# Fairhaven CE VA Primary School

# Freedom of Information Policy

**Date reviewed by staff** **13th Oct 2025**

**Date Agreed by Governors:** **16th Oct 2025**

**Date for Review:** **Autumn 2027**

**Signed** *R Whiles* **(Chair of Governors)**

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# 1. POLICY OBJECTIVES

The School fully supports the objectives of the Act and will take all necessary steps to ensure that its duty under the Act is observed and that all information collected and used by it is managed in line with the Act. We will ensure:

- A general right of access to recorded information we hold, subject to certain conditions and exemptions;
- That we adopt and maintain a Publication Scheme, in accordance with the Information Commissioner's guidance, which relates to the publication of certain types of information;
- That we provide access to all information described in our Publication Scheme which we will endeavour to keep as up to date as possible;
- That we will respond to written requests for information that are not covered by our Publication Scheme. We will inform applicants whether or not we hold the requested information, and if held we will supply it unless there is a justifiable reason or any of the Act's exemptions apply;
- That we provide adequate and relevant advice and assistance to applicants to aid them in their application;
- In circumstances where information is covered by an exemption, we will give consideration as to whether the information should be released;
- In cases where information is exempted from disclosure, except where an absolute exemption applies, we will:
- Inform the applicant whether we hold the information requested, unless a neither confirm nor deny response is required, and;
- Communicate that information to him or her, unless the public interest in maintaining the exemption in question outweighs the public interest in disclosure.

# 2. ABOUT THIS POLICY

2.1. This policy sets out how the school will respond to a request under the Freedom of Information Act 2000.

2.2. This policy applies to the information held by the School or held by other parties on behalf of the School that is governed by the Freedom of Information Act 2000 (the Act). To promote a culture of openness and accountability, and to comply with the Act, we have a responsibility to ensure that this information is either routinely made available or provided on request, unless there is a legitimate reason for withholding it.

# 3. THE FREEDOM OF INFORMATION ACT

3.1 The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

3.2 The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

3.3 Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

3.4 For a request to be dealt with according to the Freedom of Information Act, the requester must:

- contact the relevant authority directly;
- make the request in writing, for example in a letter or an email. They can make a verbal or written request for environmental information;
- give their real name; and
- give an address to which the authority can reply. This can be a postal or email address.

A requester does not have to:

- mention the Freedom of Information Act or Environmental Information Regulations, although it may help to do so;
- know whether the information is covered by the Freedom of Information Act or the Environmental Information Regulations; or
- say why they want the information.

# 4. FREEDOM OF INFORMATION PRINCIPLES

4.1 The main principle behind freedom of information legislation is that people have a right to know about the activities of public authorities, unless there is a good reason for them not to.

This means that:

- everybody has a right to access official information. Disclosure of information should be the default – in other words, information should be kept private only when there is a good reason and it is permitted by the Act;
- an applicant (requester) does not need to give you a reason for wanting the information. On the contrary, you must justify refusing them information;
- you must treat all requests for information equally, except under some circumstances relating to vexatious requests and personal data
- The information someone can get under the Act should not be affected by who they are. You should treat all requesters equally, whether they are journalists, local residents, public authority employees, or foreign researchers; and
- because you should treat all requesters equally, you should only disclose information under the Act if you would disclose it to anyone else who asked. In other words, you should consider any information you release under the Act as if it were being released to the world at large.

# 5. BREACH OF POLICY AND STANDARDS

5.1 Disciplinary action may be taken in accordance with the School's disciplinary procedures against any employee who knowingly or recklessly:

- Alters, defaces, blocks, erases, destroys or conceals any record held by the School, with the intention of preventing the disclosure of all, or any part, of the information that has been requested as part of a Freedom of Information request;
- Contravenes any instruction contained in, or following from, this Policy and Standards.

5.2 We expect that similar disciplinary procedures will be applied by any of our contractors which deal with the School's information and data on the School's behalf.

# 6. COMPLAINTS PROCEDURE

6.1 Where a request for information is refused for any reason, we will notify the applicant and give the reasons. For exemptions we will state which exemption has been claimed, and unless apparent, why that exemption applies, specifying the public interest factors (for and against disclosure) if applicable. We will not simply repeat the wording of the exemption unless the

explanation would involve the disclosure of information which would itself be exempted information.

6.2 When communicating any decision made in relation to a request under the Act's general right of access, we will notify the applicant of their rights of complaint. A person dissatisfied with the way in which their request has been handled may ask for an internal review of the way in which their request was dealt with, and, if still dissatisfied, may apply directly to the Information Commissioner for a decision.

