

Freedom of Information Publication Scheme

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Approved by Diocese of Chichester Academy Trust on 26.01.17

Revision Record

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1	26 th January 2017	DJC		Based on DfE model

Freedom of Information Publication Scheme

The Board of Trustees is responsible for maintenance of this scheme.

1. Background

With effect from 1 January 2005 the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) came fully into force. The Diocese of Chichester Academy Trust ('DCAT') and schools within the Trust, are committed to openness and are clear and proactive about the information they make public, but also recognise the need to protect sensitive information in certain circumstances. Even where certain exemptions apply, information will still be released if it is in the public interest to do so.

2. Right to request Information

The Trust is duty bound to provide advice and assistance to anyone requesting information. Requests can be made under either

- (a) Data Protection Enquiry (OPE),
- (b) Environmental Information Regulations Enquiry (EIR), or
- (c) Freedom of Information Enquiry (FOI).

The scheme gives clear guidance to ensure that all employees at the Trust are able to comply with requests for information under FOI. To do this we must produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the manner in which the information will be published; and
- whether the information is available free of charge or with payment.

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 via the DCAT or individual schools' websites to download and/or print off, or available in paper form. Some information which we hold may not be made public, for example personal information.

The enquirer is entitled to be told whether the information is held (this is known as the duty to confirm or deny) and, if so, to have access to it. Access can include providing extracts of a document or a summary of the information sought, or access to the original document. However, the FOIA recognises the need to preserve confidentiality of sensitive information in some circumstances and sets out a number of exemptions.

There are only four reasons for not complying with a valid request for information under the FOIA:

- the information is not held
- the cost threshold is reached
- the request is considered vexatious or repeated
- one or more of the exemptions apply

3. Classes of Information

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 organised into broad topic areas:

- Who we are and what we do: general information about DCAT and its schools e.g. its staff, leadership and governance, information about the curriculum, school terms and events.
- 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 e.g. OFSTED reports, SIAMS reports and results of SATs.
- How we make decisions: decisions of the leadership of the Trust, schools, and Trustees, as well as our Admissions policies.
- Our policies and procedures: current written policies and procedures for delivering our services and responsibilities.
- Lists and registers: Information held in registers required by law and other lists and registers relating to the function of the Trust and its schools.
- Services we offer: e.g. out of school clubs, extra-curricular activities, newsletters. Trust Policy documents can be viewed via the following link: www.dcat.academy
- Policies held by schools within the Trust may be viewed via their individual websites.

4. How to Request Information

- 4.1 If you require a paper version of any of the documents within the scheme, please contact the Trust by letter or email to Freedom of Information Officer, DCAT, Church House, 211 New Church Road, Hove, BN3 4ED (contactDCAT@chichester.anglican.org)

To help us process your request quickly, please clearly mark any correspondence "FOI PUBLICATION SCHEME REQUEST" (in CAPITALS)

Any requests for Freedom of Information paperwork will be charged at cost for reprographics, paper and postage.

- 4.2 If the information you are looking for is not available via the scheme and is not on our website, you can still contact the Trust. Requests should be made in writing addressed to Freedom of Information Officer, DCAT, Church House, 211 New Church Road, Hove, BN3 4ED or by email to contactDCAT@chichester.anglican.org, and include the enquirer's name and correspondence address with a description of the information requested.
- 4.3 On receipt of a request the designated person will:
- decide whether the request is a request under OPE, EIR or FO decide whether the Trust holds the information or whether the request should be transferred to another body if the information is not held by the Trust
 - provide the information if it has already been made public
 - 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
 - consider whether the request is vexatious or repeated.
- 4.4 Requests will be dealt with within twenty days (excluding school holidays).
- 4.5 The FOIA covers all information held and is retrospective.
- 4.6 The enquirer is entitled to be told whether the Trust or individual school holds the information (the duty to confirm or deny) except where certain exemptions apply.
- 4.7 The enquirer will be informed if the information is not held.
- 4.8 All information held by the Trust, or individual school within the Trust, must be recorded legibly.

- 4.9 The Trust schools maintain well managed records and management information to aid the Trust to meet requests.
- 4.10 The Trust and its schools will not willfully conceal, damage or destroy information in order to avoid answering an enquiry.
- 4.11 Expressions of dissatisfaction will be handled through the Trust's complaints procedure.
- 4.12 The schools within DCAT will maintain records in accordance with the Records Management Society of Great Britain – Local Government Group Retention Guidelines for Schools.
- 4.13 The Trust will charge applicants a fee in accordance with the FOI Fees Regulations and may include disbursements for photocopying, postage and packaging and costs directly incurred as a result of viewing information. 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 a local library or an Internet cafe.
- 4.14 Straightforward enquiries and single copies of information covered by this publication are provided free unless stated otherwise in section 4.13. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box. Where enquiries require further consideration or a written response, a charge will be made, the school will send the enquirer a fees notice, the school will not comply with the request until the fee has been paid.
- 4.15 The Trust will maintain a record of requests received, responded to and denied. The Board of Trustees will review the register annually.
- 4.16 If the request is made for a document that contains exempt personal information, the Trust will ensure that the personal information is removed by applying the redaction procedure.

