



Freedom of Information Policy and Publication Scheme

Batley Multi Academy Trust

Approved by: Board of Trustees

Ratified: February 2023

Last reviewed on: February 2023

Next review due: February 2026

Reviewed by: Data Protection Officer

1 Introduction

- 1.1 This policy covers requests for information under the Freedom of Information Act 2000 (“**FOIA**”). It also covers enquiries relating to matters under the Environmental Information Regulations 2004 (“**EIR**”), namely enquiries about air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these.
- 1.2 This policy does not cover enquiries or subject access requests under the Data Protection Act 2018 or the UK General Data Protection Regulation i.e. where the enquirer asks to see what personal information Batley Multi Academy Trust (the “**Trust**”) holds about them. These enquiries will be dealt with under the Data Protection Policy which can be found on the Trust’s and each school’s website.

2 Responsibilities of Batley Multi Academy Trust

The Trust understands its responsibilities in relation to FOIA and is committed to applying them. This policy is designed to set out the ways that persons can access their rights to information.

3 Publication Scheme

The Trust has adopted the Information Commissioners’ Office model publication scheme. Further details on what the Trust provides access to can be found in Appendix A below.

4 Right of Access

- 4.1 Any person can make a freedom of information request for information that the Trust holds. The request must be in writing (which can include email) and state the requestor’s name and correspondence address (including email address). It should clearly describe the information being requested with enough detail to enable us to identify and locate the information. Where a request is for environmental information which can be released under the EIR, this request can be made verbally. We would request however that any request is made in writing as set out in 4.2 below.
- 4.2 Please help us to provide your information as quickly as possible by sending the request to our Data Protection Officer, on dpo@batleymat.co.uk or by post to:
- Data Protection Officer
% Batley Girls’ High School
Windmill Lane
Batley
WF17 0LD
- 4.3 A response will be provided as soon as possible but in any event within 20 school days (or 60 working days, if shorter) for information provided under FOIA. Where information is to be provided under the EIR this will be provided within 20 working days.

4.4 Where the original request is not clear and we are required to seek further clarity from you, the time for responding to your request will cease until we receive a further response from you. In the event that we do not receive a further response or the clarification requested within 2 months of our request for clarification we will assume you no longer wish to pursue your enquiry and close the matter down.

4.5 Acknowledgement of receipt of the request should be issued as soon as possible. Whilst there is no statutory requirement to acknowledge receipt of a request, it is good practice to do so. Courteous management of requests is important so as to deal with the request in a conciliatory manner.

An appropriate response would be:

Dear [...]

Thank you for your [email/letter] dated [day][month][year].

Your request will be reviewed under the Freedom of Information Act 2000 and you should expect a response from us within twenty (20) working days from [the date of receipt]. Should we be unable to respond within this timeframe as we require further clarification regarding your request we will be in touch.

Please note, depending on the request a fee may be payable and if that is the case, we will let you know.

Yours sincerely,"

5 Exemptions

5.1 Requested information may not be provided if one of the following applies:

- The Trust does not hold the information;
- There is a relevant exemption available;
- The request is above the cost limit (being £450 or 18 hours of a staff member's time).
- Where additional clarity or a fee has been requested but has not been provided in the time specified; or
- The request is considered vexatious or repeated

5.2 The exemptions that may be relevant depend on the request that has been made, but common exemptions include data protection, prejudice to the effective conduct of public affairs and information intended for future publication. There are other exemptions that may also be relevant.

5.3 We will inform you if one or more of these apply in any decision notice. Where the cost limit applies, we will explain how to refine the request to bring it within the cost limit and why the costs limit has been exceeded.

6 Internal Review

6.1 Where a requester is not happy with the response to a freedom of information request that has been made, they will be entitled to ask for an internal review of the decision. The internal review must be requested within two months of the decision notice being sent. The

internal review will usually be dealt with by someone more senior than the member of staff that provided the initial response. A requester will in most cases receive the outcome of the internal review within 20 school days.

- 6.2 Where a requester wishes to have an internal review of an EIR request, this should be requested in writing within 40 working days of any breach of a requirement under the EIR. Once an internal review request is received, we aim to conclude the review and communicate the outcome of this within 20 working days.
- 6.3 If a requester is still not happy with the response following an internal review, they can complain to the Information Commissioner.

Appendix A

Our publication scheme has the following aims:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the Trust and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can easily be identified and accessed by members of the public.
- To review and update regularly the information the Trust makes available under this scheme.
- To produce a schedule of fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied that it is not appropriate to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Trust is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in [section 11\(5\) of the Freedom of Information Act](#). The term ‘relevant copyright work’ is defined in [section 19\(8\) of that Act](#).

Our publication scheme is based on the Information Commissioner’s Office model scheme.

