

Shireland Collegiate Academy Trust Policy

Freedom of Information Publication Scheme

Committee and Date Approved	Full Board – Spring 2021
Category	Statutory - Operations
Next Review Date	Annually unless change in legislation – Spring 2022
Policy Availability	Trust Website
Officer Responsible	HR Director of the Trust

**The Trust, all Academies within the Trust and Shireland Learning Limited must
comply with this policy.**

Introduction

The Board of Trustees of Shireland Collegiate Academy Trust is committed to openness and transparency and this policy sets out the procedures and obligations on the Shireland Collegiate Academy Trust when an FOI request is received.

The Freedom of Information Act allows anyone to request information without giving a reason. The request must though state the name and address of the person as well as what information they are seeking. When a request is received this will be considered and the information, if held, will be provided unless one of the exemptions in the Act applies.

Making requests

Requests for information should be made clear and addressed to:

Email: info@collegiateacademy.org.uk

Tel: 0121 558 8086

Contact Address: Shireland Collegiate Academy Trust, Waterloo Road, Smethwick, West Midlands, B66 4ND

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

Time period for compliance

Any request made to Shireland Collegiate Academy Trust will be complied with in accordance with the time limits in the Act. For schools, this is 20 school days (i.e. not including weekends, holidays or school closure days) or 60 working days if this is shorter.

Exemptions

Whenever a request for information is received it will be reviewed with consideration given to whether one of the exemptions set out in the Act applies. Common exemptions include the data protection of others, confidentiality, the request going beyond the costs limit and prejudice being caused to the effective conduct of public affairs. There are other exemptions that may also be relevant.

Where an exemption is being relied on to prevent disclosure of information, we would inform you that this is the case in our refusal notice.

Publication scheme

The Shireland Collegiate Academy Trust has adopted the Information Commissioners' model publication scheme. To sit alongside this, Shireland Collegiate Academy Trust has a guide to information document which sets out what information Shireland Collegiate Academy Trust will make available and how it can be accessed. This Guide can be accessed at the following link: www.collegiateacademy.co.uk

Complaints

Anyone who has made an FOI request to the Shireland Collegiate Academy Trust and who is not happy with the response that has been received can have an internal review of how their request has been handled. This will be generally carried out by a senior member of staff who was not involved in the initial request response.

If a requester wishes to have an internal review, this should be requested within two months of the initial decision being communicated. Once an internal review request is received, we aim to conclude the review and communicate the outcome of this within 20 school days.

Following an internal review, if the requester is still not happy with the response, they have the right to complaint to the Information Commissioner's Office.