

# **Freedom of Information Act Policy and Publication Scheme for the Trust and its Academies**

Date approved by the Board of Directors: 3<sup>rd</sup> July 2015

Date adopted by Essa Academy Local Governing Body: 21<sup>st</sup> June 2016

Date adopted by Essa Primary Academy Local Governing Body: 22<sup>nd</sup> June 2016

Date for review: July 2018

Policy written by: Berny Sansome

Policy revised/ updated by: Adele MacGowan- May 2016

Revision approved by: Abdul Chohan- Summer Term 2016

## **FREEDOM OF INFORMATION**

The Essa Foundation Academies Trust (EFAT), and its academies, are committed to making information about the operation and organization of the trust and its academies generally available to the public either through published documents (including those published on the trust's and/or its academies' websites), or on request.

In accordance with the Freedom of Information Act 2000 the trust is required to have an approved publication scheme.

The trust has adopted the Model Publication Scheme prepared and approved by the Information Commissioner, see **Appendix 1**. The Model Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

In addition to the Model Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme. This information can be found in the Schedule of Available Information, see **Appendix 2**.

## **HOW TO ACCESS INFORMATION**

The trust and its academies will make available the information they hold whether or not listed in the Publication Scheme unless the information is identified as not being available under one of the exemptions provided for by the legislation. You can ask for the information at one of the trust's academies or by contacting one of our Freedom of Information Officers.

Please contact the trust or the academy by email or letter. Contact details are set out below:

Freedom of Information Officer  
Data Manager  
Essa Foundation Academies Trust  
Central Team  
Lever Edge Lane  
Bolton  
BL3 3HH

Email: [Email: info@essafoundation.co.uk](mailto:info@essafoundation.co.uk)

If you are making a formal information request in accordance with the Freedom of Information Act you should:

- Make your request in writing (this can be electronically e.g., fax, email);
- Mark your request " Publication Scheme Request"

- State your name and an address for correspondence; and
- Describe the information requested. A request format, which can be used to request information, can be found in **Appendix 3**.

**Further Information.**

More information about the Freedom of Information Act is available on the Information Commissioner's Office website at: <http://www.ico.gov.uk>.

## **APPENDIX 1: MODEL PUBLICATION SCHEME**

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

The scheme commits the trust and its academies:

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

### **The Classes of Information we provide includes:**

#### **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 trust and its academies.

### **The services we offer**

Information about the services the trust and its academies the trust and its academies provide including leaflets, guidance, and newsletters.

### **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 and its academies 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 trust and its academies, 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, the trust and its academies will indicate how information can be obtained by other means and provide it by those means- see **Appendix 2** Schedule of Available Information.

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 the trust and its academies are legally required to translate any information, this will be done.

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 and its academies 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 the trust and its academies 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.

## APPENDIX 2: SCHEDULE OF AVAILABLE INFORMATION

<b>Class</b>	<b>Description</b>	<b>Available From</b>
<b>Class 1 Who we are and what we do</b>	EFAT's Articles of Association	Trust's website
	EFAT's Funding Agreement	Trust's website
	The trust's values and ethos statement	Trust's website
	The name of the Chair of the Board of Directors and his/her contact details.	Trust's website
	The name of the Chair of the Local Governing Body of each EFAT academy and his/her contact details.	Academy website
	The name of the Principal of each EFAT academy and his/her contact details.	Academy website
	A list of the members, directors of the Board of Directors- and their experience	Trust's website
	The composition of the Board of Directors	Trust's website
	The remit and terms of reference of the Board and its committees ( Scheme of Delegation)	Trust's website
	The composition of EFAT Local Governing Bodies (LGBs)	Trust's website
	A list of governors on each academies Local Governing Body -and their experience	Trust's website
	The operational leadership and management of the trust	Trust's website
	The remit and terms of reference of Local Governing Bodies ( Scheme of Delegation)	Trust's website
	The role of the Management Team Director (CEO) (Scheme of Delegation)	Trust's website
	The role of Academy Principals (Scheme of Delegation)	Trust's website
	A list of EFAT members and directors that have served on the Board in the last academic year and their declared interests	Trust's website
	A list of governors on each academy Local Governing Body that have served on the LGB in the last academic year and their declared interests	Trust's website
	The attendance records of members, directors at Board and Committee, meetings in the last academic year.	Trust's website

	The attendance records of governors at each academy's LGB meetings in the last academic year.	Trust's website
	Details of academy term dates and session times	Academy website
	The address, telephone number, email address, and website of the trust and each academy.	Trust's website
<b>Class 2</b> <b>What we spend and how we spend it</b>	EFAT's annual report and financial statement	Trust's website
	The amount of pupil premium the trust receives for each academy, for each academic year.	Academy website
	The amount of Year 7 Literacy and numeracy catch up funding the trust receives for each secondary academy for each academic year.	Academy website
	The amount of Primary PE/Sport funding the trust receives for each primary academy for each academic year.	Academy website
	The amount of capital funding provided for academies in the trust	on request
	External and internal audit reports for the trust and its academies	on request
	The trust's procurement policy	Trust's website
	The trust's written statement of financial authorities	Trust's website
	Details of contracts that have been tendered by the trust for its academies	On request
	The trust's employees' pay policy	On request
	The staffing structure of the trust and its academies- and how staff can be contacted	Trust and Academy websites
	The salary bands of senior posts/ staff( over £60,000)	Contained in the annual statement of accounts- Trust 's website
	The salary range of all staff posts	On request
	The trust's expenses policy for employees	Trust's website
	The trust's expenses policy for members, directors, governors and other volunteers	Trust's website



