



Name of policy	Freedom of Information Policy
Date written	March 2026
Date of review	September 2027
SLT lead	Headteacher

Freedom of Information Policy

This Freedom of Information (FOI) Policy has been updated in line with the latest guidance from the Information Commissioner's Office (ICO), including the current ICO Model Publication Scheme, the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR), and expectations for public authorities as of 2026.

1. Introduction

The Academy is committed to a culture of openness, transparency and accountability. This policy sets out how the Academy will respond to requests for information in compliance with FOIA, EIR and relevant ICO guidance.

2. ICO Model Publication Scheme

The Academy adopts the ICO's Model Publication Scheme without modification. Information is proactively published in accordance with the defined classes, including governance, financial information, decision-making, policies, registers and services.

The Academy will:

- Regularly review published information.
- Ensure online information is accurate, accessible and up to date.
- Publish datasets in reusable formats where appropriate.

3. Making an Information Request

Requests under FOIA must be in writing and include the requester's name and contact address (email accepted). Requests under EIR may be made verbally or in writing. All requests must describe the information sought clearly enough to allow identification.

Requests should be addressed to the Academy's FOI Lead.

4. Response Times

The Academy follows ICO expectations:

- FOIA: Response within 20 school days or 60 working days (whichever is sooner).
- EIR: Response within 20 working days, extendable to 40 working days where the request is complex or voluminous.

Where clarification is required, the statutory time limit pauses until the requester responds.

5. Exemptions and Exceptions

Information may be withheld where an exemption (FOIA) or exception (EIR) applies, including:

- Personal data
- Legal professional privilege
- Information intended for future publication
- Prejudice to effective conduct of public affairs
- Commercial interests

Where an exemption applies, the Academy will issue a refusal notice explaining the reasoning and any public interest considerations.

6. Fees and Charges

The Academy follows ICO charging guidance and may charge for:

- Disbursement costs (photocopying, printing, postage)
- Costs of viewing information where applicable

The Academy will not charge for information published under the Publication Scheme unless legally permitted.

7. Internal Review Process

Requesters dissatisfied with the outcome of a request may request an internal review within two months. Reviews are carried out by a senior member of staff not previously involved. Responses will normally be issued within 20 school days.

8. Complaints to the ICO

If dissatisfied after an internal review, requesters may complain to the Information Commissioner's Office.

9. Monitoring and Review

This policy will be reviewed annually or sooner if required following changes to ICO guidance or legislation.