



# Freedom of Information Act Publication Scheme for Academies

Publication Scheme adopted by Local Governing Body on	March 2014
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This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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.

### **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 authority 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 a public authority, 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, a public authority 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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority 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 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 authority 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.

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 a public authority 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.

## Freedom of Information

### Guide to information available from this academy under the publication scheme

Requests for information should be submitted to:

There is no charge for the provision of the information listed below.

Information to be published	On academy website	Signposted on academy website	On request
<b><i>Who we are and what we do</i></b>			
Academy Funding Agreement		✓	
Constitutional Documentation			✓
School staff and structure – names of key personnel	✓		
Local Governing Body – names and contact details of the governors and the basis of their appointment	✓		
Academy session times, term dates and holidays	✓		
Location and contact information – address, telephone number and website	✓		
Academy Prospectus	✓		
Exam results		✓	
<b><i>What we spend and how we spend it</i></b>			
Audited accounts		✓	
Annual budget plan and financial statements			✓
Capital funding – details of capital funding allocated to the academy along with information on related building projects and other capital projects			✓
Additional funding – Income generation schemes and other sources of funding.			✓

Information to be published	On academy website	Signposted on academy website	On request
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.			✓
Staffing and grading structure			✓
Teachers' Pay Policy			✓
Governors' Allowances Policy and details			✓
<b><i>What our priorities are and how we are doing</i></b>			
Government supplied performance data		✓	
OFSTED report – summary and full report		✓	
Performance management information			✓
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.			✓
<b><i>How we make decisions</i></b>			
Admissions Policy	✓		
Information on application numbers and number of successful applicants by each oversubscription criteria			✓
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.			✓
<b><i>Our policies and procedures</i></b>			
Accessibility Plan			✓
Appraisal Policy			✓
Attendance (sickness absence) Policy			✓
Behaviour Policy	✓		
Capability Policy			✓
Charging and Remissions	✓		
Child Protection and Safeguarding Policy	✓		
Code of Conduct			✓
Complaints Procedure	✓		
Data Protection Policy	✓		
Dignity at Work (Harassment and Bullying at Work) Policy			✓
Disciplinary Procedure			✓
Equal Opportunities (Staff) Policy	✓		
Equality Information and Objectives	✓		

Information to be published	On academy website	Signposted on academy website	On request
Freedom of Information	✓		
Governor Visits Policy			✓
Grievance Procedure			✓
Health and Safety Policy	✓		
Home-Academy Agreement	✓		
Inclement Weather Policy	✓		
Maternity, Paternity, Adoption and Parental Leave Policy			✓
Reorganisation and Redundancy Policy			✓
Sex Education Policy	✓		
Special Educational Needs	✓		
Whistle Blowing Policy	✓		
Information Security			✓
Records Retention			✓
<b><i>Lists and Registers</i></b>			
Curriculum circulars and statutory instruments			✓
Disclosure logs			✓
Asset register			✓
Any information the Academy is currently legally required to hold in publicly available registers			✓
<b><i>The services we offer</i></b>			
Extra-curricular activities	✓		
Out of school clubs	✓		
School publications	✓		
Services for which the academy is entitled to recover a fee, together with those fees			✓
Leaflets, booklets and newsletters	✓		