Freedom of Information Policy and Publication Scheme

Approved by:	Governing Body	**Date:** 16.10.19
Last reviewed on:	October 2026	
Next review due by:	October 2029	

POLICY

The Governing Body of Radford Semele C of E Primary School adopted this policy in 16 October 2019. It will be reviewed at least every three years.

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector. This policy and publication scheme sets out:

- The classes of information we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or a fee will be charged

1. PURPOSE

The purpose of this policy is to ensure that:

- The school complies with the FOIA 2000 and conforms to the model scheme for schools approved by the Information Commissioners Office (ICO)

2. APPLICATION

This policy and publication scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form, and some is also available electronically on our website.

Some information we hold is confidential and will not be made public, for example, personal information.

3. ROLES AND RESPONSIBILITIES

The Governing Body has ultimate responsibility for ensuring compliance with the FOIA 2000.

The Headteacher will:

- Ensure that all staff are aware of this policy and understand their role in its implementation

4. DATA GATHERING AND STORAGE

Data will only be gathered and stored in accordance with the GDPR and other relevant legislation in force. In summary:

- Information will only be gathered and stored for specific purposes
- In order to be able to respond to requests for information Radford Semele Church of England Primary School will implement effective record management procedures to enable staff to identify whether data is held, and if it is, locate it quickly and easily
- Information held by the school will be regularly reviewed with a view to ensuring archiving or destroying information where appropriate

Please refer to the Data Protection Policy for further information.

5. PUBLICATION SCHEME – CATEGORIES OF INFORMATION PUBLISHED

The publication scheme guides you to information which we currently publish (or have recently published), or which we will publish in the future. This is split into categories of information known as “classes”. Statutory and additional contents the school have chosen to add are detailed in our publication scheme at Appendix 1.

The categories of information that we undertake to make available are organised into the following areas:

- School Prospectus – information published in the school prospectus
- Governors Documents – information published in governing body documents
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum
- School Policies & General Information – information about school policies and other information which relate to the school in general

If the information you are looking for is not evident via the publication scheme or on our website, then a Freedom of Information (FOI) request is required. FOI requests will be responded to within 20 working days (please note school holidays are not working days).

6. HOW TO REQUEST INFORMATION

If you require a paper copy of any of the documents detailed within the scheme, the request must be made in writing by email or letter, giving clear details of the information requested. A FOI request must also be submitted in writing.

Written notice of any fee will be provided to the enquirer before any information is supplied. Any fee must also be paid before information is provided.

Requests can be made by writing to:

Radford Semele Church of England Primary School
School Lane
Radford Semele
Leamington Spa
Warwickshire
CV31 1TQ

Or emailing:

admin3152@welearn365.com

All requests for information should be clearly marked “PUBLICATION SCHEME REQUEST” or “FREEDOM OF INFORMATION REQUEST” and must contain the following information:

- Requestor’s name
- Requestor’s contact details
- Postal or email address for the information to be sent to

7. WITHHOLDING INFORMATION

THE FOIA contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because one part of the information is covered by an exemption, but the exempted passage may be redacted.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a “public interest” exemption is being considered, we will only withhold that information which it can be demonstrated that the public interest will be best served by withholding the information. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- Promote further understanding of current issues of public sector debate
- Promote the accountability of decisions taken by us and the spending and allocation of public money

- Bring to light matters of public safety
- Allow the public to understand and challenge decisions made by us
- Be otherwise in the public interest

Where information is withheld under an exemption, in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

8. FEES

Information published on our website 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 either a library or internet café.

Single copies of information covered by this policy are provided free of charge unless stated otherwise. If the Publication Scheme request or FOI request means that we have to do a large amount of photocopying or printing, or pay a large postal charge, or is for a priced item, we will confirm the costs before fulfilling the request. Payment must be made in full before information will be provided.

9. FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you may have about the Publication Scheme. If you would like to make any comments, or if you require further assistance or wish to make a complaint regarding information you have received or been refused you should initially address this to the Headteacher.

If you are not satisfied with the assistance that you receive, or if we have not been able to resolve your complaint and you would like to make a formal complaint, this should be made in accordance with the school's complaints policy.

If you remain unsatisfied with the outcome of any complaint, you should refer your complaint to the Information Commissioner's Office.

10. LEGAL AND STATUTORY RESPONSIBILITIES

This policy meets the requirements of the Freedom of Information Act.

11. REVIEW OF POLICY

The Governing Body will review the Freedom of Information Policy and Publication Scheme at least every three years. The policy will be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.

PUBLICATION SCHEME

Class	Description	Website	On Application
Who's Who in the School	Staff members and the year groups they teach	Yes	
School Prospectus	Name, address and telephone number of the school	Yes	
	Type of school	Yes	
	The school's admissions policy	Yes	
	A statement of the school's ethos and values	Yes	
	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	Yes	
	Attendance and Punctuality Policy	Yes	
	SEND Policy	Yes	
	Number of pupils on roll		Yes
	National Curriculum assessment results for appropriate key stages, with national summary figures	Yes	
	The arrangements for school visits by prospective parents		Yes
	PAN		Yes
Governing Body	The names of the governors should be available, along with the basis on which they have been appointed	Yes	
	Details of how to contact governors		Yes
Instrument of Governance	The name of the school		Yes
	The category of the school		Yes
	The name of the governing body		Yes
	The manner in which the governing body is constituted		Yes
	The term of office of each category of governor if it is less than 4 years		Yes
	The name of anybody entitled to appoint any category of governor		Yes
	Details of any trust		Yes
	If the school has a religious character, a description of the ethos		Yes
	The date the instrument takes effect		Yes
Minutes of the Governing Body	Agreed minutes of governing body meetings		Yes

Home-School Agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils	Yes	
Curriculum Policy	Curriculum Policy	Yes	
RSE Policy	RSE Policy	Yes	
SEND Policy	SEND Policy	Yes	
Equality Objectives and Action Plan	Equality objectives and action plan	Yes	
Equality and Diversity Policy	Equality and Diversity Policy	Yes	
Child Protection and Safeguarding Policy	Child Protection and Safeguarding Policy	Yes	
Behaviour Policy	Behaviour Policy	Yes	
OFSTED and SIAMS Published Reports	Published report of the last inspection of the school	Yes	
Post-OFSTED/SIAMS Report Action Plans	A plan setting out the actions required following the last inspection		Yes
Charging and Remissions Policy		Yes	
School Session Times and Term Dates	Details of school session and dates of school terms and holidays	Yes	
Health and Safety Policy and Risk Assessments	Health and safety policy and the arrangements for implementing the policy	Yes	
Complaints Policy	Complaints Policy	Yes	
Performance Management of Staff	Details of performance management processes, including disciplinaries for performance and/or conduct issues and staff grievance procedures		Yes
Curriculum Circulars and Statutory Instruments	Any statutory instruments, circulars and administrative information sent by the Department of Education to the Headteacher or Governing Body relating to the curriculum		Yes
Annual Budget Plan and Financial Statements	Annual budget plan and associate financial statements		Yes
Capitalised Funding	Plan of capital expenditure		Yes
Additional Funding	Details of any additional funding and planned expenditure against this funding		Yes

Pay Policy	Pay Policy	Yes	
Governor's Allowances Policy	Governor's Allowances Policy	Yes	
SIP	SIP		Yes
Accessibility Plan	Accessibility Plan	Yes	
Information Security Policy	Information Security Policy	Yes	
Data Protection Policy	Data Protection Policy	Yes	
Asset Register and Inventory	Asset Register and Inventory		Yes
Extra Curricular Activities		Yes	
Newsletters		Yes	

Other information may be provided upon request, however, this may incur a charge.