



Oathall Community College  
Freedom of Information policy & publication scheme

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1	19 October 2015	
2	November 2017	Adoption of new WSCC model policy.
3	November 2019	Changed policy title. Removed Collective worship policy from publication scheme
4	November 2021	Substituted Heads PA & Business manager for Business system manager.

Distribution list
Governors
Headteacher
Leadership Team



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## **Introduction**

The school is a “public authority”.

The Freedom of Information Act 2000 (FOIA) provides public access to information held by public authorities.

The Environmental Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations.

FOIA and EIR promote openness and transparency.

Information is provided in two ways:

1. It is mandatory to publish certain information (publication scheme); and
2. Any person is entitled to request information which subject to the application of any exemptions must be provided free of charge.

The Act does not give people access to their own personal data. Subject Access Requests are dealt with in accordance with the Data Protection Policy.

## **Aim**

This Policy will ensure:

- The school complies with its duties under the FOIA and EIR and handles requests under the correct regime.
- The school has a system in place which will result in proactive publication of what information is available.
- Any person knows they can make a request and who to contact.
- All appropriate staff will be able to recognise and respond appropriately to a valid request for information.
- That there is awareness amongst staff, contractors or others having contact with the School that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information

## **Scope**

This Policy applies to:

- All recorded information held by the school or by a third party on the school's behalf.
- Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

## **Roles and Responsibilities**

The Governing Body of the school has overall responsibility for ensuring compliance with the Freedom of Information Act. The Headteacher has day to day responsibility for FOI /EIR compliance and the Heads PA or Business Manager is the point of contact for enquiries.



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All staff will be trained on recognising a request for information.  
A designated member of staff is responsible for handling request for information. Requests should be made to the Head's PA or Business Manager.

### **Publication Scheme**

The school has adopted the Model Publication Scheme for schools as approved by the Information Commissioner. See Appendix I for details of the contents of the school's publication scheme.

### **Requests handling**

The school will ensure that:

- Advice and assistance is provided to the requestor if required.
- Responses will be provided promptly and within the statutory time limit of 20 school days. A 'School' day will be any day on which there is a session and the pupils are in attendance. In the alternative the school will respond within 60 working days if that is shorter.
- Information will only be withheld in accordance with the exemptions specified by legislation. The reasons for applying the exemption will be provided to the requester.
- Care will be taken to ensure that personal data is not unlawfully disclosed in response to a request for information made under FOIA or EIR.
- Information provided to the school from third parties may be the subject of a request for information. In considering whether exemptions apply, the school will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with the school.

Any requests for internal reviews will be dealt with in accordance with the schools Complaints Policy and will be responded to within twenty school days as recommended by the Information Commissioner.

If the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Appeals should be made in writing to the Information Commissioner and addressed to:

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



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## Appendix I

### Oathall Community College's Publication Scheme

A Publication Scheme is in essence a directory to the information that **Oathall Community College** publishes or intends to publish. It is not in itself a comprehensive collection of the information that the college publishes – more a guide to where information can be found and accessed.

The publication scheme that follows is based on the Information Commissioner's Model Publication Scheme and West Sussex County Council's publication scheme and commits **Oathall Community College** to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below.

The scheme commits **Oathall Community College**:

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

### Classes of Information

There are seven broad classes of information as follows:

#### **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 authority.

#### **The Services We Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.



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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.**

We 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 Oathall Community College, information will be provided on its website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, Oathall Community College will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this is the case, 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 an authority is legally required to translate any information, it will do so. 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 college for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on the 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 Oathall 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.

### **Classes of Information – Further Details**

The detailed list that follows is by no means an exhaustive list of all the information that Oathall Community College makes readily available. It does however indicate the minimum information that the public should expect to be readily available. This information is generally available on the college website or can be obtained as a hard copy document on request.



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### **Who we are and what we do**

This class includes organisational information, structures, locations and contacts.

- Who's who in the school
- Contact details for the school and Headteacher
- Staffing structure
- Who's who on the governing body and the basis of their appointment
- Instrument of government
- School session times and term dates
- School prospectus

### **What we spend and how we spend it**

This class includes current and previous year financial information about income and expenditure, procurement, and financial audit.

- Financial statements and annual budget plan
- Capitalised funding
- Additional funding
- Financial audit reports
- Pay policy
- Staffing and grading structure
- Procurement and projects
- Governors' allowances

### **What our priorities are and how we are doing**

This class includes strategies and plans, performance indicators, audits, inspections and reviews.

- The latest Ofsted report
- Government supplied performance data
- Performance management policy and procedures adopted by the governing body.
- Schools future plans

### **How we make decisions**

This class includes information on decision-making processes and records of decisions. (Current and previous three years as a minimum)

- Admissions policy/decisions (not individual admission decisions)
- Agendas of meetings of the governing body and its sub-committees
- Timetable of governors' meetings
- Minutes of meetings (this will exclude information that is properly regarded as private to the meetings)

### **Our policies and procedures**

This class includes current written protocols, policies and procedures for delivering our services and responsibilities.

School policies including:

- Charging and remissions policy
- Health and Safety
- Complaints procedure
- Staff conduct policy
- Discipline and grievance policies



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- Staffing structure implementation plan
- Equality and diversity (including equal opportunities) policies

Pupil and curriculum policies, including:

- Home-school agreement
- Curriculum
- Sex education
- Inclusion and Special educational needs
- Accessibility
- Race equality
- Careers education
- Pupil discipline

Records management and personal data policies, including:

- Data protection (including information sharing policies)
- Record management procedures

**Lists and registers**

- Curriculum circulars and statutory instruments
- Asset registers
- Disclosure logs
- Register of governors' financial and other interests
- Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)

**The services we offer**

This class includes current information about the services the college provides, including leaflets, guidance and newsletters.

- Extra-curricular activities
- Out-of-school clubs
- School publications
- Leaflets, books and newsletters
- Services for which the school is entitled to recover a fee, together with those fees.