Windsor Academy Trust

Freedom of Information Policy

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V 1.1	16.12.2025	CHANGES TO SCHEME OF DELEGATION AND JOB ROLE

Appendices

Appendix A…… Managing a FOI Request

Appendix B…… Freedom of Information Request Log

Appendix C …… Information to be published – WAT Central

Appendix D …… Charges for Information

Freedom of Information Policy Statement

1. Introduction

1.1 The Freedom of Information Act (FOIA) 2000 provides public access to information held by public authorities.

1.2 It does this in the following ways:

- public authorities are obliged to publish certain information about their activities, and
- members of the public are entitled to request information from public authorities.

1.3 Anyone has a right to request information and Windsor Academy Trust (WAT) has two separate duties when responding to these requests:

- to tell the applicant whether WAT holds any information falling within the scope of their request; and
- to provide that information.

1.4 Any person has a legal right to ask for access to information held by WAT. They are entitled to be told whether the information is held, and to receive a copy, subject to certain exemptions. ICO guidance should be followed if there is a need to withhold the information. Please use the following link. **When can we refuse a request for information?**

1.5 The Act does not give people access to their own personal data (information about themselves). If a member of the public or staff wants to see information that WAT holds about them, they should make a Subject Access Request (SAR) in accordance with the Data Protection Act 2018, as outlined in the WAT's Data Protection Policy. Please also refer to the ICO guidance using the following link. **Right of access.**

1.6 WAT is committed to openness and transparency, ensuring compliance with the relevant statutory framework by:

- responding adequately to a request for information;
- adopting the model publication scheme, providing the correct information; and by
- not deliberately destroying, hiding or altering requested information to prevent it from being released.

1.7 Deliberately destroying, hiding or altering requests for information may be considered as a disciplinary matter under the WAT Disciplinary Policy.

2. Purpose

2.1 The purpose of the Freedom of Information Policy is to ensure that effective procedures and arrangements are in place to manage a request for information to enable WAT to demonstrate compliance with the FOIA and other legal and statutory duties relating to providing public access to information.

3. Roles and Responsibilities

3.1 The WAT Executive Team are accountable to the Board of Directors (BoDs) and are responsible for providing assurance that the requirements of the FOIA are being complied with. Headteachers are responsible for ensuring compliance in each academy.

4. Managing Requests

4.1 For a request to be valid under the FOIA it must be in writing, but requesters do not have to mention the FOI Act or direct their request to a designated member of staff. Any letter or email asking for information is a request for recorded information under the FOI Act.

4.2 On receipt of a request within WAT, the Data Protection Officer (DPO) should be notified. The DPO will liaise with the Data Protection Lead (DPL)-for WAT and consider whether the request requires a local or a central response. This will depend on the nature of the request and whether it requires local or central managed information.

4.3 All requests will be acknowledged upon receipt with an indication as to the timescales for responding. All requests will be responded to within the 20 day (school day) statutory time limit.

4.4 A response will be provided having regard to the procedures and guidance outlined by the Information Commissioner's Office (ICO) **Guide to freedom of information**

4.5 All requests for information will be processed following the flow chart outlined at Appendix A and in conjunction with the flowchart provided by the ICO as guidance using the following link as an aid. **Start here**

4.6 The DPO will maintain, via their online platform, a school specific log of requests. In addition to this, a central log of all requests is also maintained by the Trust DPL. Each request will be retained for 18 months.

4.7 There may be times when requested information cannot be supplied. Whenever a request is refused the requester must be notified. If the requester is unhappy with the outcome, the WAT's Complaints Policy should be followed. Any requests to review the decision and information provided should be made in writing. If after following the complaints procedure outlined in the Complaints Policy, the requester is still dissatisfied, then they can pursue their concerns directly to the ICO.