Charges

For photocopies or printed copies of documents, we will charge as follows:

| | |
|--------------------|---------------------------|
| A4 Black and White | 5p |
| A3 Black and White | 10p |
| A4 Colour | 10p |
| A3 Colour | 15p |
| Postage | As per Royal Mail charges |

| Class 1: Who we are and what we do <i>Organisational information, structure, constitutional and legal governance</i> | | |
|--|---|---------------|
| Information available | Where to find it | Charge |
| Meet the Team | The Trust website Each individual school's website | No charge |
| Board of Trustees | The Trust website | No charge |
| Local Governing Board information | Each individual school's website | No charge |
| Funding Agreement | The Trust website | No charge |
| Articles of Association | The Trust website | No charge |
| Schemes of Delegation | The Trust website Each individual school's website | No charge |
| School calendar, term dates, contact us details | Each individual school's website | No charge |

| Class 2: What we spend and how we spend it <i>Financial information</i> | | |
|---|---|---|
| Information available | Where to find it | Charge |
| Statutory Accounts | The Trust website Companies House website Hard copy | Website: no charge Hard copy: subject to charges above |
| Annual Report and Financial Statements | The Trust website Hard copy | Website: no charge Hard copy: subject to charges above |
| Gender pay gap information | The Trust website | Website: no charge |
| Employees whose benefits exceed £100k | The Trust website | Website: no charge |
| Charging and Remissions Policy | The Trust website Hard copy | Website: no charge Hard copy: subject to charges above |

| Class 3: What our priorities are and how we are doing <i>Data and Outcomes</i> | | |
|--|----------------------------------|---------------|
| Information available | Where to find it | Charge |
| Latest OFSTED report | Each individual school's website | No charge |

| | | |
|---------------------|---|-----------|
| Latest exam results | Each individual school's website | No charge |
| Performance table | Each individual school's website The DfE website | No charge |

| Class 4: How we make decisions <i>Board Documentation</i> | | |
|---|--|---|
| Information available | Where to find it | Charge |
| Trust Meeting Minutes - current year and three years previous <i>(this will exclude information deemed private and confidential as per part B of meetings)</i> | The Trust website Hard copy | Website: no charge Hard copy: subject to charges above |
| Local Governing Board Meeting Minutes - current year and three years previous <i>(this will exclude information deemed private and confidential as per part B of meetings)</i> | Each individual school's website (where published) Hard copy | Website: no charge Hard copy: subject to charges above |
| Documents that require consultation for e.g. Admissions Policy | The Trust website Each school's website LA website (where appropriate) | Website: no charge Hard copy: subject to charges above |

| Class 5: Our policies and procedures | | |
|---|--|---|
| Information available | Where to find it | Charge |
| Admissions Policy | Each individual school's website The Trust website Hard copy | Website: no charge Hard copy: subject to charges above |
| Complaints Procedure | Each individual school's website The Trust website Hard copy | Website: no charge Hard copy: subject to charges above |
| Data Protection Policy | Each individual school's website The Trust website Hard copy | Website: no charge Hard copy: subject to charges above |
| Health and Safety Policy | Each individual school's website The Trust website Hard copy | Website: no charge Hard copy: subject to charges above |
| Safeguarding and Child Protection Policy | Each individual school's website The Trust website Hard copy | Website: no charge Hard copy: subject to charges above |

| | | |
|------------------------------------|--|---|
| Whistleblowing Policy | Each individual school's website The Trust website Hard copy | Website: no charge Hard copy: subject to charges above |
| Curriculum Policy | Each individual school's website Hard copy | Website: no charge Hard copy: subject to charges above |
| Accessibility Policy | Each individual school's website Hard copy | Website: no charge Hard copy: subject to charges above |
| SEND Policy and Information Report | Each individual school's website Hard copy | Website: no charge Hard copy: subject to charges above |
| Public Sector Equality Duty | Each individual school's website Hard copy | Website: no charge Hard copy: subject to charges above |
| Provider Access Policy | Each individual school's website <i>(where relevant)</i> Hard copy | Website: no charge Hard copy: subject to charges above |

Class 6: Lists and Registers

| Information available | Where to find it | Charge |
|--|---|-----------|
| Register of Interests <i>Board of Trustees and Local Governing Boards</i> | The Trust website Each individual school's website | No charge |
| Membership of Members, Trustees and Governors | The Trust website Each individual school's website | No charge |

Class 7: The services we offer

| Information available | Where to find it | Charge |
|-------------------------|--|---|
| After school activities | Each individual school's website <i>(where relevant)</i> | No charge |
| Breakfast club | Each individual school's website <i>(where relevant)</i> | No charge |
| Prospectus | Each individual school's website <i>(where relevant)</i> Hard copy | Website: no charge Hard copy: subject to charges above |
| Termly newsletter | Each individual school's website | Website: no charge |

| | | |
|--|--------------------------------------|-------------------------------------|
| | <i>(where relevant)</i> Hard copy | Hard copy: subject to charges above |
| SEND information and support | Each individual school's website | Website: no charge |
| Safeguarding information and support | Each individual school's website | Website: no charge |
| Local initiatives for disadvantaged families | Each individual school's website | Website: no charge |