



Freedom of Information Policy

The Trust will publish the ICO model Publication Scheme on the WMAT website in accordance with ICO rules. The Scheme can be found at **Appendix B**.

1. INTRODUCTION

- 1.1 WMAT is subject to the Freedom of Information Act 2000 (FOI) as a public authority, and as such, must comply with any requests for information in accordance with the principles laid out in the Act.

2. WHAT IS A REQUEST UNDER FOI

- 2.1 Any request for any information from the Trust is technically a request under the FOI, whether or not the individual making the request mentions the FOI. However, the ICO has stated that routine requests for information (such as a parent requesting a copy of a policy) can be dealt with outside of the provisions of the Act.
- 2.2 All requests should be referred in the first instance to the Business Director, who may allocate another individual to deal with the request.
- 2.3 When considering a request under FOI, it must be taken into account that a release under FOI is treated as release to the general public, and so once it has been released to an individual, anyone can then access it. The Trust cannot restrict access when releasing therefore, by marking the information “confidential” or “restricted”.

3. TIME LIMIT FOR COMPLIANCE

- 3.1 The Trust must respond as soon as possible, and in any event, within 20 working days of the date of receipt of the request. For an Academy, a “working day” is one in which pupils are in attendance, subject to an absolute maximum of 60 calendar days to respond.

4. PROCEDURE FOR DEALING WITH A REQUEST

The Trust's detailed procedure for dealing with a request can be found in Appendix A

- 4.1 The first stage in responding is to determine whether or not the Trust "holds" the information requested. The Academy will hold the information if it exists in computer or paper format. Some requests will require the Trust to take information from different sources and manipulate it in some way. Where this would take minimal effort, the Trust is considered to "hold" that information, but if the required manipulation would take a significant amount of time, the requestor should be contacted to explain that the information is not held in the manner requested, and offered the opportunity to refine their request. For example, if a request required the Trust to add up totals in a spread sheet and release the total figures, this would be information "held" by the Academy. If the Trust would have to go through a number of spread sheets and identify individual figures and provide a total, this is likely not to be information "held" by the Academy, depending on the time involved in extracting the information..
- 4.2 The second stage is to decide whether the information can be released, or whether one of the exemptions set out in the Act applies to the information. Common exemptions that might apply include:
 - 4.2.1 Section 40 (1) – the request is for the applicant's personal data. This must be dealt with under the subject access regime in the Data Protection Act (DPA)
 - 4.2.2 Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the DPA
 - 4.2.3 Section 41 – information that has been sent to the Trust (but not the Trust's own information) which is confidential;
 - 4.2.4 Section 21 – information that is already publicly available, even if payment of a fee is required to access that information;
 - 4.2.5 *Section 22 – information that the Trust intends to publish at a future date;*
 - 4.2.6 *Section 43 – information that would prejudice the commercial interests of the Trust and/or a third party;*
 - 4.2.7 *Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information);*
 - 4.2.8 *Section 31 – information which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras;*
 - 4.2.9 *Section 36 – information which, in the opinion of the Chair of Trustees of the Trust, would prejudice the effective conduct of the Academy. There is a special form for this on the ICO's website to assist with the obtaining of the chair's opinion.*
- 4.3 The sections mentioned in italics are qualified exemptions. This means that even if the exemption applies to the information, you also have to carry out a public interest weighting

exercise, balancing the public interest in the information being released, as against the public interest in withholding the information.

5 RESPONDING TO A REQUEST

- 5.1 When responding to a request where the Trust has withheld some or all of the information, the Trust must explain why the information has been withheld, quoting the appropriate section number and explaining how the information requested fits within that exemption. If the public interest test has been applied, this also needs to be explained.
- 5.2 The letter should end by explaining to the requestor how they can complain. The WMAT complaints policy is that such complaints should be addressed to the CEO.

Appendix A

Internal procedure

The person responsible for responding to FOI requests is the Business Director. Enquiries can be sent by email to FOI-requests@wellswaymat.com. Emails will be automatically forwarded to the Business Director and the PA to the Business Director. Alternatively, a request can be sent by post to the Business Director. Details of the email and postal addresses are published on the WMAT website. If the Business Director is absent and unlikely to be able to respond to the request in the time permitted, the request will be forwarded to the CEO to deal with.

