



# FREEDOM OF INFORMATION POLICY

Date Approved by Governors	October 2021
Review Date	October 2023
On Behalf of Governors Signed	Signed copy on file.
Print Name	
On Behalf of Governors Signed	
Print Name	
Principal's Signature	

**All One In A Million Free School Policies have been devised to ensure that:**

- OIAMFS core values are at the heart of all we do: compassion, honesty, integrity and excellence
- Students from all backgrounds and all abilities are welcome
- Each student has the opportunity to flourish and achieve their potential
- We value the individuality of each student within the context of membership of our community
- We are committed to raising educational attainment and improving our students' life chances
- We provide an environment in which all students will be self-aware, self-disciplined and confident
- All students will understand how to make a positive contribution to our extended community
- We support academic, creative and personal achievement through our focus on Sport, the Arts and Enterprise



### **General**

One In A Million Free School (OIAMFS) has a legal duty under the Freedom of Information Act (FOIA) 2000 and the Environmental Information Regulations to supply certain information to enquirers.

The OIAMFS's policy is that:

- An enquirer must be informed whether OIAMFS holds that information or not, and if it does it must supply the information
- The information must be supplied within 20 days of the request. This may be extended up to 60 days if this is request just prior to or during the school holidays
- The information can include personal or non-personal information, but no information relating to named individuals will be released
- Other information that the Principal considers to be of a sensitive nature may also be withheld. In so deciding the Principal will consider whether it should be released in the public interest if in withholding the information is greater than the public interest in releasing it
- The Principal will oversee the process for providing information. In so doing account will be taken of any codes of practice, and any guidance from the Information Commissioner and other appropriate organisations

### **Responsibilities**

The Principal has overall responsibility to the governing body for ensuring that the policy is implemented and that the management process is maintained.

Where the Principal has appointed another officer to be responsible for the management of information that person will ensure the effective implementation and administration of this policy.

### **Information to be provided or Publication Scheme**

OIAMFS intends to be clear and proactive about the information it will make public.

To this end our publication scheme, sets out:

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

The governors have decided that:

- All published information by OIAMFS will be made available
- All unpublished information (including any advice or memoranda) will be made available on request, except where:
  - The names of individual people can be identified in the documents
  - The Principal considers that the document(s) contain sensitive material in the



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meaning of the Act and as explained in the Code of Practice

- Where the OIAMFS intends to publish it in due course

### **The Process**

On receipt of a request in writing for information the Principal will:

- Decide whether the request is a request under *Data Protection Act, Environmental Information Regulations or Freedom Of Information Act*
- Decide whether OIAMFS holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information;
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (i.e £450 in total with a maximum of £50 per individual educational record)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

OIAMFS recognises its duty to provide advice and assistance to anyone requesting information.

### **Reasons for not complying with a request**

OIAMFS accepts that according to the legislation there are only four reasons for not complying with a valid request for information under FOI:

- The information is not held
- The cost of providing the information will exceed the threshold of £450
- The request is considered vexatious or repeated
- One or more of the exemptions apply

OIAMFS also recognises that the exemptions provided by the FOIA are:



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- Information accessible by other means
- Personal information
- A request for personal information is covered by the Data Protection Act (DPA) 1998. Individuals may continue to make a “subject access request” under the DPA – these are where the enquirer asks to see what personal information the school holds about themselves
- Environmental information, where information is covered by the *Environmental Information Regulations 1992*

### **Complaints**

Expressions of dissatisfaction will be handled through the school’s existing complaints procedure (see Complaints Policy).

### **Advertising the service**

OIAMFS will advertise its policy on freedom of information in the Staff Handbook.

### **Charging**

It is possible to levy a charge in accordance with FOIA regulations. If a charge is to be made, written notice will be given to the person making the request prior to collating and supplying the information. The charge has been fixed for Education Records at a maximum of £50. A maximum hourly rate of £25 per hour will be charged in addition to any costs of photocopying and postage. To reduce costs and hence charges requestors will be offered the opportunity where possible to receive the information electronically.

### **Training**

Staff involved in the storage and management of the service will receive appropriate training.

