



GUILSBOROUGH MULTI ACADEMY TRUST

FREEDOM OF INFORMATION PUBLICATION SCHEME

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| Policy Name | Freedom of Information Publication Scheme |
| Policy Owner | CFO |
| Committee | FAR Committee |
| Statutory | Yes |
| Authorisation | Principal |

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|----------------------|--------------------|
| Date Ratified | Review Date |
| June 2025 | March 2026 |



| Version | Date | Author | Changes |
|---------|-----------|------------|-----------|
| V1 | June 2025 | Kym Wright | New issue |

Legislative Guidance

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Linked Policies

Data Protection Policy
Acceptable Use Policy
Safeguarding and Child Protection Policy



1. Policy Aims

This policy covers information requests under the Freedom of Information Act 2000 (FOIA), as well as enquiries related to the Environmental Information Regulations 2004 (EIR), including information about the environment, such as air, water, land, and public health, along with decisions and activities that affect these.

Requests for personal data or access to personal records fall under the Data Protection Act 2018 and the UK GDPR. These requests are managed through the Academy Data Protection Policy, available on the Academy website.

Guilsborough Multi Academy Trust is committed to fulfilling its obligations under the FOIA and ensuring transparency and accessibility to public information. This policy outlines how individuals can request and access such information.

2. Publication Scheme & Right of Access

Guilsborough Multi Academy Trust has adopted the Information Commissioner's Office (ICO) Model Publication Scheme. Details of what information is available can be found at the end of this policy.

Anyone may make a Freedom of Information request for information the Multi Academy Trust holds. Requests must be in writing (including email), stating the requester's name and a correspondence address, and should describe the information requested in sufficient detail.

Requests should be addressed to the Principal's PA via email at:

info@guilsborough.northants.sch.uk

or by post to:

Principal's PA,
Guilsborough Academy,
West Haddon Road,
Guilsborough,
Northampton,
NN6 8QE

A response will be issued within **20 school days** or **60 working days**, whichever is shorter.

If clarification is needed, the response time is paused until the necessary clarification is received. If no clarification is received within two months, the enquiry will be considered withdrawn.

Information will be provided in its original language unless a legal obligation exists to provide it in another format. Accessibility obligations under disability and discrimination legislation will also be met.



3. Exemptions

Guilsborough Multi Academy Trust may refuse to disclose information if:

- The information is not held;
- It is exempt under FOIA or EIR;
- Disclosure is prohibited by law;
- The cost of retrieval exceeds the statutory limit (£450 or 18 hours of staff time);
- The request is considered vexatious or repeated.

Common exemptions include protection of personal data, prejudice to public functions, and planned future publications. If exemptions apply, we will explain the decision and, where relevant, suggest how to amend the request to reduce costs.

4. Payments and Charges

The Multi Academy Trust may charge for reasonable costs incurred when information is not readily accessible online. Charges may cover:

- Photocopying
- Postage and packaging
- Costs arising from arranging access to view information

Charges will be communicated before the information is provided, and payment may be requested in advance.

5. Internal Review

If you are dissatisfied with our response to a Freedom of Information request, you can request an internal review within two months of the original response. The review will usually be conducted by a more senior member of staff, and you will typically receive a response within **20 school days**.

If concerns remain after the internal review, they may be escalated to the Information Commissioner.



Appendix 1: Information Available Under the Publication Scheme

(The following information is available in either hard copy / or via the Academy / Multi Academy Trust Website. Some items may be available by inspection only.)

| Information to be published | How the information can be obtained |
|---|---|
| Class 1 - Who we are and what we do (Organisational information, structures, locations, contacts, constitutional and legal governance) This will be current information only | (hard copy and Trust / Academy website) |
| Who's who on the board of the trust and the basis of their appointment | Trust / Academy Website |
| Articles and Memorandum of Association | Trust / Academy Website |
| School Funding Agreement | Trust Website |
| School Order | CFO |
| Contact details for the Chief Financial Officer | Academy Website |
| School prospectus | Academy Website |
| School staffing structure (names of key personnel including the Headteacher) | Hard copy |
| School session time, term dates and holidays | Academy Website |
| GCSE/A-Level results for the school | Academy Website |
| Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts, and audit of the Trust. Current and previous financial year as a minimum. | (hard copy and Trust / Academy website) |
| Audited financial statements | Trust / Academy Website |
| Capital funding – details of capital funding allocated to an Academy along with information on related building projects and other capital projects | CFO |
| Additional funding - income generation schemes and other sources of funding | CFO |
| Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process | CFO |
| The School's Pay policy | Trust / Academy Website |
| Trustees' allowances - details of allowances and expenses that can be claimed or incurred. | Trust / Academy Website |
| Annual budget plan | CFO |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance information, assessments, audits, inspections and reviews). Current information as a minimum | (hard copy and Trust / Academy website) |
| School profile: <ul style="list-style-type: none"> Government supplied performance data The School's latest Ofsted report Summary <ul style="list-style-type: none"> Summary Full report | Academy Website |
| Performance management information | Principal |



| Information to be published | How the information can be obtained |
|--|---|
| The School's future plans - any major proposals on safeguarding and promoting the welfare of children | Academy Website |
| Child protection - policies and procedures on safeguarding and promoting the welfare of children. | Trust / Academy Website |
| Class 4 – How we make decisions (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations) Current and previous three years as a minimum | (hard copy and Trust / Academy website) |
| Admissions policy/decisions (not individual admission decisions), arrangements and procedures and right of appeal - including information on application numbers and number of successful applicants by each oversubscription criteria | Trust / Academy Website |
| Agendas of meetings of the governing body and (if held) its sub-committees | Governance Professional |
| Minutes of meetings (as above) – note. this will exclude information that is properly regarded as private to the meetings | Governance Professional |
| Class 5 – The school's policies and procedures (Current written protocols, policies and procedures for delivering the school's services and responsibilities) Current information only | (hard copy and Trust / Academy website) |
| The school's policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Equality and diversity (including equal opportunities) policies | Trust / Academy Website |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement | Trust / Academy Website |
| <ul style="list-style-type: none"> • Special educational needs • Behaviour and discipline | Trust / Academy Website |
| Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) | Trust / Academy Website |
| Charging regimes and policies | Trust / Academy Website |



| Information to be published | How the information can be obtained |
|---|--|
| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy and/or School Website; some information may only be available by inspection) |
| Curriculum circulars and statutory instruments | Academy |
| Disclosure logs | Academy |
| Asset register | CFO |
| Any information the School is currently legally required to hold in publicly available registers | Trust / Academy Website |
| Class 7 – The services the Academy offers (Information including leaflets, guidance and newsletters produced for the public and businesses) | (hard copy and/or Academy Website, some information may only be available by inspection) |
| Current information only | |
| Extra-curricular activities | Academy |
| Out of school clubs | Academy |
| School publications | Academy |
| Services for which the School is entitled to recover a fee, together with those fees | CFO |
| Leaflets books and newsletters | Academy |