



**Wingfield Academy**

# **Freedom of Information**

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# **Freedom of Information Policy and Publication Scheme**

## **Introduction**

Wingfield Academy is committed to the Freedom of Information Act 2000 (FOIA) and to the principles of accountability and the general rights of access to information, subject to legal exemptions. This policy outlines our response to the Freedom of Information Act and the framework for managing requests.

## **Background**

The Freedom of Information Act 2000 (FOIA) came into force on 1st January 2005 for all schools. From 1st January 2011 all Academies will also be included. Under the Act, any person has a legal right to ask for information held by the Wingfield Academy (WINGFIELD ACADEMY). They are entitled to be told whether WINGFIELD ACADEMY holds the information, and to receive a copy, subject to certain exemptions.

All information that Wingfield Academy routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

The Act is fully retrospective; any past records which Wingfield Academy holds are included. Wingfield Academy fully complies with the Retention Schedule produced by the Records Management Society of Great Britain, details are found in our Record Management and Retention Policy. It is an offence to wilfully conceal damage or destroy information in order to avoid responding to an enquiry.

Requests for information can be made to any member of staff. Staff need to be aware of the procedure to forward all requests to the Company Secretary immediately. Requests must be in writing (including email), and should include the enquirers name and address and state what information they require. They do not have to mention the FOIA or why they want the information. Wingfield Academy has a duty to respond to each request appropriately within 20 days or within 60 days if the request is made during the school holidays. Please refer to the Freedom of Information Procedure for information on the process upon receiving a request.

## **Obligations and Duties**

Wingfield Academy recognises its duty to:

- Provide advice and assistance to anyone requesting information.
- Tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with the Wingfield Academy Freedom of Information Procedures.

## **Wingfield Academy Publication Scheme**

The Wingfield Academy Publication Scheme contains all information available under the FOIA. The Publication Scheme sets out the following:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or on payment.

## Dealing with Requests

All requests will be responded to in accordance with the Wingfield Academy Freedom of Information Procedure.

## Exemptions

Certain information is subject to either absolute or qualified exemptions. Details can be found in the Wingfield Academy Freedom of Information Procedure. When we wish to apply a qualified exemption to a request we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. WINGFIELD ACADEMY will maintain a register of requests where we have refused to supply information and the reasons for the refusal. Information will be retained for 5 years.

## Public Interest Test

Unless it is in the public interest to withhold information, it has to be released. Wingfield Academy will apply the Public Interest Test before any qualified exemptions are applied.

Information on applying the Public Interest Test is available in the Wingfield Academy Freedom of Information Procedure.

## Charging

We reserve the right to refuse to supply information where the cost of doing so exceeds the current statutory maximum of £450.

Information published on the Wingfield Academy and Academies websites is free although you may incur costs from an internet service provider. If you do not have access to the internet, you can access our websites using a local library or internet cafe.

## Postage and Copying

Where the cost of postage, printing or photocopying is below £10, we will not make a charge. Where it is over £10, the first £10 will be free of charge; after that, we will charge the full estimated cost of postage and copying. Before we produce the information we will tell you how much it will cost. If you decide not to pay, then we will not release the information.

If you decide to refine the request so it reduces the cost of, say, copying we are happy to discuss that with you.

## Other Policies

**Please see also the Academy GDPR Data Protection Policy**

## Classes of Information Currently Published

<ul style="list-style-type: none"><li>Who Are We and What Do We Do - organisational information, structures, locations and contacts.</li></ul> <b>Description</b>	<ul style="list-style-type: none"><li><b>Availability</b></li><li><b>HC (Hard Copy)</b></li><li><b>W (Website)</b></li></ul>
<ul style="list-style-type: none"><li>Who's who in the Academy</li></ul>	<ul style="list-style-type: none"><li>HC and some academy websites</li></ul>

<ul style="list-style-type: none"> <li>• Governing body members and the basis of their appointment</li> </ul>	<ul style="list-style-type: none"> <li>• HC and some academy websites</li> </ul>
<ul style="list-style-type: none"> <li>• Instrument of Government</li> </ul>	<ul style="list-style-type: none"> <li>• HC and some academy websites</li> </ul>
<ul style="list-style-type: none"> <li>• Contact details of the Principal and governing body</li> </ul>	<ul style="list-style-type: none"> <li>• HC and W</li> </ul>
<ul style="list-style-type: none"> <li>• School Prospectus</li> </ul>	<ul style="list-style-type: none"> <li>• HC and most academy websites</li> </ul>
<ul style="list-style-type: none"> <li>• Senior staff structure</li> </ul>	<ul style="list-style-type: none"> <li>• HC and some academy websites</li> </ul>