



# **EDITH STEIN** **CATHOLIC ACADEMY TRUST**

## **FREEDOM OF INFORMATION POLICY**

<b>APPROVED BY TRUSTEES</b>	<b>March 2022</b>
<b>SCRUTINISED BY LOCAL GOVERNING BODY / LOCAL GOVERNING BODY SUB COMMITTEE</b>	<b>March 2022</b>
<b>DATE LAST REVIEWED</b>	<b>February 2022</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>CEO/CFO</b>
<b>STATUTORY / NON-STATUTORY</b>	<b>STATUTORY</b>



This is a scheme for the Edith Stein Catholic Academy Trust (ESCAT) covering, schools within the Trust and responsibilities under the Freedom of Information Act 2000 and subsequent legislation.

At Trust level, the Trustees are responsible for managing the scheme. The Local Governing Body of each school within the Trust is responsible for maintenance of this scheme at a school level.

In this Freedom of Information Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

- i. 'The Edith Stein Multi Academy Trust (ESCAT) means the Company named at the beginning of this Freedom of Information Policy and includes all sites upon which the Company is undertaking, from time to time, being carried out. ESCAT currently includes; Corpus Christi Catholic Primary School in Portsmouth and Oaklands Catholic School and Sixth Form College in Waterlooville.
- ii. 'ESCAT' means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii. 'Board' means the board of Trustees in the Academy Trust.
- iv. 'Chair' means the Chair of the Board.
- v. 'Clerk' means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.

## 1.0 Introduction

The ESCAT Company Registration Number 07721932, Publication Scheme for Information is available under the Freedom of Information Act 2000. ESCAT will promote a culture of openness and accountability through its Publication Scheme.

## 2.0 Objectives

We acknowledge that under the Freedom of Information Act 2000, any person has a legal right to ask for access to information held by ESCAT or its individual schools. We aim to: -

- Provide assistance to anyone requesting information.
- Make available a significant amount of routinely published information about the Multi Academy Company.
- Make available, upon written request, other information not included in this publication scheme, and such requests are dealt with in a timely manner.
- Tell enquirers whether or not we hold the information they are requesting unless exempted from this duty (the duty to confirm or deny).
- To improve public understanding of:
  - How we carry out our duties.
  - How we make our decisions.
  - How we spend our money.
- Recognise the presumption of openness that underlies the Freedom of Information Act. We are committed to maintaining a well – managed records and information system in order to comply efficiently with requests and we will adopt a straight – forward approach to meeting requests for information.

### **3.0 Scope**

- 3.1 This policy covers requests for information under the Freedom of Information Act 2000.
- 3.2 The policy does not cover enquiries or subject access requests under the General Data Protection Regulation 2018.
- 3.3 The policy outlines our approach to information requests, details of the Publication Scheme (and where it can be found) and how information requests will be handled. "Information" includes both hard copy and digital information.

### **4.0 Roles and Responsibilities**

- 4.1 The Board of Directors – are responsible for overseeing access to information and delegation to the appropriate school and Local Governing Bodies for the individual school.
- 4.2 The Headteacher, or another appropriately delegated person, has responsibility for the implementation of the Freedom of Information Policy, the provision of advice, guidance, publicity and interpretation of this policy at a School level. For the Trust, the Chief Finance Officer holds this responsibility.
- 4.3 Local Governing Bodies oversee and audit the implementation of the Freedom of Information Policy within their school, including monitoring of the same.
- 4.4 With the schools and Trust a nominated individual will take the responsibility of Data Protection Officer (DPO), to oversee Data Protection and Freedom of Information responsibilities and ensure compliance with the relevant legislation and develop good practices that are compliant. The DPO will also communicate internal policies and procedures and deliver up to date and relevant training, will handle data related queries or complaints, and log and respond to any Subject Access and Freedom of Information requests.
- 4.5 DPOs will work with each other across the Trust so they are alive to any risks that may arise and liaise with the Information Commissioners Office (ICO), as necessary.
- 4.6 The Trust DPO will make Trustees aware of any significant concerns that arise from a Freedom of Information (FIO) request or a subject access request.
- 4.7 The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. The classes of information that we undertake to make available are organised into five broad topic areas:
  - i. Academy documentation
  - ii. Individual School Prospectus – information published in the school prospectus or on line related to individual schools
  - iii. Local Governors' Documents – information published in governing body documents, including the Governors' strategy.
  - iv. Students and Curriculum – information about policies that relate to students and the school curriculum.
  - v. School Policies and other information related to the school - information about policies that relate to the school in general