### **Monitoring, Evaluation and Review**

The Principal will monitor the policy in liaison with the Business Manager.

The Governing Body will review and amend this policy and procedure at least every two years or as required by:-

- Changes in legislation
- Changes in guidelines from advisory bodies
- The effectiveness of the policy



## Appendix

### Classes of information currently published:

**OIAMFS Prospectus:** this section sets out information published in OIAMFS's prospectus.

#### OIAMFS Prospectus

The statutory contents of the OIAMFS prospectus are as follows, (other items may be included in the prospectus at the OIAMFS's discretion):

- The name, address and telephone number of the OIAMFS
- The names of the Principal and Chair of Governors
- Information regarding OIAMFS's policy on admissions
- A statement of the OIAMFS's ethos and values
- Information about the OIAMFS's policy on providing for students with special educational needs
- Number of students on roll and rates of students authorised and unauthorised absences national curriculum assessment results for appropriate Key Stages, with national summary figures

#### Governors' Annual Report and other information relating to the Governing Body:

This section sets out information published in the Governors' Annual Report and in other Governing Body documents.

#### Governors' Annual Report:

The statutory contents of the Governors' Annual Report to parents are as follows, (other items may be included in the annual report at OIAMFS discretion):

- Details of the Governing Body membership, including name and address of chair and clerk
- A statement on progress in implementing the action plan drawn up following an inspection
- A financial statement, including gifts made to the OIAMFS and amounts paid to Governors for expenses
- A description of the OIAMFS arrangements for security of students staff and the premises
- Information about the implementation of the Governing Body's policy on students with special educational needs (SENCO) and any changes to the policy during the last year
- A description of the arrangements for the admission of students with disabilities:

