



KING'S LEADERSHIP
ACADEMY LIVERPOOL

Freedom of Information Policy

To be reviewed September 2016

1. Introduction

The Freedom of Information Act (FOI) provides people with a right of access to certain information and individual academy information. Providing information is a statutory requirement and also helps us to engage with the school community and other relevant stakeholders. It is increasingly important in ensuring organisational transparency and accountability.

2. Policy Statement

King's Leadership Academy Liverpool (KLAL) will fully uphold the spirit of the FOI Act by applying the principles of the legislation and the related Codes of Practice (for records management and for answering requests), and by publishing as much information as possible electronically.

KLAL will proactively publish information under the mandatory publication scheme (using the relevant standard template), and provide a request procedure for information that is not already available.

KLAL will recognise and comply with any Data Protection requirements when responding to any FOI requests which include personal data.

3. Responsibility

The Business Manager holds overall responsibility for FOI within KLAL:-

- Coordinating and advising on the request process including retaining a full audit trail and records of all correspondence and advising on individual requests / potential exemptions.

The Principal has overall responsibility for ensuring compliance with this policy. The Principal may delegate this responsibility to the Business Manager or other appropriate member of the school management / non-teaching staff. This person is responsible for ensuring publication and amendment of the information set out in the local scheme and for processing requests.

The Principal will report annually to the Local Governing Body (LGB) on FOI Publication and requests.

4. Publishing Mandatory Information – FOI Publication Scheme

KLAL will ensure that it publishes the information detailed in the scheme and maintain the information as accurately and up-to-date as possible. Publication should be via the website whenever possible.

5. Response to Request

Generally responses must confirm or deny whether KLAL holds the information and then provide the information in the format specified if possible. A generic template for responses is at Annex B to this policy.

6. Interface with Data Protection

Where a FOI request includes personal data, then advice must be sought from the Principal and/or CEO before responding to the request.

7. Refusal to Provide the Information

In some limited circumstances, KLAL is permitted to refuse to supply the information requested because it is exempt from publication. The reasons for potential exemption are set out in Annex C to this policy.

8. Review, Complaints & Appeals

Where the Business Manager has advised that there are grounds to refuse to supply the information, the applicant must be advised of their right of appeal to the GST CEO, if still unsatisfied the applicant can appeal to the Information Commissioner. Applicants might also complain about the way their request was handled. The CEO will arrange for the review to be carried out impartially within 20 working days of the complaint being received.

9. Charges and Fees

Charges which can be made for the supply of information are set out in the model publication scheme at Annex A – these are standard charges set by the Government's Department for Constitutional Affairs. The fee should be calculated and paid before the information is supplied.

Freedom of Information - Guide to information available from Academy under the model publication scheme.

Information Available	How the information can be obtained	Cost
Class 1 – Who we are and what we do	(hard copy and / or website)	
Who's in the school		
Who's who on the governing body and the basis of their appointment		
Instrument of Government		
Contact details for the Principal and for the Governing Body (named contacts where possible with telephone number and email address (if used))		
School prospectus		
Annual Report		
Staffing structure		
School session times and term dates		

Information Available	How the information can be obtained	Cost
<p>Class 2 – What we spend and how we spend it</p> <p>(Current and previous financial year)</p>	(hard copy and / or website)	
Annual budget plan and financial statements		
Capitalised funding		
Additional funding		
Procurement and projects		
Pay policy		
Staffing and grading structure		
Governors' allowances		

Information Available	How the information can be obtained	Cost
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Current information)</p>	(hard copy and / or website)	
<p>Academy profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> ○ Summary ○ Full report 		
<p>Performance management policy and procedures adopted by the governing body.</p>		
<p>Academy’s future plans.</p>		
<p>Policies and Procedures</p>		

Information Available	How the information can be obtained	Cost
<p>Class 4 – How we make decisions</p> <p>(Current and previous three years)</p>	(hard copy and / or website)	
Admissions policy / decisions (not individual admission decisions)		
Agendas of meetings of the governing body and (if held) its sub-committees		
Minutes of meeting (as above) – NB this will exclude information that is properly regarded as private to the meetings.		

Information Available	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures</p> <p>(Current information)</p>	(hard copy and / or website)	
<p>Academy policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special Educational Needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline • Safeguarding & Child Protection 		

<p>Records management and personal data policies, including: □</p> <ul style="list-style-type: none"> Information security policies • Records retention destruction and archive policies • Data protection (including information and sharing policies) 		
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>		

Information Available	How the information can be obtained	Cost
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy and / or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>		
<p>Disclosure logs</p>		
<p>Asset register</p>		
<p>Any information the Academy is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>		

Information Available	How the information can be obtained	Cost
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy and / or website)	
Extra-curricular activities		
Out of school clubs		
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets, books and newsletters		

<p>Additional Information</p> <p>This will provide the Academy with the opportunity to publish information that is not itemised in the lists above</p>		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying / printing @ 10 p per sheet (black & white)	Actual cost *
	Photocopying / printing @ 10 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Annex B:

FOI Template Response Letter

KLAL
Dingle Vale
Dingle
Liverpool
L8 9SJ

Tel: 0151 727 1387

Our Ref: Your Ref: Telephone Enquires to Date:

Dear Mr/Ms/Mrs.....

Freedom of Information Act 2000 Request

With reference to your request dated (.....) you asked us for information about (.....).

We can confirm that we hold the following information:-

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-

(This is attached/summarised/available at.....)

If you have any queries about this information, or, if you would like any further assistance with this information, please contact me on telephone number (.....) or by e-mail to (.....).

If you are still dissatisfied with any aspect of our response to your request, please contact us or write to the GST Chief Executive. We will endeavour to assist you, and then advise you how to progress a formal review if you require.

Please note that in the interests of openness and transparency where possible we publish our responses within our Disclosure log on our website.

Yours sincerely

(Business Manager)

Potential Reasons for Non-Supply of Information

- Information accessible by other means – this should be pointed out and links given where possible.
- Information supplied by or relating to bodies dealing with security matters.
- Personal Information.
- Information provided in confidence where this can be proved.
- Other legal reasons prevent disclosure e.g. court order preventing it.
- Intended for future publication within a reasonable timescale.
- National Security / Defence.
- Investigations (on-going).
- Health & Safety – where disclosure could endanger physical / mental health of an individual or group.
- Legal professional privilege – legal advice.
- Commercial interests – of GST, KLAL, or a third party.