4.8 Whenever a request is refused the requester should always be informed about their right to complain to the ICO. The ICO has a general duty to investigate complaints from members of the public who believe that an authority has failed to respond correctly to a request for information. The ICO can be contacted by email at **www.ico.org.uk** or by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

5. Publication Scheme

5.1 As well as responding to requests for information, WAT is required to publish information proactively. The FOIA requires WAT to have a publication scheme, and to publish information covered by the scheme. **Model publication scheme**

5.2 The scheme sets out WAT's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information. WAT will indicate clearly to the public what information is covered by this scheme and how it can be obtained (Appendix B).

5.3 The scheme commits WAT to:

- Proactively publish or otherwise make available as a matter of routine, information which is held by WAT and falls within the classifications outlined at section 7 of this policy.

- Specify the information held by WAT that falls within the classifications.

- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

- Review and update on a regular basis the information WAT makes available under this scheme.

- Produce a schedule of any fees charged for access to information which is made proactively available (see Appendix C).

- Make this publication scheme available to the public.

6. Availability of Information

6.1 Wherever possible and practical, information will be made available on the WAT and academies websites. Where it is impracticable to make information available on a website or when an individual does not wish to access the information via the website, WAT will indicate how information can be obtained by other means and provide it by those means.

6.2 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, further details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

6.3 Information will be provided in the language in which it is held or in such other language if there is a legal requirement to do so.

6.4 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

7. Classes of information

7.1 The classification of information to be published under the scheme as outlined by the ICO as follows:

- **Who we are and what we do -** Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it -** Financial information relating to income and expenditure.
- **What our priorities are and how we are doing -** Strategy and performance information, plans, assessments, inspections and reviews. How we make decisions.
- **Policy proposals and decisions -** Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures -** Current written protocols for delivering our functions and responsibilities**.**
- **Lists and registers -** Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer -** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

7.2 Details of information made available are outlined at Appendix B which also considers the information outlined in WAT's Scheme of Delegation and the requirements outlined by the Department for Education. **What academies, free schools and colleges should publish online** and any requirements relating to the publication of information contained in the latest version of the Academy Trust Handbook.

7.3 Any information held that is not published under this scheme can be requested in writing, and will be considered in accordance with the provisions of the FOIA.

7.4 The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the FOIA, 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.

8. Charges

8.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by WAT for routinely published material will be justified and transparent and kept to a minimum.

8.2 Material which is published and accessed on a website will be provided free of charge.

8.3 Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

8.4 Charges may also be made for information provided under this scheme where they are legally authorised and justified and are in accordance with a published schedule or schedules of fees which is readily available to the public on the ICO website.
ICO Charging for information in a publication scheme

