



## Freedom of Information Policy and Publication Scheme

### Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public. As a result, we at Queensway School have produced a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- 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 **either available for you to download and print from our website or available in paper form**. Some information which we hold may not be made public, for example, personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO).

### The Aims of the Policy

At Queensway we aspire to encourage every child to develop their ambition for their future and to develop the knowledge and skills to fulfil their potential.

Within a safe, secure and nurturing environment we will encourage and support children to:

- Adopt a 'can do' attitude
- Be focused and resilient
- Challenge and question
- Be independent learners
- Be respectful and inclusive of other cultures and religions
- Be well-mannered and caring
- Be healthy

As a result Queensway children will:

- Have pride in their work, school and themselves
- Be capable of independent and collaborative learning
- Be confident to challenge yourself
- Have ambitious aspirations
- Become good citizens who contribute to our community
- Enjoy school life and have fun

This publication scheme is a means of showing how we are pursuing these aims.

### Publication Scheme - 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'. Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme in Appendix 1.



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

- School Prospectus – information published in the school prospectus.
- Governors' Documents – information published in governing body documents.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

### **How to Request Information**

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email or letter giving clear details of the information requested, **or you can visit our website at [www.queensway.oxon.sch.uk](http://www.queensway.oxon.sch.uk)**

Written notice of any fee will be provided to the enquirer before any information is supplied.

Contact details are set out below:

Address: Brantwood Rise, Banbury, Oxfordshire OX16 9NH

Telephone: 01295 251631

E-mail: [office.2057@queensway.oxon.sch.uk](mailto:office.2057@queensway.oxon.sch.uk)

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

If the information you are looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor's name and contact details; either postal address or email address for the response to be sent. All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays). All requests for information will be logged by the school office and tracked thereafter. This will assist us in ensuring that timescales are met and assist identification of repeat, similar or vexatious requests.

### **Withholding Information**

The FOI Act contains 24 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute (non-absolute require a public interest test). We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;



- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

### **Paying for Information**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using either a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If the Publication Scheme request or FOI 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. Payment may be requested prior to provision of the information.

### **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 regarding information you have received or been refused then initially this should be addressed to the Headteacher, Queensway School, Brantwood Rise, Banbury, Oxfordshire OX16 9NH.

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 Commissioner's Office. 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 Commissioner's Office

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Enquiry/Information Line: 0303 123 1113

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

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>



**Review**

This policy will be reviewed bi-annually by the Head Teacher and the Resources Committee. Any significant alterations that come from this review will be discussed and ratified by the Full Governing Body.

Ratified by Governors on .....

Chair of Governors ..... Date .....

Head Teacher ..... Date .....



## School Prospectus

## Appendix 1

The statutory contents of the school prospectus are as follows:

Class	Description	Website	On Application
School Prospectus	The name, address and telephone number of the school and the type of school	Yes	
	The names of the Headteacher and Chair of Governors	Yes	
	Information on the school policy on admissions	Yes	
	A statement of the school's ethos and values	Yes	
	Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils	Yes	
	Information about the school's policy on providing for pupils with special educational needs	Yes	
	Number of pupils on roll and rates of pupils' authorised and unauthorised absences		Yes
	National Curriculum assessment results for appropriate Key Stage, with national summary figures	Yes	
	The arrangements for visits to school by prospective parents		Yes
The number of places for pupils of normal age entry in the preceding school year and the number of written applications/preferences expressed for those places		Yes	



### Information Relating to the Governing Body

Class	Description	Website	On Application
Governing Body	The names of the governors should be available, and the basis on which they have been appointed, along with the details of how to contact them via the school	Yes	
Instrument of Government	The name of the school		Yes
	The category of the school		Yes
	The name of the governing body		Yes
	The manner in which the governing body is constituted		Yes
	The term of office of each category of governor if less than 4 years		Yes
	The name of anybody entitled to appoint any category of governor		Yes
	Details of any trust		Yes
	If the school has a religious character, a description of the ethos		Yes
	The date the instrument takes effect		Yes
Minutes of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees in relation to meetings		Yes



## Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description	Website	On Application
Home-school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, for example, homework arrangements	Yes	
Curriculum Statements	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school	Yes	
Relationship and Sex Education Policy	Statement of policy with regard to relationship and sex relationship education	Yes	
Special Educational Needs & Disabilities Policy	Information about the school's policy and Local Offer on providing for pupils with special educational needs and disabilities	Yes	
Equality & Accessibility Policy and Plan	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils. Statement of policy for promoting equality at the school	Yes	
		Yes	
Collective Worship	Statement of arrangements for the required daily act of collective worship		
Child Protection & Safeguarding Policy	Statement of policy for Safeguarding and promoting welfare of pupils at the school	Yes	
Behaviour Policy	Statement of general principals on behaviour and discipline	Yes	



