



**EBORA ACADEMY TRUST**

**Policy Number**

**13**

## Freedom of Information Policy and Publication Scheme

**Approved By:** ARAC Committee

**Approval Date:** 18th June 2026

**Review Period:** 3 Years

**Review Date:** June 2029

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## **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all Academies, should be clear and proactive about the information they will make public.

To do this we produce a policy and publication scheme, setting out:

- a) The classes of information which we publish, or intend to publish;
- b) The manner in which the information will be published; and
- c) Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available on our website to download and print off, or is available in paper form.

All schools within Ebor Academy Trust (the trust) have adopted [the model publication scheme](#) introduced by the Information Commission.

## **2. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published), or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into the following broad topic areas:

- a) Class 1 – Who we are and what we do.
- b) Class 2 – What we spend and how we spend it
- c) Class 3 – What our priorities are and how we are doing
- d) Class 4 – How we make decisions
- e) Class 5 – Our policies and procedures
- f) Class 6 – Lists and Registers
- g) Class 7 – The Services we offer

## **3. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the individual school by telephone, email or letter. Contact details are available on school websites or on the Ebor Academy Trust Website.

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the individual school to ask if we have it.

## **4. Time Limit for responding to requests for information**

The trust will seek to respond to a request for information promptly and in any event no later than 20 School days or 60 working days from the date of the request whichever occurs first. Where a fee is payable for responding to the request, the trust will disregard any day between a Fee Notice

being sent to the Requester and the correct fee being received by the trust and any days required to clarify what information is being requested.

In the event that the trust is unable to respond within the periods set out above, the trust will write to the Requester advising it will be unable to comply and provide a new time scale for responding to the request.

## **5. Paying for information**

We will not charge to put information into an alternative format where we are legally required to do so. For example putting the requested information into an alternative format, such as Braille, large print or on an audio tape, if this reformatting is required to meet the requirement to make reasonable adjustments for disabled persons in accordance with the Equalities Act 2010.

Information published on our website is free, although you may incur costs from your internet service provider. If you don't 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 in the publication scheme. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

The trust is not obliged to comply with a request for information if the cumulative time spent on locating, retrieving or, if necessary, extracting the information requested is estimated to exceed the Appropriate Limit (see below\*).

The trust may decide to provide information requested in excess of the Appropriate Limit without charging a fee where it considers it reasonable and within the public interest to do so.

Where it appears that responding to a request for information will result in the trust exceeding the Appropriate Limit and the trust does not waive the fee for complying with the request, the trust may provide the Requester with a Fee Notice informing the Requester as to how it has estimated that the Appropriate Limit will be exceeded, what information it could provide within the Appropriate Limit, and provide the Requester with the opportunity to narrow their request.

Where the trust has issued a Fee Notice and the Requester indicates they are not prepared to pay the fee as set out in the Fee Notice or does not pay the fee as set out in the Fee Notice within three months, the trust is not obliged to comply with the original request. However, we will consider any narrowed or amended request.

\*The appropriate cost limit set out in the Act for public authorities is £450 [and the nominal hourly rate at which such work can be calculated is £25 per hour]. Aggregate requests can also be considered in estimating the cost to the public authority in locating the relevant information and responding to the FOIA Request. After work reaches the limit of this amount, public authorities are entitled to refuse to deal with a FOIA request.

## **6. Exemptions**

The right to be provided with information requested may be limited by an exemption. Where an exemption applies, the trust may also be exempt from having to confirm or deny that the information exists as well as from disclosing the requested information.

Where a qualified exemption applies to information requested from the trust, the trust will consider whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The absolute exemptions most relevant to the trust are those that relate to:

- Information accessible by other means
- Personal Information
- Confidential Information
- legal Prohibitions on Disclosure

The qualified exemptions most relevant to the trust are those that relate to:

- Information intended for future publication
- Prejudice to the Effective Conduct of Public Affairs
- Health and Safety
- Legal Professional Privilege
- Commercial Interests

If multiple qualified exemptions apply, the trust will aggregate the public interest factors against disclosure across all those exemptions rather than considering them in isolation. Where the trust relies on an exemption in not complying with a request for information, the trust will write to the requester setting out the exemption relied on explaining the reason(s) the trust considers that the exemption applies to the information requested and, where appropriate, why it has decided that the public interest in withholding the information outweighs the public interest in disclosing it.

## 7. Requests for Personal Data

A request by an individual for their own personal data will be treated as a Subject Access Request. A request for the personal data of a third party will be refused where the provision of that information will contravene any of the principles of the GDPR. For further detail please refer to Ebor Academy Trust's Data Protection Policy.

## 8. Re-licensing

If the dataset is a copyright work, the school will provide it under the terms of a specified licence.

## 9. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Data Protection Officer at [governance@ebor.academy](mailto:governance@ebor.academy) or by post to: Ebor Academy Trust, The Leyes, Osbaldwick YO10 3PR

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 Commission. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commission, **Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**  
**Enquiry / Information Line: 01625 545 700**  
**E Mail: ico.org.uk**  
**Website: <https://ico.org.uk/>**

## 10. Information to be published

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(Hardcopy and/ or website)	Cost per sheet
This will be current information only		
Who's who in the academy	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Hard copy/website	5p
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	
Academy prospectus	Website	
Annual Report	Website	
Staffing structure	Hardcopy	5p
Academy session times and term dates	Website	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(Hardcopy and/ or website)	Cost per sheet
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	5p
Capitalised funding	Hard copy	5p
Additional funding	Hard copy	5p
Procurement and projects	Hard copy	5p
Pay policy	Hard copy	5p
Staffing and grading structure	Hard copy	5p
Governors' allowances	Website	5p

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hardcopy or website)	Cost per sheet
Current information as a minimum		
Academy profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website	
Performance management policy and procedures adopted by the governing body.	Hard copy	5p
Academy's future plans	Hard copy	5p

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(Hard copy or website)	Cost per sheet
Admissions policy/decisions (not individual admission decisions)	Website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	5p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	5p

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(Hard copy and/ or website)	Cost per sheet
Academy policies including: <ul style="list-style-type: none"> <li>● Health and Safety</li> <li>● General Complaints procedure</li> <li>● Staff Complaints policy Discipline and Grievance policies</li> <li>● Staffing structure implementation plan</li> <li>● Freedom of Information Act</li> <li>● Equality Policy</li> </ul>	Hard copy Website	5p
	Hard copy Website Hardcopy	5p
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>● Home-school agreement</li> <li>● Curriculum</li> <li>● Sex education</li> <li>● Special educational needs</li> <li>● Collective worship</li> <li>● Pupil discipline</li> </ul>	Hard copy Website Website Website Website Website	5p
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>● Information security policies</li> <li>● Records retention destruction and archive policies</li> <li>● Data protection (including information sharing policies)</li> </ul>	Hard copy	5p
Charging regimes and policies: <ul style="list-style-type: none"> <li>● Charging and Remissions policy</li> <li>● Debt Management policy</li> <li>● Lettings policy</li> </ul>	Website Hard copy Website	5p

<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Cost per sheet
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Curriculum circulars and statutory instruments	Hard copy	5p
Disclosure logs	Hard copy	5p
Asset register	Hard copy	5p
Any information the academy is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Hard copy	5p

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	Cost per sheet
Extra-curricular activities	Hard copy	5p
Out of school clubs	Hard copy	5p
School publications	Hard copy/Websites	5p
Services for which the academy is entitled to recover a fee, together with those fees	Hard copy	5p
Leaflets books and newsletters	Website/ Hardcopy	5p

**Schedule of Charges**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE (Includes copying, paper and admin time)</b>
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class