8.5 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

8.6 A schedule of charges is held at Appendix C.

9. Communication

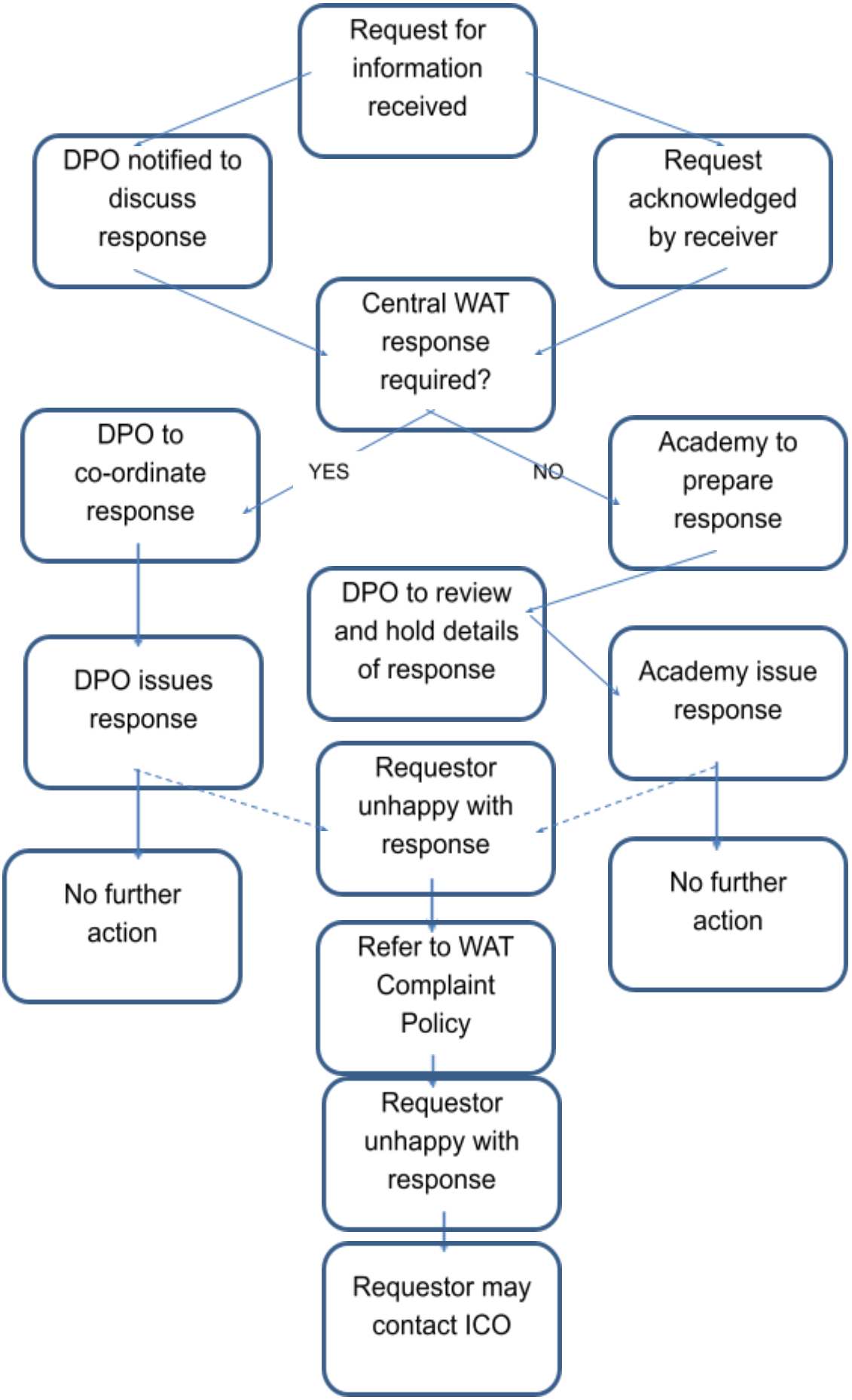
9.1 This policy must be brought to the attention of all members of staff and in particular all staff who handle enquiries from the public.

10. Policy Review

10.1 This policy will be monitored and reviewed regularly and as a minimum every two years.

Appendix A

Managing a FOI Request



Appendix B

Information to be published – Windsor Academy Trust

What is published	How it can be obtained Information held on the Windsor Academy Trust Website can also be accessed using Academy website hyperlinks
Who we are and what we do **Organisational information, locations and contacts, constitutional and legal governance**	
Address and contact details for the Trust (central)	WAT website
Address and contact details for academies within the Trust	WAT website
Details about Members ,Directors (Trustees), Executive and Central Team	WAT website
Staffing structure and organisation chart	WAT website
Governance and constitutional information	WAT website
What we spend and how we spend it **Financial information relating to projected and actual income and expenditure**	
Financial Handbook	WAT website
Annual reports and audited accounts	WAT website
Master Funding Agreement	WAT website

