



Publication Scheme and Freedom of Information Policy

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Version Control

V1	May 2023	A Hibbitt and Legal	Addition of Annex A- Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) Internal Review Procedure which was previously a separate policy.
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Freedom of Information and Our Publication Scheme

1. Introduction: what is a publication scheme

One of the aims of the Freedom of Information Act 2000 (“the FOIA”) is that public authorities, including academies, should be clear and proactive about the information they will make public.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. 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’. The classes of information that we undertake to make available are:

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.

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.

3. How information published under this scheme will be made available

Exceed Learning Partnership 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 Trust and its Academies, information will be provided on our website(s). 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, we 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 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 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.

4. 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 school 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 and 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.

5. Written requests for other information

Information held by a public authority 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 FOIA.

6. How to request information

If you require a paper version of any of the documents within the scheme, or you require other information under the FOIA or the Environmental Information Regulations (EIR), please contact the school by telephone, email or letter. Contact details are set out below, or you can visit our website www.exceedlearningpartnership.co.uk or each academy website. To help us process your request quickly, please clearly mark any correspondence “Freedom of Information Request” or “Publication Scheme Request” as appropriate.

Email: admin@exceedlearningpartnership.com

Tel: 01709 805175

Address:

Exceed Learning Partnership Trust

Edlington Lane

Edlington

Doncaster DN12 1PL

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Chief Executive Officer, Exceed Learning Partnership, Edlington Lane, Edlington, Doncaster, DN12 1PL.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made to the

Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

- **Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

Or

- **Enquiry/Information Line: 01625 545 700**
- **Email: publications@ic-foi.demon.co.uk**
- **Website: www.ico.gov.uk**

Policy Agreed: May 2023

Signed: CEO: *B.A. Nixon*

Signed: Chair of Directors: *J. B. Leonard*

Policy to be reviewed regularly.



ANNEX A

Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) Requests and Internal Review Procedure

1. Introduction

This procedure sets out the process by which Exceed Learning Partnership (**Exceed/ We**) will respond to requests and conduct internal reviews of requests received under the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 (**EIR**).

Under both the FOIA and EIR, individuals who are dissatisfied with either the handling of their request or the response provided by Exceed have the right to submit a request to have the original response reviewed internally.

Exceed takes its responsibilities under both the FOIA and EIR extremely seriously, and whilst it endeavors to ensure all requests are dealt with in a manner which is compliant with the FOIA and EIR it recognises that some individuals may wish to have their responses reviewed. Therefore, in accordance with the Information Commissioners Office (**ICO**) recommendation, this procedure sets out how Exceed will handle requests for information and requests for an internal review in a way which is fair, transparent and ensures that all requests are dealt with in a timely manner.

2. How can you request information?

If the information is not available on our Publication Scheme, please submit a request for information in writing via email details below:

Email: dpo@exceedlearningpartnership.com

Tel: 01709 805175

Address:

Exceed Learning Partnership Trust

Edlington Lane

Edlington

Doncaster DN12 1PL

Please describe the information you require and include a return address or email for our reply. We will respond within 20 school days (or 60 working days if this is shorter, eg if the request spans a school holiday period).

If the information is available under our Publication Scheme we will refer you to the Scheme. In other cases, we will let you know if we hold the information and we will provide it to you unless there is a reason why we cannot provide it. This might be because it is personal or confidential information, or one of the other exemptions from publication under the FOIA applies.

3. What can you request an internal review about?

There are a number of reasons why you may wish to request an internal review, however, we list some common examples below.

You are unhappy with how Exceed handled your request which might include:

- If you did not receive a response within 20 school days.
- You feel Exceed did not provide you with adequate advice and assistance.
- You requested information to be provided in a particular format and this was not complied with.

You are unhappy about the decision and response provided by Exceed:

- You feel that Exceed did not provide you with an adequate explanation as to why your request was refused.
- Exceed have refused to provide some or all of the information you requested and you disagree with this assessment.

4. How can you request an internal review?

An internal review can be requested by either contacting the member of staff who responded to your original request or by contacting the office at the address in paragraph 2 above.

5. Who will undertake the internal review?

The review will be undertaken by the Data Protection Officer or a member of staff at Exceed who was not actively involved in responding to the original request.

6. What will the new reviewer consider?

The review will evaluate the request and consider the following:

- Whether the decision-making process applied by the member of staff responding to your original request was correct.
- Any concerns raised by you in your request for an internal review.
- Whether the provisions contained in the FOIA/ EIR have been adhered to.

- Whether the exemptions for withholding the information been correctly applied.
- Where applicable, if there is a legitimate reason for withholding the information under the public interest test.

You should be aware that an internal reviewer will only consider the request in accordance with the circumstances in place at the time the review was originally undertaken. However, Exceed will also consider if the circumstances have changed so that we should now release the information.

7. What are the timescales for requesting an internal review?

An individual wishing to request an internal review must do so within 40 working days from the date of issuing the initial response.

8. How long does Exceed have to undertake the internal review process?

Exceed will ensure that all responses are dealt with in a timely manner. Once your request for an internal review has been received we will endeavour to complete the internal review process within 20 working days.

Please be aware however that in some instances we may require longer than 20 working days to undertake the internal review. The situations where this might occur are as follows:

- Where we deem your request to be particularly complex.
- Where the internal review requires a large amount of information to be reviewed.
- Where Exceed needs to consult with a third party such as such as the ICO or its legal advisor.