- 4.8 Additional information that is not covered in the scheme can be requested in writing. However, this does not mean that the Trust or school is obliged to provide the information. In some cases, there will be a good reason why this information should not be made public, some or all of the information requested.
- 4.9 There are four reasons for not complying with a valid request for information under the Freedom of Information Act:
- The information is not held
  - The cost threshold is reached (£450)
  - The request is considered vexatious or repeated
  - One or more exemptions apply
- 4.10 Many of the exemptions are intended to protect sensitive or confidential information. However, some exemptions are there simply to avoid the legal position where two pieces of law cover the same information requested, or where the information is already available by some other means. In addition, the Freedom of Information Act contains a number of exemptions that allows information to be withheld. In some cases, it will allow the Trust or a school to refuse, to confirm or deny whether it holds the information.
- 4.11 Some exemptions relate to a particular type of information, for instance, information relating to Government policy. Other exemptions are based on the harm that would arise or would likely arise from disclosure, e.g. if disclosure would be likely to prejudice a criminal investigation. There is also an exemption for personal data if releasing it would be contrary to the General Data Protection Regulation 2018.
- 4.12 A written refusal notice will be sent to any request that is partially or fully refused.

## 5.0 How to Request Information

- 5.1 If you require a paper version of any of the documents within the scheme, please use the following contact details:

<b>ESCAT</b>	<b>Oaklands Catholic School and Sixth Form College</b>	<b>Corpus Christi Catholic Primary School</b>
c/o Oaklands Catholic School and Sixth Form College Stakes Hill Road Waterlooville Hampshire PO7 7BW	Stakes Hill Road Waterlooville Hampshire PO7 7BW	Gladys Ave North End Portsmouth PO2 9AX
02392 259214	02392 259214	02392 661818
<a href="mailto:admin@escat.org.uk">admin@escat.org.uk</a>	<a href="mailto:oaklands@oaklandscatholicschool.org">oaklands@oaklandscatholicschool.org</a>	<a href="mailto:admin@corpuschristi.portsmouth.sch.uk">admin@corpuschristi.portsmouth.sch.uk</a>
<a href="http://www.escat.org.uk">www.escat.org.uk</a>	<a href="http://www.oaklandscatholicschool.org">www.oaklandscatholicschool.org</a>	<a href="http://www.corpuschristi.portsmouth.sch.uk">www.corpuschristi.portsmouth.sch.uk</a>

5.2 To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please)

5.3 If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

## 6.0 Paying for Information

6.1 Information published on The Trust or school websites is free, although you may incur costs from your Internet Service Provider. If you do not have internet access, you can access our website using a local library or an Internet café.

6.2 Single copies of information covered by this publication are provided free unless stated otherwise in Section 7.

6.3 If your request means that we have to do a lot of photocopying or printing, or pay 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.

## 7.0 Classes of Information Currently Published

7.1 School Prospectus and parent information – this section sets out information published in the school prospectus.

	<b>Class</b>	<b>Description</b>
<b>1</b>	<b>Specific Academy documentation</b>	<ul style="list-style-type: none"> <li>Information as directed by the EFA accounts directive available from <a href="http://www.education.gov.uk">www.education.gov.uk</a></li> <li>Academy documents for example, Memorandum of Understanding</li> <li>Specific academy Policies</li> <li>Minutes of meetings of the Academy Company and any sub committees</li> </ul>
<b>2</b>	<b>Prospectus</b>	<p>Prospectus information will be published by individual schools either in specific ‘prospectus’ document available in paper or electronic format or on the school website, or a combination of both. (Other items may be included in the prospectus at the school’s discretion depending on the school phase):</p> <ul style="list-style-type: none"> <li>the name, address and telephone number of the school, and the type of school</li> <li>the names of the head teacher and chair of governors</li> <li>information on the school policy on admissions</li> <li>a statement of the school's ethos and values</li> <li>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</li> </ul>

