the curriculum
 - Key Stage (KS) 1: the names of any phonics or reading schemes in operation
 - KS4: a list of courses available to pupils, including GCSEs
 - Post-16: the 16 to 19 qualifications you offer and how you meet the 16 to 19 study programme requirements
6. Pupil Premium
- Pupil premium strategy statement (using the DfE's template), by 31 December
 - The impact of the previous year's expenditure
 - Amount of pupil premium allocation for the current year
 - A summary of the main barriers to achievement faced by eligible pupils at the school
 - How the grant will be spent to address those barriers and the reasoning for that approach
 - How the impact will be measured
 - The date of the next review of the pupil premium strategy
7. PE & Sports Premium (Primary schools only)
- How much funding your school received
 - Details of how your school has spent, or will spend, the funding
 - The impact of the funding on pupils' PE and sport participation and attainment
 - How your school will make sure these improvements are sustainable
 - The percentage of pupils within your school's year 6 cohort that can do each of the following:
 - Swim competently, confidently and proficiently over a distance of at least 25 metres
 - Use a range of strokes effectively
 - Perform safe self-rescue in different water-based situations
8. Careers Information (Secondary schools only)

- The name, email address and telephone number of the careers leader
 - A summary of the school's careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme
 - Details of how the school measures and assesses the impact of your careers programme on pupils
 - The date of the next review of the information published
 - Baker Clause policy statement
9. Key Stage 2 results
- Progress scores in reading, writing and maths
 - % of pupils achieving at least the expected standard in reading, writing and maths
 - % of pupils achieving a higher standard in reading, writing and maths
 - Average scaled scores in reading and maths
10. Key Stage 4 Performance Data
- Progress 8 score
 - Attainment 8 score
 - % of pupils achieving a grade 5 or above in GCSE English and maths
 - % of pupils entering the English Baccalaureate (EBacc)
 - % of pupils staying in education or employment after KS4
11. 16 – 18 Performance
- Attainment
 - Retention
 - Destinations