<b>Class 3</b>  <b>What our priorities are and how we are doing</b>	EFAT's business plan and future plans	Trust's website
	<b>Essa Academy's</b> profile and improvement/ development plan	On request
	<b>Essa Primary Academy's</b> profile and improvement/ development plan	On request
	Government supplied performance data for – <b>Essa Academy</b> : key stage 4 attainment: <ul style="list-style-type: none"> <li>• the percentage of pupils achieving five or more A*-C grades ( or equivalent) including Eng and maths</li> <li>• the percentage of pupils achieving the English Baccalaureate</li> <li>• the percentage of pupils making expected progress</li> <li>• progress 8 measures</li> </ul>	Academy website
	Government supplied performance data for – <b>Essa Primary Academy</b> : key stage 2 attainment: <ul style="list-style-type: none"> <li>• the percentage of pupils achieving level four or above in reading, writing and maths</li> </ul>	Academy website
	Access to the DfE's school performance tables for each academy in the trust	Academy website
	Access to the latest Ofsted reports for each academy in the trust	Academy website
	The trust's performance management policy and procedures for employees	On request
	The trust's safeguarding and child protection policy and procedures	Trust's website
<b>Class 4</b>  <b>How we make decisions</b>	The trust's admissions arrangements and procedures and the right of appeal if refused a place.	Academy website
	Details of the number of applications, number of places offered, and appeals for places at each academy for each	On request

	academic year.	
	The trust's admissions policy and oversubscription criteria for <b>Essa Academy</b>	Academy website
	The trust's admissions policy and oversubscription criteria for <b>Essa Primary Academy</b>	Academy website
	The agendas, reports, and minutes( except confidential items) of Board and Committee meetings during the current and previous academic years	Trust's website/ archived on request
	The agendas, reports, and minutes( except confidential items) of each LGB's meetings during the current and previous academic years	Academy website/ archived on request
<b>Class 5</b>		
<b>Our policies and procedures</b>		
Corporate	The trust's charging and remissions policy	Trust's website
	The trust's complaints procedure	Trust's website
	The trust's equalities statement	Trust's website
	The trust's values and ethos statement	Trust's website
	The trust's Data Protection Act policy and operational procedures	Trust's website
	The trust's Freedom of Information Act policy	Trust's website
	The trust's whistle blowing policy	Trust's website
	The trust's health and safety policy	On request
	The trust's procurement policy	Trust's website
Curriculum and pupil/student welfare policies for each academy:		
	The trust's values and ethos statement for the trust and its academies	Trust's website
	Home-academy agreement	Academy website
	Curriculum policy for secondary academies- the trust's approach to the curriculum, GCSE ,and other key stage four qualification options and how further information can be obtained	Academy website
	Curriculum policy for primary academies- the trust's approach to the Early Years	Academy website

	curriculum, the name of any phonics reading schemes for KS1 and how further information can be obtained	
	Sex and relationship education policy	Academy website
	SEND policy	Academy website
	The trust's policy on promoting British values	Academy website
	A summary of the annual report of SEND policy and provision and impact	Academy website
	Careers education Information and advice policy	Academy website
	Behaviour and exclusion policy	Academy website
	The trust's school food standard	Academy website
	The use and impact of pupil premium in the last academic year and proposals for the next academic year- all academies	Academy website
	The use and impact of Year 7 literacy and numeracy catch up funding in the last academic year and proposals for the next academic year- secondary academies	Academy website
	The use and impact of Primary PE/sport funding in the last academic year and proposals for the next academic year- secondary academies	Academy website
<b>Class 6</b>	Curriculum circulars and statutory instruments	On request
<b>Lists and registers</b>		
	Annual summary of formal complaints	Academy website
	The trust's asset register	On request
	A list of the pecuniary and other interests of members, directors, and local governors of the trust- for the previous academic year.	Trust's website
<b>Class 7</b>	Extracurricular activities e.g. out of academy hours clubs	Academy website
<b>The services we offer</b>		
	Trust and individual academy publications- e.g. academy prospectuses	Academy website/ on

		request
	Services for which the trust is entitled to recover a fee, together with those fees- e.g. hire of Essa Academy's sports hall by the community	On request/ academy website
	Leaflets, booklets, newsletters for each academy	On request/ academy website
	Details of the trust's facilities available for use by the community	On request/ academy website

**APPENDIX 3: FREEDOM OF INFORMATION ACT 2000 INFORMATION ACCESS  
REQUEST FORM**

**Please read carefully the trust's Freedom of Information Act Policy and Publication Scheme BEFORE you complete this form. It explains in detail the nature of Freedom of Information Act requests and tells you what is expected from you AND what you should expect from us.**

Parts 1, 2, 3 and 4 must be completed as fully as possible.

**1. Personal details of the applicant**

Title (Mr/Mrs/Miss/Ms).....

First Name Surname .....

Address.....

Telephone E-mail address.....

**2. Details of the information required, continue on a separate sheet if necessary.** (Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing).

**3. Other Information** (Please provide any other details to identify or locate the information which would help us process your request e.g. your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc).

**4. Data Protection Notice** – The personal details you have provided to the trust/academy on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

**Important note – if the information you have asked for requires a fee, we will let you know how much this is on receipt of your request. If you choose to accept this charge, we will process your request upon receipt of payment.**

Please send your completed request form to:

Freedom of Information Officer  
Data Manager  
Essa Foundation Academies Trust  
Central Team  
Lever Edge Lane  
Bolton  
BL3 3HH

Email: [info@essafoundation.co.uk](mailto:info@essafoundation.co.uk)