



AQUINAS Church of England Education Trust

"Life - Transforming - Learning"

Policy Title:	Freedom of Information Act Policy and Publication Scheme
Responsibility:	Chief Executive Officer
Review Body:	Board of Trustees
Date:	May 2018
Review:	May 2020

Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public bodies, including academy trusts, should be clear and proactive about the information they will make public.

The Trust's publication scheme, which conforms to the model scheme for academies approved by the Information Commissioner, details:

- the classes of information the Trust and/or one or more of its academies 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.

All information in our publication scheme is available in paper form from the office of any of the academies within the Trust. Some information will be available on the Trust website where it relates to the operation of the Trust or on the website of the specific academy where the information is only relevant to that academy. Some information may not be made public such as personal information in compliance with the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA).

Aims of the Trust

- Promote and establish a strong community of schools with a shared purpose and Christian ethos which in turn promotes and provides opportunity for spiritual, moral, cultural, personal and social development of all students.
- Achieve the highest standards of learner attainment so that all learners achieve their potential.
- Ensure outstanding teaching and learning.
- Create an innovative and personalised curriculum.
- Have a reputation for excellence in the community.

Our aim is that every learner, on leaving our academies, will be equipped to be a self-reliant, compassionate global citizen with high aspirations.

To achieve these aims, the Trust encourages all its academies to:

- Provide a happy school environment with Christian ideals in which children gain confidence as individuals, are able to take pride in their own ability, take responsibility for their actions and have consideration for the wider school community.
- Develop good habits and attitudes to work and life-long respect for learning.
- Develop high standards of literacy and numeracy.

- Involve children in the aesthetic pleasures of art, music, poetry, prose, drama and movement.
- Provide an environment where understanding, knowledge, and respect of people of different cultural backgrounds can be encouraged.
- Encourage high expectations of all school members using their abilities.
- Meet the needs of all learners of all abilities within the framework of a personalised curriculum.

This publication scheme is a means of showing how the Trust and its academies are pursuing these objectives.

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’. The classes of information that we undertake to make available are organised into the broad topic areas detailed below. Where ever possible the Trust will endeavour to publish the information on its website or that of the Academy. Where the information has not been published and you wish to see a copy of the document, please email info@aquinatrust.org and insert FOIA / Publication Scheme in the subject box followed by details of the documents you require and whether you require it in paper or digital format. Alternatively, please write to the Trust at Magpie Hall Lane, Bromley BR2 8HZ.

Academy Prospectus	Information held in an electronic format or published prospectus in relation to each academy.
Trust Governance Documents	Information published on the Trust website and contained in the Trust governance documents and which relate to the Trust.
Trust Policies and other information related to the Trust	Information regarding policies operated by the Trust which apply to all the academies.
Academy Governance Documents	Information published on each academy’s website and contained in the governance documents relevant to that particular academy.
Academy specific policies and other information related to the specific academy	General information and policies operated by the academy in question.
Academy Students and Curriculum	Information regarding policies that relate to students and the relevant academy’s curriculum.

Classes of Information currently published

Academy Prospectus – this section details the information contained in the academy prospectus. Some information may be confidential or otherwise exempt from publication by law. Therefore we cannot publish it.

Class	Description of the information
Academy Prospectus	<p>Generally the prospectus will contain the following details :</p> <ul style="list-style-type: none"> • The name, address, telephone number, website details and email contact of the academy and the type of academy. • The name of the Headteacher and Chair of the Aquinas Advisory Council (AAC) of the academy and contact details. • Information about the academy’s policy on admissions. • A statement of the academy’s ethos and values. • Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ right to

	<p>withdraw their child from religious education and collective worship and the alternative provisions for those children.</p> <ul style="list-style-type: none"> • Academy's policy in relation to students with special educational needs. • Details of the number of students on roll and information on students' authorised and unauthorised absences. • Assessment results for appropriate key stages with national summary figures. <p>In addition the prospectus may contain details of information on extra-curricular activities, out of academy clubs, academy publications, leaflets, booklets, newsletters, services offered by the academy for which a fee is payable.</p>
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Trust Governance Documents and other information related to the Trust

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Class	Description of the information
Articles of Association	Details of the formation of the Trust, its objectives, members, directors, and the responsibilities of the directors, their appointment and removal, and the way the Trust is to operate.
Master Funding Agreement	The terms by which the Secretary of State for Education has agreed to grant funding to the Trust and additional requirements on the operation of the Trust.
Other information provided by the Trust	<ul style="list-style-type: none"> • Details of the board of Trustees. • Details of how to contact the Trustees. • Trust Strategic Plan. • Minutes of the meetings of the Trustees and the sub-committees. • Audited accounts for the last 3 years. • Annual budget and financial statements. • Details of capital funding allocated to the academy and details of the projects undertaken. • Additional funding through other sources. • Procurement of goods and services details and contract granted through the tendering process.

Trust Policies

Some information may be confidential or otherwise exempt from publication by law. Therefore we cannot publish it.

Class	Description of the information
Trust Financial Manual	The financial practices and processes used by the Trust to ensure the secure use of Trust funds.
Trust Financial Policies	The policies necessary for the Trust to be compliant with the financial regulations of the Education Funding Agency including Statement of Value. The risk assessment and internal audit process also undertaken.
Trust Freedom of Information Act Policy and Scheme	The information available to be requested and the process to access the information.