# 7. PUBLICATION OF INFORMATION

7.1. The organisation maintains and publishes a publication scheme on its website outlining classes of information that will be made routinely available, including policies and procedures.

7.2. Classes of information specified in the publication scheme will be made available quickly and easily on request.

7.3. The organisation will not publish any personal information, including photos, on its website without the permission of the affected individual.

7.4. When uploading information to the organisation website, staff will be considerate of any metadata or deletions which could be accessed in documents and images on the site.

# 8. CHANGES TO THIS POLICY

8.1 We may change this policy at any time. Where appropriate, we will notify data subjects of those changes.

### Appendix 1

Fairhaven Publication Scheme

Appendix 1

This policy should be read in conjunction with the following guidance document:

Definition document for governing bodies of maintained schools in England produced by the ICO (as revised in 2013)
https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf

Reference should be made to the following DPE/ School policies: Data Protection Policy and Retention of Records Policy.

**Classes of information published**

**Class 1:** **Who we are and what we do** - Organisational information, structures, locations and contacts

**Class 2:** **What we spend and how we spend it** – Financial information relating to projected and actual income and expenditure, procurement, contractual agreements and financial audit

**Class 3:** **The School's priorities and how they are being achieved** - Strategies and plans, performance indicators, audits, inspections and reviews

**Class 4:** **How we make decisions as a school -** Decision-making process and records of decisions

**Class 5:** **Our policies and procedures** – This list includes all statutory DfE Policies (to be published and for internal school use) under this class of information as well as our current written protocols, policies and procedures for delivering our services and responsibilities

**Class 6:** **Lists and registers** - Any information that the school is legally required to hold in publicly available registers

**Class 7:** **The services offered by the School** – Information about the services offered by the school, including leaflets, guidance and newsletters produced for public

**Statutory information or documents that have to be published by law as stated by the DfE**

| Information to be published | How the information can be obtained |
|---|---|
| **Class 1: Who we are and what we do**<br><br>**Organisational information, structures, locations and contacts (current information only)**<br><br>**Hard copies can be provided upon written request to the school and there may be a nominal charge** | Website<br><br>Hard copy |
| **Instrument of Government - Schools**<br><br>This is the document which records the name and category of the School and the name and constitution of the Governing Body<br><br>https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/121150 | Website or link to GIAS GOV.UK database |
| **Information to be provided on the website by the school**<br><br>● The school name, address, telephone number and type of school<br>● School opening hours<br>● School website address and email address for contact<br>● The names of the Headteacher and Chair of Governors | Website |

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| • Contact details for the Headteacher and Chair of Governors, named contact where possible<br>• The name of the SENDCo<br>• A copy of the latest Ofsted report or a link<br>• Who's who in the school and staffing structure<br>• Who's who on the Governing Body and the basis of their appointment<br>• School session times and term dates and staff Inset days<br>• Information about the School Admissions Policy<br>• A statement of the school's ethos and values<br>• Information on the school's policy on providing for students with Special Educational Needs and Disability (SEND)<br>• Information on the School's Equality Policy and Accessibility Plan<br>• Behaviour Policy<br>• Complaints Policy<br>• Charges and Remissions Policy<br>• Pupil Premium, details of funding received, plans for expenditure, evaluation of student outcomes<br>• PE Sports Premium Grant, details of funding, plans for expenditure, evaluation of student outcomes<br>• Number of students on roll and information on student's authorised and unauthorised absence<br>• National Curriculum assessment results or appropriate key stages, with national summary scores<br>  ○ *Schools are not required to publish 2021/22 KS2 results*<br>• Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable | templates on GOV.UK<br>pupil premium guide<br>PE and sport premium funding<br>templates on GOV.UK |

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| **Information provided - Governing Body**<br><br>● Details of the Governing Body membership, including names and addresses of the Chair of the Governing Body and the Clerk to the Governing Body (not private contact details)<br>● Details of how to contact the governors via the school<br>● Minutes of Governing Body minutes including sub-committees<br>● A record of gifts accepted by school employees and members of the Governing Body<br>● Details of what can be claimed by governors<br>● A record of expenses that have been claimed by governors<br>● A record of payments made to individual governors<br>● A report detailing Gender Pay Gap (for schools with 250 employees or more)<br>Any major proposals for the future of the school, e.g. consultation to convert to Academy status, change of status, additional Key Stage, change to Local Authority agreed Pupil Admission Number (PAN). Any such items would be included in Minutes | Website<br><br>Website<br>Hard Copy<br>Governors Minutes<br>Hard Copy<br>Hard Copy<br>Hard Copy<br>Hard Copy<br>Website<br><br>Governors Minutes<br><br>All Hard Copies - upon written request |
| **Only if the school produces a prospectus (this is not a statutory requirement)**<br><br>**Information about the School provided in the prospectus including details of the curriculum**<br><br>The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion: | Website<br>Hard Copy |

