

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME



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| Summary | Freedom of Information Policy and Publication Scheme |
| Responsible Person/Author: | Data Protection Officer |
| Applies to: (please circle/delete as appropriate) | Staff <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> |
| Ratifying Committee(s) | Trust Board |
| Available On: | Website, SharePoint, On Demand |
| Date of Approval | 29 August 2024 |
| Effective from: | 30 August 2024 |
| Date of Next Formal Review: | July 2025 |
| Review Period | 1 Year |
| Status: | Statutory |
| Owner | The Rodillian Multi Academy Trust |
| Version: | 2 |

Document Control

| Date | Version | Action | Amendments |
|----------|---------|----------------|--|
| 10.04.21 | 1 | Policy created | Policy replaced Freedom of Information Publication Scheme. |
| 28.07.24 | 2 | Policy amended | Policy amended following adoption of precedent |

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Introduction

1. This policy covers requests for information under the Freedom of Information Act 2000 ("FOIA"). It also covers enquiries relating to matters under the Environmental Information Regulations 2004 ("EIR"), namely enquiries about air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these.
2. This policy does not cover enquiries or subject access requests under the Data Protection Act 2018 or the UK General Data Protection Regulation i.e. where the enquirer asks to see what personal information RMAT holds about them. These enquiries will be dealt with under the Data Protection and Information Governance Policy which can be found on RMAT's and Academy websites.

Responsibilities of RMAT

3. RMAT understands its responsibilities in relation to FOIA and is committed to applying them. This policy is designed to set the ways that persons can access their rights to information.

Rights of Access

4. Any person can make a freedom of information request for information that RMAT holds. The request must be in writing (which can include email) and state the requestor's name and correspondence address (including email address). It should clearly describe the information being requested with enough detail to enable us to identify and locate the information. Where a request is for environmental information which can be released under the EIR, this request can be made verbally. We would request however that any request is made in writing as set out in paragraph 5 below.
5. Please help us to provide your information as quickly as possible by sending the request to amarham@rmat.uk or DPO@rmat.uk or by post to:

DPO, RMAT
The Featherstone Academy
Pontefract Road, Featherstone
Pontefract
West Yorkshire, WF7 5AJ
6. If the freedom of information request is sent to RMAT seeking information from RMAT, a response will be provided as soon as possible but in any event within 20 working days (which excludes public holidays) following the date of receipt. However, where the request has been sent to a School within RMAT seeking information from the School, the School will seek to respond within 20 school days (or 60 working days, if shorter) for information provided under FOIA. Where information is to be provided under the EIR this will be provided within 20 working days. A School day is a day when there is a session at which students are in attendance at school.
7. Where the original request is not clear and we are required to seek further clarity from you, the time for responding to your request will cease until we receive a further response from you. In the event that we do not receive a further response, or the clarification requested within 2

months of our request for clarification we will assume you no longer wish to pursue your enquiry and close the matter down.

Exemptions

8. Requested information may not be provided if one of the following applies:
 - RMAT does not hold the information;
 - There is a relevant exemption available;
 - The request is above the cost limit (being £450 or 18 hours of a staff member's time).
 - Where additional clarity or a fee has been requested but has not been provided in the time specified; or
 - The request is considered vexatious or repeated
9. The exemptions that may be relevant depend on the request that has been made, but common exemptions include data protection, prejudice to the effective conduct of public affairs and information intended for future publication. There are other exemptions that may also be relevant, details of which can be found on the ICO website at [Freedom of information and Environmental Information Regulations | ICO](#)
10. We will inform you if one or more of these apply in any decision notice. Where the cost limit applies, we will explain how to refine the request to bring it within the cost limit and why the costs limit has been exceeded.
11. Details of our charging policy are set out in Table 1.

Table 1: Charging Policy

| Type of Charge | Charge | Basis of Charge |
|---------------------------|---|---|
| Disbursement Costs | Black and White Photocopying/Printing | 10p per sheet |
| | Colour Photocopying/Printing | 15p per sheet |
| | Other items | Actual cost |
| | Postage | Actual cost of Royal Mail 2 nd Class postage |
| Prescribed Costs | Finding, sorting and editing of materials | Charged in full for requests in excess of £450 at a standard rate of £25 per hour |

Internal Review

12. Where a requester is not happy with the response to a freedom of information request that has been made, they will be entitled to ask for an internal review of the decision. The internal review must be requested within two months of the decision notice being sent. The internal review will

usually be dealt with by someone more senior than the member of staff that provided the initial response. A requester will in most cases receive the outcome of the internal review within 20 working / school days dependent on whether the review is of a RMAT or a school response.