### School Policies and other information related to the school

This section gives access to information about policies that relate to the school in general

Class	Description	Website	On Application
OFSTED published reports referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.	Yes	
Post – OFSTED Inspection action plan	A plan setting out the actions required following the last OFSTED inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character.		Yes
Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board or lodging for which charges are permitted, for example school publications, music tuition or trips	Yes	
School session times and term dates	Details of school session and dates of school terms and holidays	Yes	
Health & Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy		Yes
Complaints procedure	Statement of procedures for dealing with complaints	Yes	
Performance Management of Staff	Statement of procedures for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance		Yes
Curriculum circulars and Statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the headteacher or governing body relating to the curriculum		Yes
Admissions Policy	Statement of the school's policy on admissions	Yes	
School Development Plan	Sets out the schools's priorities for the year ahead and the intended actions and outcomes.		Yes

Request for any other information held by the school may incur a charge.



## Freedom of Information

### Checklist for action on receipt of a request for information

- Decide whether the request is a request under: Data Protection Act, Environmental Information Regulations or Freedom of Information.
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them.
- Direct the enquirer to the relevant section of school website, if appropriate, or provide the information if it has already been made public.
- Inform the enquirer if the information is not held.
- Consider whether a third party's interests might be affected by disclosure and if so, consult them.
- Consider whether any exemptions apply and whether they are absolute or non-absolute.
- Carry out a public interest test to decide if applying the non-absolute exemption outweighs the public interest in disclosing the information.
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (£450).
- If a request is made for a document that contains exempt personal information, ensure that the personal information is removed by applying the redaction procedure.
- Consider whether the request is vexatious or repeated.

### Remember

Schools are under a duty to provide advice and assistance to anyone requesting information.

The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well managed records and management information system is essential to help schools to meet requests.

Requests should be dealt with within 20 days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction should be handled through the school's existing complaints procedure.

Annex A – Freedom of Information Code of Practice  
Table of FOIA Exemption Clauses

The table below sets out a straightforward reference guide to the exemption clauses that are set out under Part II of the FOI Act. Detailed guidance on the application of these exemptions is set out on the website of the Information Commissioner’s Office.

\* starred exemptions are absolute; all other exemptions require a public interest test.

**Section No. Description**

21*	Information accessible to the applicant by other means.
22	Information intended for future publication.
22A	Information obtained in the course of, or derived from, a programme of Research.
23*	Information supplied by, or relating to, bodies dealing with security matters.
24	Information for the purpose of safeguarding national security.
26	Information that would, or would be likely to, prejudice defence of the realm.
27	Information that would, or would be likely to, prejudice international relations.
28	Information that would, or would be likely to, prejudice relations between any administration within the United Kingdom.
29	Information that would, or would be likely to, prejudice the economic or financial interests of the United Kingdom or any part of it.
30	Information held for the purposes of investigations and proceedings conducted by public authorities.
31	Information that would, or would be likely to, prejudice law enforcement.
32*	Information contained in court documents and records.
33	Information that would, or would likely to, prejudice the exercise of audit functions.
34*	Information for which exemption is required to avoid an infringement of the privileges of either House of Parliament.
35	Information that relates to the formulation or development of Government policy.
36*	Information that would, or would be likely to, prejudice the collective responsibility of Ministers, inhibit the free and frank provision of advice or prejudice the effective conduct of public affairs. This exemption is absolute only in relation to information held by the House of Commons or the House of Lords.
37*	Information relating to communications with Her Majesty and other members of the Royal Household or the conferring of honours (absolute exemption in relation only to communications with the Sovereign, the heir to the Throne and second in line to the Throne).
38	Information that would, or would be likely to, endanger the safety or the physical or mental health of an individual.
39	Environmental information within the meaning of the Environmental Information Regulations 2004.

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- 40\* Personal data (absolute exemption in relation only to information that is the personal data of the applicant).
- 41\* Information that is obtained from another person or public authority and its disclosure would constitute an actionable breach of confidence.
- 42 Information that is covered by legal professional privilege.
- 43 Information that constitutes a trade secret or would, or would be likely to, prejudice commercial interests.
- 44\* Information that is prohibited from disclosure by any enactment, EU obligation or whose disclosure would constitute contempt of court.

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