Where your request for an internal review cannot be actioned within 20 working days, Exceed will write to you and inform you why additional time is required as well as providing you with a reasonable target date for completing the review.

In all circumstances, Exceed will aim to ensure that responses to internal reviews do not exceed 40 working days from receipt of the review request.

9. What information will Exceed provide in our response to an internal review?

When responding to your request for an internal review, Exceed will confirm the following:

- Whether the reviewer agrees with Exceed’s original response.
- Whether the reviewer believes that a different exemption applies to the request as well as details of why they believe this exemption is engaged.

Exceed will also inform you about your right to appeal to the ICO should you be dissatisfied with the outcome of the internal review as well as their details.

10. Next steps following the internal review process

If an individual is unhappy with the outcome of Exceed’s internal review, then it has the right to complain to the ICO. Details for the ICO are:

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

The ICO will then assign a case officer who will investigate the complaint and then communicate with Exceed regarding its contents. The ICO will consider whether Exceed has complied with the FOIA and/or EIA. Once it has considered the case, the ICO will then issue a decision notice which will confirm its decision and whether any further action is required.

Once the ICO’s decision notice has been served, the individual or Exceed can then appeal to the First-tier Tribunal (Information Rights) which is part of the General Regulatory Chamber of the First-tier Tribunal. The Tribunal may uphold the notice, replace it with another or dismiss the notice.

11. Internal review process

We have set out below Exceed’s approach to a request for an internal review which will be dealt with in 8 stages.

Stage	Actions to be undertaken	Staff member Responsible
1	A request for an internal review is received by a member of Exceed staff.	N/A
2	The request is then passed to the Data Protection Officer who will log the review and calculate a time limit for responding.	Data Protection Officer



3	Once received the request will then be logged and allocated to the Internal Reviewer.	Internal Reviewer
4	The Internal Reviewer will then contact the individual requesting the review and provide them with the following information: <ul style="list-style-type: none">• A copy of this procedure.• Confirmation that:<ul style="list-style-type: none">○ their request has been received and that the internal review will be undertaken within 20 working days; or○ their request has been received but unfortunately a response cannot be provided within 20 working days. The Internal Reviewer will also provide an explanation as to why this might be the case as well as target date for response.	Internal Reviewer
5	A review will be undertaken by the Internal Reviewer with regard to section 4.4 above.	Internal Reviewer
6	Once the internal review has been completed the Internal Reviewer will then issue their response in accordance with section 4.5 above.	Internal Reviewer
7	The Internal Reviewer will then update the Data Protection Officer to confirm that the review has been undertaken.	Internal Reviewer
8	The Data Protection Officer will then log that the internal review has been actioned.	Data Protection Officer

12. Who should questions regarding this policy be directed to?

Please direct any questions to:

Lorraine Burton

Data Protection Officer
Exceed Learning Partnership
Edlington Lane
Edlington
Doncaster
DN12 1PL

DPO@exceedlearningpartnership.com



Annex B - Freedom of Information Publication Scheme

In line with the Freedom of Information Act the Trust will provide its Approved Publication Scheme on our website.

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in Exceed Learning Partnership	Trust website	
MAT board - names, role, register of interest, attendance, date of appointment	Trust website	
School staff and structure – names of key personnel	Academy website	free
Who's who on the governing body / board of governors and the basis of their appointment	Academy/Trust website	free
Instrument of Government / Articles of Association	Trust website	free
Contact details for the Principal and governing body, via the school (named contacts where possible).	Academy/Trust Website	free
School prospectus (if any)	Hard copy/website	free
Staffing structure	Academy Website/hard copy	free
School session times and term dates	Academy Website/hard copy	free
Address of school and contact details, including email address.	Academy Website/hard copy	free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	20p per sheet



Capital funding	Hard copy	20p per sheet
Financial audit reports	Hard copy	20p per sheet
Procurement and Projects	Hard copy	20p per sheet
Pay policy	Hard copy/website	20p per sheet
Staffing and grading structure	Hard copy	20p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
Academy profile (if any)		
<ul style="list-style-type: none"> Government supplied performance data 	Academy Website	free
<ul style="list-style-type: none"> Government Supplied Data The latest Ofsted Report 	Academy Website	free
Performance management policy and procedures adopted by the governing body.	Hard copy	free
Safeguarding and child protection	Trust/Academies Website	free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions) – where applicable	Academies Website	free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy	20p per sheet



Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
<ul style="list-style-type: none"> • Charging and Remission Policy • Health and Safety • Staff Code of Conduct • MAT board Code of Conduct • Discipline and Grievance Policy • Equality and Diversity • Pupil and curriculum policies, e.g. SEND, accessibility 	Trust Website Trust Website Trust Website Trust Website Trust Website Trust Website Academy Website	Free Free Free Free Free Free free
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) 	Trust/Academy Website	free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register) (some information may only be available by inspection)		
Curriculum circulars and statutory instruments	Academy Website/Newsletter	Free
Disclosure logs	Hard copy	20p sheet
Asset register	Hard copy	20p sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	20p sheet



Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only (some information may only be available by inspection)		
Extra-curricular activities	Academy Website/School Office	free
Out of school clubs	Academy Website/School Office	free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	free
School publications, leaflets, books and newsletters	Academy Website/Hard copy	free

* the actual cost incurred by the public authority <i>Type of charge</i>	<i>Description</i>	<i>Basis of charge</i>
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
Postage	Actual cost of Royal Mail standard second class	