Information relating to Executive Pay (as outlined in the Academies Financial Handbook)	**WAT Website**
Gender Pay Gap Reporting	**WAT website**
How we make decisions **Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.**	
Scheme of Delegation	**WAT website**
Minutes of Committees and Board of Directors' meetings	**Hard copy on request**
What our priorities are and how we are doing **Strategy and performance information, plans, assessments, inspections and reviews**	
WAT Strategy, vision, values and ethos	**WAT website**
WAT Equality Objectives	**WAT website**
Our policies and procedures **Current written protocols for delivering our functions and responsibilities.**	
WAT Policies and Privacy Notices • **Education** • **HR** • **Finance** • **General Compliance**	**WAT website**
Lists and registers **Information held in registers required by law and other lists and registers relating to the functions of the authority**	

Declaration of Interests as required as outlined in the (Academy Trust Handbook)	**Hard Copy on request**
The services we offer Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered	
WAT publications	**WAT website/Hard copy**

Information to be published – Academy

What is published	How it can be obtained Information held on the Windsor Academy Trust Website can also be accessed using Academy website hyperlinks
Who we are and what we do Organisational information, locations and contacts, constitutional and legal governance	
Address and contact details for the Academy	**Academy website**
Name and contact details of the Chair of the Local Community Committee	**Academy website**
Name of the Headteacher	**Academy website**
Staffing structure and organisation chart	**Academy website**

Name and contact details for members of staff who deals with queries from parents and other members of the public	**Academy website**
Name and contact details of the SEN Co-ordinator (SENCO)	**Academy website**
Details of the academy's sponsor	**Academy website**
What we spend and how we spend it Financial information relating to projected and actual income and expenditure	
Pupil Premium Budget Plan	**Academy website**
How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.	
Terms of Reference for Local Community Committee	**Academy website**
Minutes of Local Community Committee meetings	**Hard copy on request**
Admissions arrangements	**Academy website**
What our priorities are and how we are doing Strategy and performance information, plans, assessments, inspections and reviews	
Academy values and ethos	**Academy website**
Academy level performance information as outlined in the DfE guidance "What academies, free schools and colleges should publish online" What academies, free schools and colleges must or should publish online - GOV.UK	**Academy website**

Ofsted Reports	**Academy website**
Academy Equality Objectives	**Academy website**
Our policies and procedures **Current written protocols for delivering our functions and responsibilities.**	
WAT and Academy Policies and Privacy Notices ● **Education** ● **HR** ● **Finance** ● **General Compliance**	**Academy website**
Lists and registers **Information held in registers required by law and other lists and registers relating to the functions of the authority**	
Declaration of Interest (Local Community Committee)	**Hard Copy on request**

The services we offer Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered	
WAT publications	**Academy website/hard copy**
Careers Programme information (Secondary Schools)	**Academy website**

Appendix C

Charges for Information

Charges

These are the charges made by Windsor Academy Trust for copies of documents and other information

Website – access to the website is free of charge unless otherwise specified **Email and attachments** – free of charge unless otherwise specified

Website printouts – printouts from the WAT/academies websites or external websites are not provided

Copies by post of all information:

Photocopies: A4 pages at 10p per page (single sided) black and white, 15p per page colour (single sided) A3 pages at 20p per page (single sided) black and white, 25p per page colour (single sided) A2 pages at £1 per page (single sided) black and white, £1.25 per page colour (single sided)

Accumulated charges under £5 will be free

Information accessed in the school office can be viewed free of charge, photocopies can be made according to the scale charges above.

Postage charges for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.

Administration fees: Charges can, in accordance with the relevant legislation, legally be made for administration where a request will take a significant amount of staff time. Such charges are calculated at £25 per hour with a maximum limit of £450. We are within our statutory rights to refuse to comply with a request where the cost to provide it will exceed 18 hours. Guidance will be given to the requester on how they could refine their request to make it less onerous. Alternately we may comply with the request for an extra charge which will be advised to you prior to starting *the work. The fee will be payable in full before supplying the information.*

NB VAT will be charged as appropriate in line with HMRC guidance.

These charges will be reviewed when the policy is reviewed.