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| ● The name, address, telephone number of the school and the type of school<br>● Website address and email address for contact purposes<br>● The names of the Headteacher and the Chair of Governors<br>● The school Admissions Policy<br>● A statement of the school's ethos and values<br>● Details of any affiliations with a particular religious or religious denomination, the religious education provided the parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students<br>● Information about the school's policy on providing for students with SEND<br>● Number of students on roll and information on students authorised and unauthorised absences<br>● National Curriculum assessment results for appropriate key stages. National summary figures for assessment<br>● Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable. | |

## Class 2: What we spend and how we spend it

### Financial information relating to projected and actual income and expenditure, procurement, contractual agreements and financial audit

(Current and previous financial year as a minimum)

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| **Annual budget plan and financial statements from Local Authority School**<br><br>Information relating to the school's budget known as the Dedicated School Grant (DSG) is received by the School in February via the Local Authority. This may be via a secure portal or hard copy reports.<br><br>The original working budget (OWB) / annual budget plan will include details of projected income and expenditure and agreed by Governors prior to the start of the new financial year.<br><br>The OWB / annual budget plan will be revised termly to reflect the actual income and expenditure and presented to Governors.<br><br>Details of proposed procurement and contractual agreements are also presented to Governors prior to the new financial year and decisions will be minuted. | Children's Services ICT Solutions (norfolk.gov.uk)<br><br>Governors minutes - upon written request<br><br>Governors minutes - upon written request<br><br>Governors minutes - upon written request |
| **Capital funding – Local Authority Schools**<br><br>Local Authority schools receive a nominal amount of Devolved Formula Capital funding per year (based on headcount) and this is noted separately in their original funding allocation reports provided by the Local Authority | Childrens Services ICT Solutions (norfolk.gov.uk) |

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| Monitoring of DFC expenditure is carried out at Local Authority level. | Local arrangements with LA |
| **Financial Audit - Schools**<br>Audits are carried out on a 3- 5 yearly basis by the Local Authority's Audit Team.<br>An Audit Action Plan noting all requirements to be taken by the school with a detailed timeline and allocated responsibility is created and presented to Governors. This is included in Governors minutes.<br>Progress against the Audit Action Plan is noted by the Governing Body and the LA Audit Team will keep under review until the time of the next audit cycle. | Hard Copy - upon written request<br>Governors minutes - upon written request |
| **Pay Policy & Performance Management**<br>The school adopts the following policies regarding pay structures<br>Teaching: Standard Teachers Pay and Conditions<br>Support Staff: Local Authority model policy<br>Leadership group range: is aligned with the Individual School Range as published in the https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832634/School_teachers_pay_and_conditions_2019.pdfStandard Teachers Pay and Conditions document – page 12<br>Performance management policy and process adopted by the Governing Body | Hard Copy<br>Hard Copy<br>Available from an external website<br>All Hard Copies - upon written request |

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| **Pupil Premium – reporting and monitoring**<br>Details of the School's Pupil Premium allocation including detailed expenditure plans<br>Report detailing the outcome of the previous year's Pupil Premium expenditure and the impact on student's outcomes<br>Report detailing the schools use of the Recovery Premium | Website |
| **PE Sports Grant – reporting and monitoring**<br>Details of the School's PE Sports grant allocation including detailed expenditure plans<br>Reports detailing the impact and student outcomes | Website |

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| **Class 3: The School's priorities and how they are being achieved**<br>**Strategies and plans, performance indicators, audits, inspections and reviews**<br>(Current information as a minimum ) | |
| School profile including:<br>The most recent Ofsted report including; Summary Report and Full Report<br><br>Post Ofsted inspection action plan<br>Performance data at each key stage<br><br>National performance data | Website<br>www.ofsted.gov.uk<br><br>Hard Copy<br><br>https://compare-school-performance.service.gov.uk/school |
| **Class 4: How we make decisions as a school - Decision-making process and records of decisions**<br>(Current and previous three years as a minimum) | |
| Admissions policy – managed by Local Authority<br>Admissions appeals – managed by Governor's Committee heard by Local Authority Appeals panel<br><br>Exclusions policy – school policy based on Local Authority model<br>Exclusions appeals – managed by Governor's Committee heard by Local Authority Exclusions panel | Website<br>Governors minutes - upon written request<br><br>Website<br>Governors minutes - upon written request |

