



# 026 Freedom of Information Policy

## Aim of this Policy

Moseley School and Sixth Form is subject to the Freedom of Information Act 2000 (FOI) as a public authority, and as such, must comply with any requests for information in accordance with the principles laid out in the Act. This means that the school must hold and publish a Publication Scheme, to communicate what information we hold is readily available to the public, and where it can be found.

All public authorities must also have processes in place to manage any FOI requests that are made.

## Principles

In accordance with the requirements outlined in the Freedom of Information Act, we will ensure:

- That we adopt and maintain a Publication Scheme, in accordance with the Information Commissioner's guidance, which relates to the publication of certain types of information, attached as appendix 1;
- That we provide access to all information described in our Publication Scheme which we will endeavour to keep as up to date as possible;
- That we will respond to written requests for information that are not covered by our Publication Scheme within 20 school days (or 60 working days – whichever is shorter). We will inform applicants whether or not we hold the requested information, and if held we will supply it unless there is a justifiable reason or any of the Act's exemptions apply;
- That we provide adequate and relevant advice and assistance to applicants to aid them in their application;
- In circumstances where information is covered by an exemption, we will give consideration as to whether the information should be released;
- In cases where information is exempted from disclosure, except where an absolute exemption applies, we will:
- Inform the applicant whether we hold the information requested, unless a neither confirm nor deny response is required, and;
- Communicate that information to him or her, unless the public interest in maintaining the exemption in question outweighs the public interest in disclosure.

## Core Roles and Responsibilities

### Headteacher

The Headteacher is responsible for ensuring this policy is published and adhered to.

### Data protection officer (DPO)

The DPO will inform and advise the school and its employees about their obligations to comply with the Freedom of Information Act and other data protection laws.

The DPO will oversee all FOI requests, all FOI requests will be forwarded on receipt to the DPO who may co-ordinate the process with other staff.

### Governors

The Governors will ensure that all members of the Governing Body are aware of this policy and they will monitor the effective implementation.



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This policy operates in accordance with the schools published Equality Policy.

**Reviewed by:**                    **Governing Body**  
**Date:**                                **January 2022**  
**Date of next review:**    **January 2024**



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## Appendix 1

### Moseley School and Sixth Form Publication Scheme

#### How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter.

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please). You will receive a reply within 20 working days.

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

If you request information relating to personal data, this must be treated as a subject access request (SAR), which is different to the above. If a SAR is made for information containing, in whole or in part, a student's 'educational record' or personal data relating to a student further information should be obtained from the school.

#### Classes of Information Currently 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'.

There are 7 classes of information we hold:

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

The classes of information will not generally include:

- The disclosure of Information which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

#### Class 1 - Who we are and what we do

For example: Organisational information, staffing structures, locations and contacts. This will be current information only. This information may be available on our website or in hard copy or both.

#### Information to be published online

- Who's who on the governing body and the basis of their appointment. <https://www.moseley.bham.sch.uk/school-governance/>
- School prospectus <https://www.moseley.bham.sch.uk/virtual-open-event/>
- School term dates <https://www.moseley.bham.sch.uk/term-dates/>
- School Curriculum <https://www.moseley.bham.sch.uk/curriculum/>
- Remote Education <https://www.moseley.bham.sch.uk/remote-education/>

#### Information available upon request

- Who's who in the school and staffing structure.



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## **Class 2 – What we spend and how we spend it**

For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum. This information may be available on our website or in hard copy or both.

### **Information to be published online**

- Pupil premium funding and strategy <https://www.moseley.bham.sch.uk/pupil-premium/>
- Coronavirus (COVID-19) catch-up premium <https://www.moseley.bham.sch.uk/tuition-programme/>

### **Information available upon request**

- Pay policy

## **Class 3 – What our priorities are and how we are doing**

For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum. This information may be available on our website or in hard copy or both.

### **Information to be published online**

- Government supplied performance data <https://www.moseley.bham.sch.uk/results/>
- The latest Ofsted report <https://www.moseley.bham.sch.uk/ofsted-report/>

## **Class 4 – How we make decisions**

For example: Decision making processes and records of decisions. Current and previous three years as a minimum. This information may be available on our website or in hard copy or both.

### **Information to be published online**

- Admissions policy/decisions (not individual admission decisions). <https://www.moseley.bham.sch.uk/admissions/>

### **Information available upon request**

- Agendas of meetings of the governing body and (if held) its sub-committees
- Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.

## **Class 5 – Our policies and procedures**

For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. This information may be available on our website or in hard copy or both.

### **Information to be published online**

- Accessibility Plan
- Admissions Policy
- Allegations of Abuse Against Staff Policy
- Anti Bullying Policy
- Assessment and Reporting Policy
- Attendance Policy
- Behaviour Policy
- CCTV Policy
- Charging and Remissions Policy
- Citizenship Policy
- Collective Worship Policy
- Complaints Procedures
- Data Protection Policy
- Equality Policy
- Examinations and Controlled Assessment Policy



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- First Aid Policy
- Freedom of Information Policy
- Health and Safety Policy
- Home School Agreement
- Homework Policy
- Instrument of Governance
- Lettings Policy
- Medical Conditions Policy
- Moseley Vision and Mission Statement
- No platform for extremism
- Premises Management Policy
- Relationships and Sex Education (RSE)
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disabilities SEND
- The Education of Looked after Children and young People
- Whistleblowing and Serious Misconduct Policy and Procedures

## **Class 6 – Lists and Registers**

For example: Currently maintained lists and registers only. This information may be available on our website or in hard copy or both. Please note some information may only be available by inspection.

## **Class 7 – The services we offer**

For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only. This information may be available on our website or in hard copy or both.

Please note some information may only be available by inspection.

## **Information to be published online**

- Extra-curricular activities <https://www.moseley.bham.sch.uk/extra-curricular-clubs/>
- School publications <https://www.moseley.bham.sch.uk/news/>
- Lettings <https://www.moseley.bham.sch.uk/moseley-sports-centre/>

Information taken from;

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>