



Freedom of Information

Act 2000

and

Publication Scheme

December 2016

Freedom of Information Act 2000

Policy Statement

Introduction

The Trustees of Codsall Multi Academy Trust (referred to as 'the Trust') are fully committed to compliance with the requirements of the Freedom of Information Act 2000 (the Act). The aim of the Act is to promote a culture of greater openness and accountability.

Policy Statement

The Act gives members of the public the right to access information held by the Trust and academies, subject to some exemptions. The Trust supports this culture of openness and will ensure compliance with the Act by:

- putting in place appropriate procedures and practices
- making as much information as possible available
- by responding to written requests for information within 20 working day deadline
- ensuring that all staff are aware of their responsibilities
- continuing to protect personal information entrusted to it by disclosing that information only in accordance with the provisions of the Data Protection Act 1998
- adhering to the Code of Practice on the Management of Records

Requests for Information

The Act gives individuals requesting information two rights:

- a) the right to be informed whether the Trust holds certain information;
- b) the right to have that information communicated to them.

A request for information must be writing, which can include email and fax, to

The Chief Executive Officer
Codsall Multi Academy Trust
c/o Codsall Middle School
Wolverhampton Road
Codsall
Wolverhampton
WV8 1PB

Individuals may express a preference as to how they would like to have the information communicated to them. The school will comply with this preference so far as is reasonably practicable. Requests can be met in a variety of ways such as providing a copy of the original document either electronically or in a hard copy, providing a summary of the information or by arranging for the applicant to visit the Department to read the documents. Advice should therefore be sought from applicants as to their preferred method of communication and the information will be provided in that format where possible.

Managing Requests for Information

The Act requires the school to respond to any written request for information promptly and within 20 working days, However, this timescale can be extended to give full consideration to the public interest test. If the deadline is not expected to be met to public interest considerations, the applicant will be advised of the reason for the delay and the anticipated reply date.

Exemptions

Certain information held by the Trust will be classified as exempt under the Act. The Act provides for both absolute and qualified exemptions. Where information is absolutely exempt, there is no obligation under the Act to provide the requested information, although the school may choose to disclose the information held by it.

Most exemptions under the Act are qualified and are subject to a public interest test. Where information requested falls within the terms of a qualified exemption, a senior member of staff within the Trust will assess whether the public interest lies in disclosing the information to the applicant or withholding the information.

Charges

Charges will be based on the cost of providing the information.

Most information is free and available on the website.

Publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Codsall Multi Academy Trust without further approval and will be valid until further notice.

This publication scheme commits a school 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 Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits a Trust and it's Academies!:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the Trust 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 Trust 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.
- To publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms

'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

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 school.

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 Trust 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 Trust, 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 a school 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 Trust 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Contact Details

A copy of this publication scheme is available on the Academies of Codsall Multi Academy Trust web sites www.codsall-middle.staffs.sch.uk or www.st-nicholas.staffs.sch.uk or in a hard copy format from either Academy office.

Signed

A handwritten signature in blue ink, appearing to read 'K. McElduff', written in a cursive style.

Mr K McElduff Chairman of Trustees