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| Governing Body agendas and minutes of meetings are stored on *Governor Hub (or local arrangements)*<br><br>Confidential items and minutes are not available under the scheme | Hard Copy - upon written request |

# Class 5: School Policies and Procedures

## Current written policies and procedures for delivering education and ensuring responsibilities are met

This is a list of **Statutory Policies and Procedures** all Schools, Free Schools and Academies in England and Wales should have in place (based on information published by DfE - updated 27.1.20) Statutory policies for schools and academy trusts

| Policy / Procedure | Maintained School | Publication on Website | Review Cycle | Approval Level |
|---|---|---|---|---|
| Accessibility Plan | Yes | Yes | Every 3 Years | Governing Body, Individual Governor, Headteacher |
| Admissions Policy | Yes | Yes | Annually | Governing Body, Local Authority |
| Behaviour Policy (may include Behaviour Principles Statement*) | Yes | Yes | Recommended Annually | Headteacher can delegate |
| Capability of Staff | Yes | No | Recommended Annually | Governing Body, Individual Governor |
| Charging and Remissions Policy | Yes | Yes | Recommended Annually | Governing Body, Individual Governor, Headteacher |
| Child Protection Policy and Procedures | Yes | Yes | Annually | Governing Body or Proprietor |

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| Children with health needs who cannot attend school | Yes | Yes | Recommended Annually | Governing Body |
| Complaints Policy | Yes | Yes | Recommended Annually | Governing Body, Individual Governor, Headteacher |
| Data Protection Policy | Yes | Yes | Recommended Annually | Governing Body, Individual Governor, Headteacher |
| Designated teacher for looked-after and previously looked-after children | Yes | No | Recommended Annually | Governing Body |
| Early Years Foundation Stage EYFS | Yes | No | Varies | Governing Body can delegate |
| Equality information and objectives (public sector equality duty) statement for publication | Every 4 Years | Yes | Recommended Annually | Governing Body, Individual Governor, Headteacher |
| Governors Allowances (Schemes for paying) | Yes | No | Recommended Annually | Governing Body, Individual Governor, Headteacher |
| Health and Safety Policy | Yes | No | Annually | Employer |
| Instrument of Government | Yes | Yes | Recommended Annually | Governing Body, Individual Governor, Headteacher |

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| Register of business interests of headteachers and governors | Live Document | No | Recommended Annually | Governing body can delegate approval subject to the local authority scheme |
| Register of students admission to school and attendance | Yes | No | Live Document | Governing Body, Individual Governor, Headteacher |
| Sex and relationships education | Yes | Yes | Recommended Annually | Governing Body, Individual Governor, Headteacher |
| Single Central Record of security and vetting checks | Yes | No | Live Document | Governing Body, Individual Governor, Headteacher, Office Manager |
| Special Educational Needs and Disability | Yes | Yes | Annually | Governing Body or Proprietor |
| Staff discipline, conduct and grievance (procedures for addressing) | Yes | No | Recommended Annually | For Local Authority Schools: Governing Body |
| Statement of procedures for dealing with allegations of abuse made against members of staff | Yes | No | Recommended Annually | Governing Body, Individual Governor, Headteacher |
| Supporting students with medical conditions | Yes | Yes | Recommended Annually | Governing Body |

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| Teachers Pay | Yes | No | Annually | Governing Body or Local Authority |

## Class 6: Lists and registers

**Any information that the school is legally required to hold in publicly available registers.**

**(Current information as a minimum )**

| | | |
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| Curriculum circulars and statutory instruments | Hard Copy - upon written request | |
| Disclosure logs – Register of Gifts and Hospitality | Arrange viewing via school office | |
| Listed Buildings | | |
| Planning Applications | | |
| Register of Pecuniary Interests – Governors | Governing Body minutes - upon written request | |
| Information Asset Register | Arrange viewing via school office | |
| Contracts Register | | |
| Asset Register | | |
| Asbestos Register | As above | |

| Class 7: The services offered by the school | | |
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| Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable | Website<br>Hard Copy | |

**How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter.

**Paying for information**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. However, if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or if the information is a priced item e.g. some printed publications or videos, we will let you know the cost before fulfilling your request.

**Records management policy**

The school retains its records under the Records Management Policy and Information Classification Guidelines.

[The DPE Model Records Management Policy and Information Classification Guidelines are available on the Knowledge Bank in the Records Management Best Practice Area]

# Monitoring and evaluation

In order to monitor and evaluate the policy, we welcome any comments or suggestions you may have about the scheme. If you want to make a comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the headteacher at the school.

If you are not satisfied with the assistance that you get, or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745. Fax: 01625 524510.
Website: www.ico.org.uk.