

Clifton-upon-Dunsmore C. of E. Primary School



Freedom of Information Policy 2025

Clifton-upon-Dunsmore C. of E. (Voluntary Controlled) Primary School

Freedom of Information Policy

Headteacher: Lisa Bernard

Date Approved by Governors: Sept 2025

Next Review Date: Sept 2028

1. Terms of Reference

1.1 The purpose of this policy is to ensure that the provisions of the **Freedom of Information Act 2000** and, where appropriate, the **Environmental Information Regulations 2004** are adhered to within Clifton Primary School.

1.2 We will ensure that: - A significant amount of routinely published information about the school is made available to the public as a matter of course (Publication Scheme). - Requests for other information are dealt with within statutory timescales, and exemptions are considered in line with legislation.

2. Publication Scheme

2.1 Section 19 of the FOIA 2000 requires schools to adopt and maintain an Information Commissioner-approved publication scheme.

2.2 Our scheme includes: - Classes of information we publish or intend to publish - The manner of publication - Any associated charges

2.3 The model publication scheme includes the following categories: - Who we are and what we do - What we spend and how we spend it - What our priorities are and how we are doing - How we make decisions - Our policies and procedures - Lists and registers - The services we offer

2.4 We will not publish information if: - It is not held - It is exempt under FOIA/EIR or prohibited under another statute - It is archived or impractical to release

2.5 Our publication scheme is available on the school website or in hard copy upon request.

2.6 The Governing Body reviews and updates this scheme annually.

2.7 Information is generally provided free of charge. Where costs apply, these will be clearly indicated.

2.8 In exceptional circumstances, some information may only be viewed in person by appointment.

2.9 Information will be provided in the language held. Where legally required, we will provide translations.

2.10 We comply with disability and discrimination legislation and accessibility requirements under the **Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018**.

3. Requests Not Covered by the Publication Scheme

3.1 FOIA 2000 and EIR 2004 promote transparency and access to recorded information.

3.2 Anyone can request information. Requests must be in writing.

- 3.3 We are not required to create new information or opinions not already recorded.
- 3.4 We will acknowledge and may request clarification before treating a request as valid.
- 3.5 Valid requests are responded to within statutory timescales.
- 3.6 Information may be withheld under lawful exemptions. Applicants will be notified with reasons.
- 3.7 If exemptions apply, the school must confirm/deny possession and cite applicable exemptions.
- 3.8 In some cases, response timescales may be extended.
- 3.9 Charges may apply for reprographics, postage, or packaging. Applicants will be informed in advance.
- 3.10 Applicants may request an internal review within two months of receiving a response.
- 3.11 Reviews are conducted by the Chair of Governors or a nominated governor.
- 3.12 Review outcomes are communicated within 25 school days.
- 3.13 If dissatisfied, applicants may contact the Information Commissioner:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Website: <https://ico.org.uk>

3.14 The ICO is the independent authority overseeing FOIA and EIR. The school will comply with their decisions unless legally appealing.

3.15 **Requests for personal data** are covered under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. See the school's Data Protection Policy for details.

4. Roles and Responsibilities

- 4.1 The Headteacher is responsible for FOIA and EIR compliance. Duties may be delegated.
- 4.2 The Chair of Governors is the Qualified Person for Section 36 exemptions.
- 4.3 A nominated governor will handle complaint reviews where necessary.

5. Handling and Tracking Requests

- 5.1 FOI requests must be in writing and can be submitted via:
 - Email: admin3177@welearn365.com
 - Post: Clifton Primary School, Station Road, Clifton-upon-Dunsmore, Rugby CV23 0BT
 - Telephone: 01788 542027 (for assistance)
 - 5.2 All requests are logged and tracked by school administration staff.
 - 5.3 We annually review frequent requests to consider including them in the Publication Scheme.
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Review Date: May 2024

Approved by Governors: May 2021

Next Review By: Headteacher and Governing Body