



Freedom of Information

Requests for information

- The Freedom of Information Act came into force on 1st January 2005. Under this Act, all schools that receive a written or emailed request for information which they hold or publish, are required to respond within 20 working days.
- The school will provide information on where to access the information required e.g. the website link, or details of a charge if the publication/ information is charged, or send any free information. If the item is charged the school does not need to provide it until the payment is received.
- A refusal of any information requested must state the relevant exemption which has been applied or that the school does not hold the information, and must explain what public interest test has made if this applies.
- If the information is published by another organisation (for example, Ofsted reports, DfE leaflets) the school can direct the enquirer to the organisation which supplied the information or publication unless it is legal and possible to provide the information direct.
- It will not be legal to photocopy a publication in its entirety and supply this to an enquirer unless the school owns the copyright - this is particularly important where the original publication was a charged item.
 - The school will keep the original request and note against this who dealt with the request and when the information was provided.
 - Any complaint about the provision of information will be handled by the Head Teacher or another senior member of staff. All complaints should be in writing and documented.
 - All enquirers are advised that they may complain to the Head Teacher if they are unhappy with the way their request has been handled.
- Reviewing: This guide will be reviewed, and updated if necessary every two years. The Freedom of Information publication scheme should be reviewed regularly, with staff checking if they add a new

piece of recorded information to the school's portfolio that this is covered within the scheme.