WMAT FOI response process:

- every request received is logged by the Business Director and the PA to the Business Director, both will also set an Outlook reminder for 2 working days prior to the response deadline, which is currently 20 working days (a working day for a school is one on which pupils attend)
- the Business Director will decide if the request is valid, consulting the Trust's solicitor if necessary
- the Business Director will immediately acknowledge the request and notify the requestor if charges apply
- the Business Director will formulate the response within the time limit - further advice on the response will be sought from the solicitor if necessary
- the response will usually be sent by PDF or hard copy only and will include details of the Trust's appeals process, which is in writing within 10 working days to the CEO
- the Business Director will copy the response to the PA to the Business Director and both will file the request and response
- the PA to the Business Director will notify the Business Director should a response not have been sent 2 working days prior to the deadline

All FOI requests and responses will be reported to the Audit & Risk Committee at its final meeting of each academic year.

It is not WMAT policy to publish previous FOI requests nor its response to such requests.

Current charges are included in Appendix B.

Appendix B

Freedom of Information Publication Scheme

Introduction

This document has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme in response to Section 19 of the Freedom of Information Act 2000.

The Model Publication Scheme provided by the ICO for schools and academies has been adopted by Wellsway Multi Academy Trust with effect from May 2017.

The Model Publication Scheme provides a list of the information routinely published by academies which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible, or, it would be impractical or resource-intensive to prepare the material for routine release.

Guide to the Information Available from the Trust under the Publication Scheme

The table at Annex 1 details the information routinely published. Next to each category of information is indicated the manner in which the information described will be available.

For items not routinely available WMAT will usually make a charge. This will be calculated on direct labour costs based on the time spent in researching and collecting the information. WMAT will also charge for photocopies or scanned documents and/or the direct cost of putting the information into other requested formats, plus postage if applicable. Charges are included in Annex 1. In certain circumstances the Trust may waive the fee at its absolute discretion.

Confirmation of any payment due will be given prior to the information being provided. Payment will generally be requested prior to the provision of the requested information.

Written Requests

Information held by the Trust that is not listed in the publication scheme can be requested in writing and will be considered in accordance with the Freedom of Information Act. Please mark all such requests clearly with the words Freedom of Information Request.

Please email requests to FOI-requests@wellswaymat.com or send in writing to:

Business Director / FOI Requests
Wellsway Multi Academy Trust
Chandag Road
Keynsham
BS31 1PH

Appeals can be made in writing to the CEO at the same address.

The Trust's website address is www.wellswaymat.com

Freedom of Information Publication Scheme (ICO Model)

Annex 1

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Trust website
Who's who in the Trust	Trust website
Who's who on the Board of Directors and the basis of their appointment	Trust website
Instrument of Government	Trust website
Contact details	Trust website
School prospectus	Individual school websites
Annual Report	Trust website
Staffing structure	Trust website
School session times and term dates	Individual school websites
Class 2 – What we spend and how we spend it WMAT annual report and accounts	Trust website
Other financial information	Hard copy or email
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) WMAT annual report OFSTED reports / school performance data	Trust website Individual school websites
Vision, values and aims	Trust website
Schools' future plans – WMAT annual report	Trust website
Every Child Matters – policies and procedures	Hard copy or email
Class 4 – How we make decisions Minutes of WMAT Board of Directors meetings	Hard copy or email
Admissions policy/decisions (not individual admission decisions)	Hard copy or email
Agendas of meetings of the Trust Board and its sub-committees	Hard copy or email
Class 5 – Our policies and procedures	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies 	Hard copy or email Trust website Trust website Hard copy or email Hard copy or email

<ul style="list-style-type: none"> • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy or email Trust website Hard copy or email Hard copy or email
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Individual school websites
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard copy or email Hard copy or email Trust website
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Trust website
Class 6 – Lists and Registers	some information may only be available by inspection
Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	some information may only be available by inspection
Current information only	
Extra-curricular activities	Individual school websites
Out of school clubs	Individual school websites
School publications	Individual school websites
Services for which the school is entitled to recover a fee, together with those fees	Trust website
Leaflets books and newsletters	Hard copy

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost plus admin
	Photocopying/printing @ 20p per sheet (colour)	Actual cost plus admin
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Staff costs	Cost of time involved to prepare response - £25 per hour	Flat charge