5. Subject access request

Details relating to an information subject access request (SAR) made under Section 7 of the Data Protection Act 1998 (DPA) are available in the Trust's Data Protection Policy.

6. Record Retention

The Trust and its schools have a School Record Retention Document based on the guidelines issued by the Records Society of Great Britain.

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 the Chief Executive Officer whose contact address is DCAT, Church House, 211 New Church Road, Hove, BN3 4ED

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, then this should be addressed 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.informationcommussioner.gov.uk

8. Conclusion

This Policy should be read in conjunction with the DfE Freedom of Information Act 2000. Adherence to these guidelines will ensure that the Trust complies with the Freedom of Information Act 2000.

**FREEDOM OF INFORMATION POLICY Guide to information available
from the DCAT and its schools, under the publication scheme.**

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy and DCAT website www.dcat.academy
Academy Funding Agreement- a link to the document on the Department for Education's website	DCAT website www.dcat.academy
Academy Order (if applicable)	DCAT website www.dcat.academy
School staff and structure – names of key personnel	Individual schools' websites
Board of Trustees – names of trustees	DCAT website www.dcat.academy
Local Governing body - names of the governors	Individual schools' websites
School session times, term dates and holidays	Individual schools' websites
Location and contact information- address, telephone number and website	Individual schools' websites
Contact details for the Headteacher and the local Governing Body	Individual schools' websites
School Session times and term dates	Individual schools' websites

Information to be published	How the Information can be obtained
<p>What we spend and how we spend it</p> <p>Company accounts that have been filed with the Charity Commission and Companies House</p>	<p>DCAT website www.dcat.academy and Companies House</p>
<p>Annual budget plan and financial statements</p>	<p>Available on request from the Chief Financial Officer</p>
<p>Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects</p>	<p>Available on request from the Chief Financial Officer</p>
<p>Additional funding – Income generation schemes and other sources of funding.</p>	<p>Available on request from the Chief Financial Officer</p>
<p>Procurement and contracts- details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p>	<p>Available on request from the Chief Financial Officer</p>
<p>Pay policy- a statement of the Trust's policy on procedures regarding teachers' and support staff</p>	<p>Available on request from the Chief Financial Officer</p>
<p>Trustees/Governors' allowances- Details of allowances and expenses that can be claimed or incurred.</p>	<p>DCAT website www.dcat.academy</p>
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	<p>DCAT website www.dcat.academy</p>
<p>School profile</p> <p>Government supplied performance data</p> <p>OFSTED report- summary and full report</p> <p>SIAMS report</p>	<p>DfE website school performance Tables (www.education.gov.uk/shoots/performance/)</p> <p>Individual schools' website</p>

Appraisal Policy	Available on request from the Chief Financial Officer
Trust's future plans	Available on request from the Company Secretary (access to this information may be restricted if classified as confidential)
Child protection- policies and procedures on safeguarding and promoting the welfare of children.	DCAT website www.dcat.academy
<p>How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum.</p>	Available on request from the Company Secretary (access to this information may be restricted if classified as confidential)
Admissions policy- arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	DCAT website www.dcat.academy
Board of Trustees meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Available on request from the Company Secretary
Local Governing body meeting agendas, papers and minutes- information that is properly considered to be private should be excluded.	Available on request from the Company Secretary

Information to be published	How the information can be obtained
<p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>DCAT website www.dcat.academy or individual schools' websites</p>
<p>Trust policies:</p> <p>Charging and remissions policy Health and Safety Policy Complaints Policy and procedure</p>	<p>DCAT website www.dcat.academy</p>
<p>Trust policies:</p> <p>Staff conduct policy Staff discipline and grievance policies Pay policy</p>	<p>Available on request from the Chief Financial Officer</p>
<p>Pupil and curriculum policies, including:</p> <p>Curriculum Sex education Special education needs Accessibility Race Equality Collective worship Behaviour</p>	<p>Individual schools' websites</p>
<p>Records management: Records retention Data Protection Policy</p>	<p>Available on request from the Chief Financial Officer</p>

Information to be published	How the information can be obtained
Lists and Registers Currently maintained lists and registers only	Hard copy- some information may only be available for inspection)
Curriculum circulars and statutory instruments	Available on request from the Trust schools
Disclosure logs	Available on request from the Trust schools
Asset register	Individual school's Business Manager/Bursar
Any information the school is currently legally required to hold in publicly available registers.	Available on request from the Trust schools
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	DCAT website www.dcat.academy (some information may only be available for inspection)
Extra-curricular activities	Individual schools' websites
Out of school clubs	Individual schools' websites
School publications	Individual schools' websites
Services for which the school is entitled to recover a fee, together with those fees.	Individual schools' websites
Leaflets, booklets and newsletters	Individual schools' websites