



The school recognises its responsibilities to respond to Freedom of Information requests.

Requests for information

- The Freedom of Information Act came into force on 1st January 2005. Under this Act, all schools which receive a written or emailed request for information which they hold or publish, are required to respond within 20 working term time days.
- The school's Publication Scheme provides details on how to access information e.g. the school website, website links, or details of a charge for hard copies. If the item is charged the school does not need to provide it until the payment is received.
- A refusal of any information requested must state the relevant exemption which has been applied or that the school does not hold the information, and must explain what public interest test has been applied.
- If the information is published by another organisation (for example, Ofsted reports, DfE leaflets) the school can direct the enquirer to the organisation which supplied the information or publication unless it is legal and possible to provide the information direct (for example, a copy of the summary of an Ofsted report, spare copies of a DfE leaflet).
- It will not be legal to photocopy a publication in its entirety and supply this to an enquirer unless the school owns the copyright - this is particularly important where the original publication was a charged item.
- The school will keep the original request and note against this who dealt with the request and when the information was provided.
- Any complaint about the provision of information will be handled by the Head Teacher or another senior member of staff. All complaints should be in writing and documented. The Publication Scheme will include information on who to contact for both enquiries and complaints.
- All enquirers should be advised that they may complain to the Information Commissioner if they are unhappy with the way their request has been handled.

Publication Scheme

- Under the Freedom of Information Act 2000, all schools should have a 'publication scheme' - essentially a formal list of the types of non-personal information which the school produces or holds, and which is readily accessible to staff, pupils and parents or other enquirers.
- The publication scheme is available as a hard copy and is posted on our website.
- There should be a named person with overall responsibility for published information, at Abacus Primary School this is Mrs H Blakeley (Head Teacher).
- **Reviewing:**
- This policy will be reviewed every two years. The Publication Scheme is reviewed regularly.