Trust Human Resources Policies	A series of guidelines on staffing related issues including conduct discipline and grievance process. Responsibility for certain aspects is delegated to each academy.
Trust Health and Safety Policy	A statement of how the Trust deals with health and safety issues. Responsibility for certain aspects is delegated to each academy.
Trust Admission Policy	Details concerning appeals for non-admission. Responsibility for certain aspects is delegated to each academy.

Academy Governance Documents

Some information may be confidential or otherwise exempt from publication by law. Therefore we cannot publish it.

Class	Description of the information
Supplemental Funding Agreement	The terms by which the Secretary of State for Education has agreed to grant funding to the specific academy.
AAC Protocol	The Protocol by which the Board of Trustees has determined the AAC will operate.
Other information provided by the individual academy	<ul style="list-style-type: none"> • Details of the AAC. • How to contact the AAC. • Minutes of the Meetings of the AAC. • Ethos and Vision of the academy. • List of all staff and details of the staffing/ grading structure. • Academy's strategic plan. • Admission arrangements and over subscription criteria for all year groups. • Access to latest Ofsted report • Recent KS2/KS4 results as applicable. • Access to performance information. • Details of the academy's curriculum • Details of all consultations for any major proposals for the future of the academy. • Number of students on the roll and the rates of authorised and unauthorised absences • Term dates and times of school day and sessions

Academy specific policies and other information related to the specific academy

Some information may be confidential or otherwise exempt from publication by law. Therefore we cannot publish it.

Class	Description of the information
Human Resources Policies	Details relating to pay, appraisal, recruitment, allowances, expenses, staff conduct, disciplinary and grievance.
Behaviour Policy	Details regarding the standard of behaviour expected from students.
Charging and Remission Policy	Statement concerning the donations towards school trips and details of obtaining financial assistance towards school trips.
Pupil Premium Statement	Statement regarding the use of the pupil premium funding.
Safeguarding policy	Statement and processes to ensure student safety.
Disability and Equality Policy (to include Sex and	Statement regarding equality within the academy which deals with disability, gender, race, sexual orientation, religion and age.

Race)	
Accessibility Plan	Statement relating to access to the school site for students and staff.
Gift and Hospitality register	Details of gifts and hospitality received by members of the AAC and staff.
Register of Business Interests	Details of business interest of AAC members and staff.
Disclosure and Barring Register	Log of the disclosure and checks undertaken
Register of Assets	List of the assets of the academy as required under the terms of the Trust financial policies.

Academy Students and Curriculum

Some information may be confidential or otherwise exempt from publication by law. Therefore we cannot publish it.

Class	Description of the information
Home School Agreement	Details the agreement between the school and student/parents relating to behaviour and school work.
Curriculum Policy	Statement concerning the academy's curriculum.
Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Educational Needs Policy	Information about the academy's policy on providing for students with special educational needs.
Collective Worship	Statement for arrangements for the required daily act of collective worship.
Health and Safety	Details of the provisions put in place to ensure the health and safety of staff, students and visitors to the academy.
Risk Assessment	The Trust's policy will be followed but each academy will review its individual risks.
Complaints Procedure	Process of dealing with complaints.

How to Request Information

All requests under the FOIA must be made in writing, detailing the requester's name, address for correspondence and a description of the information requested. The Trust and the relevant academy will respond to the request within 20 school days or 60 working days, whichever is the shorter.

If you require a paper or digital (which will be in an accessible format) version of any of the documents within the scheme, please contact the Trust where the document relates to the Trust or where it relates to a particular academy, please contact the academy in question. These documents are easily accessible and can be provided within a shorter time scale.

It should be noted that requests for personal data by an individual will be dealt with under the current data protection legislation and details of how the request will be handled are found in the Trust's data protection policy. Requests for environmental information will be dealt with in accordance with the Environmental Information Regulations 2004.

We will comply with our obligations under the FOIA by:

- Advising you whether we hold any information falling within the scope of your request; and
- Providing the information in an acceptable format which is capable of re-use by you.

Paying for Information



Information published on the Trust's website or that of one of its academies is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access the Trust's website or that of one of the Trust's academies using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. However, if your 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 printed publications or videos we will let you know the cost before fulfilling your request.

Refusal of Requests

1. Whilst the Trust is committed to providing you with the information as stated above, we sometimes receive requests which, in accordance with the FOIA We do not have to comply with, these are as follows: It would cost too much or take too much staff time to deal with the request thereby placing an unreasonable burden on resources and estimated to exceed costs £450 in order to comply with the request.
2. The request is vexatious taking into account the identity of the requester and previous contact with him/her.
3. The request repeats a previous request from the same person, even though it's not vexatious. The request can be refused if it is identical or substantially similar to one you previously complied with from the same requester.

Where a request is being refused, the requester will be sent a written refusal notice. The refusal notice will state if we are either refusing to say whether we hold information at all, or confirming that information is held but refusing to release it.

Records Management

The Trust and its academies retain their records in accordance with the Trust's Management and Retention of Records Policy.

Feedback and Complaints

We welcome any comments and feedback you have about the scheme. If you want to make a comment about this publication scheme or if you require further assistance or you wish to make a complaint then this should be addressed to the Company Secretary of the Trust whose registered office is c/o Bishop Justus School, Magpie Hall Lane, Bromley, Kent BR2 8HZ.

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, this should be addressed to Information Commissioner's Office. The organisation ensures compliance with the FOIA and deals with formal complaints.

Contacts details for the Information Commissioner are:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.
Enquiry/Information line: 01625 545 700/08456 30 60 60
Fax: 01625 524510
Website: www.ico.gov.uk