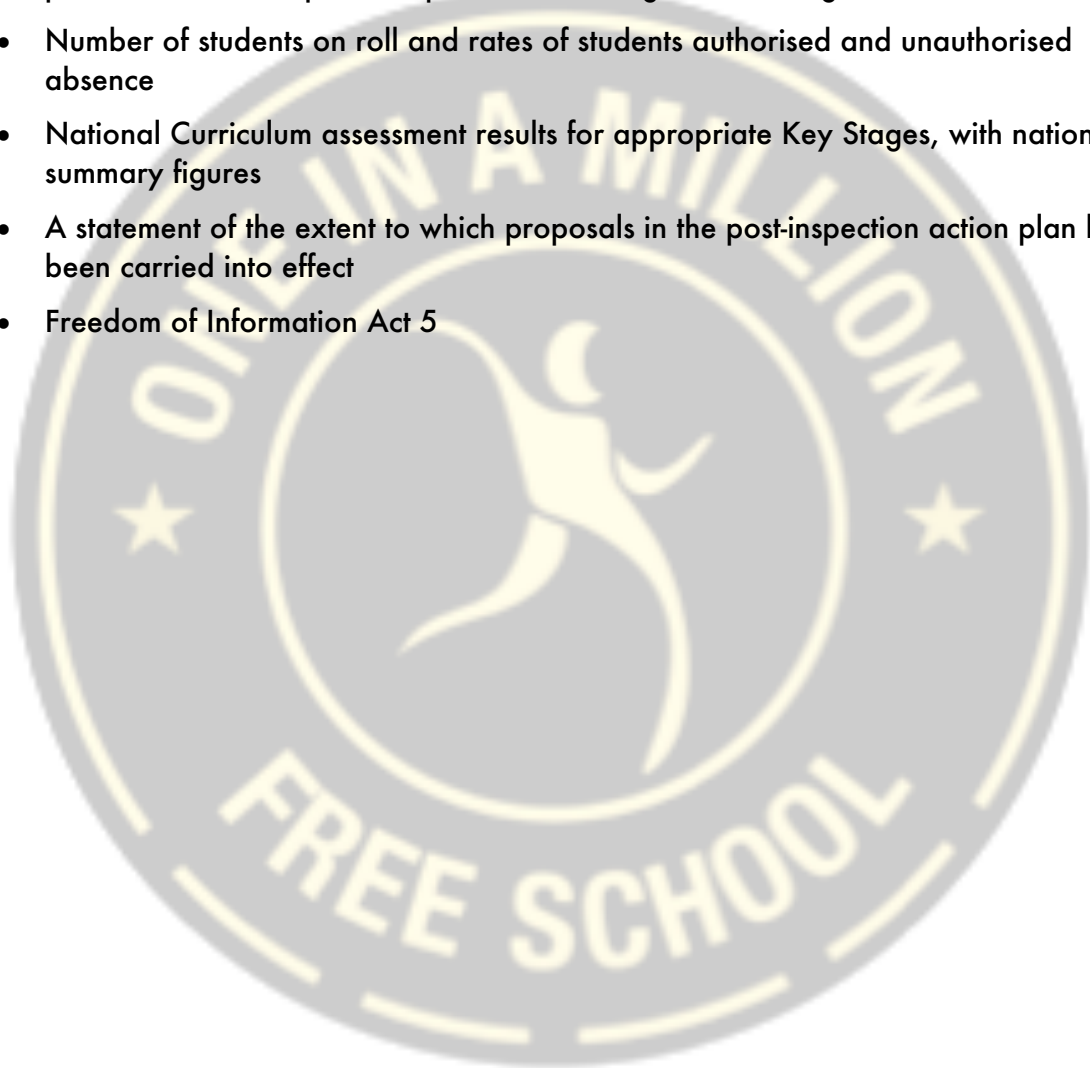




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- details of steps to prevent disabled students being treated less favourably than other students
- details of existing facilities to assist access to OIAMFS by students with disabilities
- the accessibility plan covering future policies for access by those with disabilities to OIAMFS
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- Number of students on roll and rates of students authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- A statement of the extent to which proposals in the post-inspection action plan have been carried into effect
- Freedom of Information Act 5





### **Instrument of Government**

- The name of the Free School
- The category of the Free School
- The name of the Governing Body
- The manner in which the Governing Body is constituted
- The term of office of each category of Governor if less than 4 years
- The name of any body entitled to appoint any category of Governor
- Details of any trust
- The date the instrument takes effect

**Minutes of meeting of the Governing Body and its Committees:** Agreed minutes of meeting of the Governing Body and its committees [*current and last full academic school year*] *Some information might be confidential or otherwise exempt from the publication by law – we therefore cannot publish this.*

**Students & Curriculum Policies:** This section gives access to information about policies that relate to students and OIAMFS curriculum.

**Curriculum Policy:** Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by OIAMFS.

**Sex Education Policy:** Statement of policy with regard to sex and relationship education.

**Special Education Needs Policy:** Information about OIAMFS policy on providing for students with special educational needs.

**Accessibility Plans:** Plan for increasing participation of disabled students in the OIAMFS curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.

**Equalities and Community Cohesion:** Statement of policy for promoting equality.

**Collective Worship:** Statement of arrangements for the required daily act of collective worship.

**Safeguarding and Child Protection Policy:** Statement of policy for safeguarding and promoting welfare of students at OIAMFS (*from March 2004*).

**Student Discipline:** Statement of general principles on behaviour and discipline and of measures taken by the Principal to prevent bullying.

**Guidance for Admissions:** Guidance for parents of Year 6 students seeking to start at OIAMFS. Freedom of Information Act 6.



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**OIAMFS Policies and other information related to the OIAMFS:** This section gives access to information about policies that relate to the OIAMFS in general.

**Charging and Remissions Policies:** A statement of OIAMFS policy with respect to charges and remissions for any optional extra or board and lodging, for which charges are permitted, for example school publications, music tuition, trips.

**OIAMFS session times and term dates:** Details of OIAMFS session and dates of OIAMFS terms and holidays.

**Health and Safety Policy and risk assessment:** Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.

**Complaints Procedure:** Statements of procedures for dealing with complaints.

**Performance Management of Staff:** Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Principal on the effectiveness of appraisal procedures.

**Staff Conduct, Discipline and Grievance:** Statement of procedure for regulating conduct and discipline of OIAMFS staff and procedures by which staff may seek redress for grievance.