13. Where a requester wishes to have an internal review of an EIR request, this should be requested in writing within 40 working days of any breach of a requirement under the EIR. Once an internal review request is received, we aim to conclude the review and communicate the outcome of this within 20 working days.
14. If a requester is still not happy with the response following an internal review, they can complain to the Information Commissioner using the following link: [FOI and EIR complaints | ICO](#)

FOI Publication Scheme

15. Below lists information which RMAT has made a commitment to make available. RMAT has adopted the Information Commissioners' Office model publication scheme.

Table 2: Class 1 - Who we are and what we do

| Information to be Published | How the Information can be obtained |
|---|-------------------------------------|
| Who's who in RMAT and its Academies. | RMAT Website / Academy Websites |
| Who's who on the RMAT Board and the basis of their appointment | RMAT Website |
| Articles of Association | RMAT Website |
| Contact details for the Chief Executive and Chair of the RMAT Board | RMAT Website |
| Contact details for the Academy Principal and Local Review Board | Academy Website |
| Academy Prospectus (If Any) | Academy Website |
| Staffing Structure | Hard Copy |
| Academy session times and term dates | Academy Website |
| Location and contact information | Academy Website |

Table 1: Class 2 - What we spend and how we spend it (current and previous financial year)

| Information to be Published | How the Information can be obtained |
|--------------------------------------|-------------------------------------|
| Annual Budget plan | Hardcopy |
| Financial statements | RMAT Website |
| Capital Funding | Hardcopy |
| Additional Funding | Hardcopy |
| Pupil Premium funding | Academy Website |
| Year 7 Literacy and Numeracy funding | Academy Website |
| Procurement and Contracts | Hardcopy |
| Pay Policy | Hardcopy |
| Staffing and Grading structure | Hardcopy |

Table 2: Class 3 - What our priorities are and how we are doing.

| Information to be Published | How the Information can be obtained |
|--|--|
| Government supplied performance data | Hardcopy |
| Latest Ofsted report: <ul style="list-style-type: none"> • Summary • Full Report | Academy Website |
| Performance Management Policy and Procedures | Hardcopy |
| Trust Strategic Plan | RMAT Website |
| Academy Improvement Plan | Academy Website |
| Safeguarding and Child Protections Policies | RMAT and Academy Websites |

Table 3: Class 4 - How we make decisions (current and previous 3 years where applicable)

| Information to be Published | How the Information can be obtained |
|--|--|
| Admissions Policy/Decisions (Not Individual admission decisions) | Academy Website |
| Agendas of meetings of the RMAT Board or its committees | Hardcopy |
| Minutes of meetings (as above). This will exclude information that is properly regarded as private to the meetings | Hardcopy |
| RMAT Board and its Committees Terms of Reference | Hard copy |

Table 4: Class 5 - Our policies and procedures

| Information to be Published | How the Information can be obtained |
|--|--|
| Policies including: <ul style="list-style-type: none"> • Accessibility Policy • Access Provider Policy • Anti-Bullying Policy • Charging and Remissions Policy • Complaints Policy • Data Protection and Information Governance Policy • Equalities Policy • Freedom of Information Policy and Publication Scheme • Home School Agreement • Positive Discipline Policy • Privacy Notice (Students and Family) • Privacy Notice (Staff) • Privacy Notice (Governance) • Privacy Notice (Recruitment) • Pupil Premium Policy • Safeguarding Policy • Special Educational Needs and Disabilities Policy • Whistleblowing Policy | Academy Website |

Table 5: Class 6 - Lists and Registers

| Information to be Published | How the information can be obtained |
|-----------------------------|-------------------------------------|
| Asset register | Hardcopy |

Table 6: Class 7 - The services we offer

| Information to be Published | How the information can be obtained |
|---------------------------------|-------------------------------------|
| Enrichment activities | Hardcopy |
| Academy publications | Hardcopy |
| Leaflets, Books and newsletters | Hardcopy |

Other Documents

16. This policy should be read in conjunction with the following RMAT Policies:

- Data Protection and Information Governance Policy and
- Records Management Policy

Monitoring

17. The DPO will monitor the implementation and effectiveness of the policy by monitoring reports made under the policy.

18. The DPO will monitor the relevant legislation, guidelines, and information forthcoming from the relevant statutory bodies for any recommendation or changes. Where a gap, potential inequality or shortfall in performance is identified within the policy, the DPO will advise the Board of Trustees of any changes that are needed, and a proposal will be submitted to the RMAT Board within an appropriate timescale. There will be a full review of the policy by the DPO prior to the stated review date where recommendations will be made for consideration by the RMAT Board.