		<ul style="list-style-type: none"> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• a description of the policies related to disabled pupils, including facilities to improve access</li> <li>• number of pupils on roll</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• Public examination results in the school, locally and nationally</li> <li>• the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places</li> <li>• School session times and term dates</li> <li>• Academy company number</li> </ul>
<b>3</b>	<b>Local Governors' Documents</b>	<ul style="list-style-type: none"> <li>• Instruments of Governance and standing orders; the name of the school which includes: <ol style="list-style-type: none"> <li>1. The category of the school</li> <li>2. The name of the Local governing body</li> <li>3. The manner in which the governing body is constituted</li> <li>4. The term of office of each category of governor if less than 4 years</li> <li>5. The name of anybody entitled to appoint any category of governor</li> <li>6. The date the instrument takes effect</li> </ol> </li> <li>• Agreed minutes of meetings of the governing body and its committees [current and last full academic school year</li> <li>• Policies pertaining directly to the Local Governing Body.</li> </ul>
<b>4</b>	<b>Students and Curriculum</b>	<ul style="list-style-type: none"> <li>• Behaviour</li> <li>• Attendance &amp; Registration</li> <li>• Careers Policy</li> <li>• Curriculum</li> <li>• Education in Personal Relationships</li> <li>• Inclusion and Special Education Needs</li> <li>• Medical Conditions and Administration of Medicines</li> </ul>
<b>5</b>	<b>School Policies and other information related to the school</b>	<ul style="list-style-type: none"> <li>• Admissions</li> <li>• Child Protection</li> <li>• Children Looked After</li> <li>• Collective Acts of Worship</li> <li>• Complaints</li> <li>• Data Protection</li> <li>• Equality Information and Objectives</li> <li>• Finance</li> <li>• First Aid</li> <li>• Freedom of Information</li> <li>• GDPR</li> <li>• Health and Safety</li> </ul>

7.2 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 Mr Matthew Quinn, Headteacher.

7.3 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 that deals with formal complaints. They can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:** 0303 123 1113  
**Fax:** 01625 524510  
**Website:** [www.ico.org.uk](http://www.ico.org.uk)

## Annex A

Other documentation held by the Trust and its schools, depending on phase.

Anti-Bullying Policy  
Assessment (Marking and Feedback) Policy  
Charitable Activities Policy  
Cycle to School Policy  
Drugs Education Policy  
Exams and Controlled Assessment Policy  
Exam Word Processor Policy  
Gifts and Hospitality Policy  
Headteacher's Discretionary Fund Policy  
ICT Security, Safety and Acceptable Use Policy  
Imagery Policy  
Induction Policy  
ITT and NQT Policy Management of Allegations of Abuse Against Staff  
Lone Working Policy  
Management of Option Choices Policy  
More and Most Able Policy/Gifted and Talented  
Non-Examination Assessment Policy  
Offsite Activities and Educational Visits Policy  
Pay Policies (Teaching and Support Staff)  
Performance Management Policy (Support Staff)  
Pupil Premium Statement  
Redundancy Policy  
Restrictive Physical Intervention Policy  
Safeguarding Policy  
School Employment Equality Policy  
School Equality Policy  
Site Security Policy  
Staff Attendance and Absence Policy  
Staff Capability Policy (Teaching and Support Staff)  
Staff Development Policy (CPD)  
Staff Disciplinary Policy  
Staff Grievance Policy  
Staffing Policy  
Teaching Staff Appraisal Policy  
Uniform Policy  
Whistleblowing Policy  
Accessibility Plan  
Emergency Response Plan (including Critical Incident Recover)  
Exam Contingency Plan  
Fire Management Plan and Fire Evacuation Plan  
Instrument of Government  
Legionella Management Statement  
Manual of Financial Practice  
Register of Interests  
Risk Register  
Single Central Record of Recruitment and Vetting Checks  
Terms and Conditions of Hire  
School Strategy  
School Development Plan

Freedom of Information Policy



Annual Budget Plan  
Details of the School Budget for the Financial Year  
Additional Funding  
Income from other Sources eg Donations  
Asset Register  
Attendance Registers  
Lists of Students Attending School  
Best Value Statement  
Statement of how the school will endeavour to achieve best value on all purchasing procedures  
Governor Visits  
Lettings

Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish