



Freedom of Information Policy

Title:	Freedom of Information
Document Reference:	A-11
Issue Date:	April 2026
Next Review Date:	April 2029
Issue:	02

DOCUMENT AUTHORITY

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DOCUMENT HISTORY

Issue No	Reason for Change	Page(s) affected	Date
2	Appendix 1 publication scheme added	2, 4-8	30.04.2026

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Background

Our academy is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

This policy applies to all information held by the academy regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus

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information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the UK - General Data Protection Regulations. Requests for access to such information will be governed in line with the requirements of this legislation.

Dealing with Requests

The academy will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 school days from the date of request and more speedily if possible.

This will be extended in specific circumstances on legal advice in connection with the public interest test. However, school is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 school day period.

Repeated or vexatious requests for information will be refused. The academy will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. The academy will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as “non-absolute”) exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. The academy reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450).

The academy recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Adopting and Maintaining Publication Schemes

The academy has adopted a Publication Scheme in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for. Material contained within the publication scheme, and a copy of the scheme itself (appendix 1), will be readily available. Where charges are applied these will be stated in the Scheme. The scheme can be accessed in the academy on request.

Academy staff will give advice and assistance on how to use the scheme as appropriate.

Relationship with the General Data Protection Regulations

The academy is under a legal duty to protect personal data under the UK General Data Protection Regulations. We will carefully consider our responsibilities under these regulations before releasing personal information about living individuals, including current and former employees and pupils.

Responsibilities

The academy has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Headteacher. Complaints regarding the use of this policy should be directed to the Governing Body.

All academy staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

Contact Details

For advice and assistance please contact the Main Office- details listed below:

Tel: 01472 237772

Email: office@yarboroughacademy.co.uk

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at <https://ico.org.uk/>

Appendix 1 - FREEDOM OF INFORMATION PUBLICATION SCHEME

Introduction

This publication scheme follows a model approved by the Information Commissioners Office.

This scheme is not a list of individual publications but rather a description of the classes of types of information that we are committed to publishing. This list is not an exhaustive list of all of the types of information that we publish. We try to proactively publish as much information as we can where the information would have a wider public interest.

This scheme does not include information that we consider to be sensitive, such as personal information, information prevented from disclosure by law or information about security matters.

Classes of Information

There are six classes of information that we hold: -

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- The services we offer

Making Information Available

Information will generally be made available on the academy website. Where it is not possible to include this information on the website, or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means. This may be detailed in response to a request or within the scheme itself. This will usually be by way of a paper copy.

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

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we shall do so.

Charges for Information Published Under this Scheme

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

Material which is published and accessed on the website will be provided free of charge. Charges may be made for information subject to a charging regime specified by law.

Charges will be made to cover:

- Photocopying;
- Postage and Packaging; &
- The costs directly incurred as a result of viewing information.

Single copies of information requested which are covered by the publication scheme will be provided free unless otherwise stated within the scheme. If the request involved a large amount of photocopying, printing or postage, then this may be at a cost. If this is the case, we will let you know as well as let you know the cost before fulfilling your request.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the academy using the contact details below.

Telephone: 01472 23772

Email: office@yarboroughacademy.co.uk

Address: Yarborough Academy
 Yarrow Road
 Grimsby
 DN34 4JU

Please mark all correspondence *Publication Scheme Request* in order to help us process your request quickly. If the information you are looking for isn't available via the scheme, you can still contact the school to ask if we have this information.

The Publication Schedule

Who we are and what we do	Description
Information relating to the Governing Body	Information contained in official governing body documents including the governor’s annual report:- <ul style="list-style-type: none"> • Who is who • Basis of governors appointment • The manner in which the governing body is constituted • Category of the school • A statement on progress in implementing the action plan drawn up following an inspection • Agreed minutes from governors board and committee meetings • A financial statement – including gifts made to the school and amounts paid to the governors for expenses

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	<ul style="list-style-type: none"> Information about the implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the last year A description of arrangements for the admission of pupils with disabilities, including details of the steps to prevent disabled students being treated less favourably than other pupils, details of existing facilities to assist access to the school by pupils with disabilities, the accessibility plan covering future policies for increasing access by those with disabilities to the school A statement of policy on whole staff development identifying how teacher's professional development impacts on teaching and learning. Number of pupils on roll and rates of pupils authorised and unauthorised absence National curriculum assessment results for appropriate key stages with national summary figures Instruments of government, including the date it takes effect The term of office of each category of governor if it lasts less than 4 years and the name of anybody entitled to appoint any category of governor.
School prospectus	<ul style="list-style-type: none"> The name, address, website and telephone number of the school and the type of school The name of the school Headteacher The school's staffing structure Information about the academy's policy on providing for pupils with special educational needs Statement on the schools aims and values Information on the school policy on admissions School term dates, times and attendance Uniform Number of pupils on roll and rates of student absence

What we spend and how we spend it	Description
Financial statement for the current and previous financial year	Relating to projected and actual income and expenditure, procurement, contracts and financial audit. Includes budget plans, financial statements and financial audit reports
Details of expenditure	Sets out details of items of expenditure over £5,000 including the cost, name of supplier and information about the transaction
Procurement and contracts	Details of the procurement and contracts the school has entered into or details relating to the organisation who has carried out this process on the academy's behalf (for example the local authority).
Pay policy	A copy of the pay policy that the academy uses to govern staff pay.
Allowances	Details of allowances and expenses that can be incurred by staff and governors.
Pupil Premium	How the academy uses pupil premium.
Utilities and school running expenditure	Details of the academy's overheads and running costs.

	Description
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What our priorities are and how we are doing	
Ofsted report	A published report of the outcome of our latest Ofsted inspection.
Performance management Policy	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.
Charging and remissions policies	A statement of the academy's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publication, music tuition, trips.
Health and 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.
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
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.

How we make decisions	Description
Admissions Policy/ Decisions (not individual)	This does not include individual decisions. This is a statement of our policy with regards to admissions and how we make decisions regarding admissions.

Our policies and procedures	Description
Home-School Agreement	Written statements of the academy's aims and values, the academy's responsibilities, the parental responsibilities the academy's expectations of its pupils for example homework arrangements.
Curriculum Policy	Statement on following the national curriculum subjects, including any syllabus used by the school.
Complaints Policy	Statement of procedures for dealing with complaints
Equality and Diversity Policy	Statement on ensuring that the academy follows and promotes equality and diversity.
Child protection and safeguarding policy	Statement of policy for safeguarding and promoting welfare of pupils at the academy.
Relationships and Sex Education Policy	Statement of policy with regard to sex and relationship education
SEND Policy	Information about the academy's policy on providing for pupils with special educational needs.
Behaviour and Relationships Policy	Statement of general principles on behaviour and relationships

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Internal Review

The requester has the right to ask for an internal review if they are dissatisfied with the handling of a request.

Internal review requests should be made within 40 working days of the initial response. This deadline should be communicated to the requester in that response. We are not obliged to provide a review if it is requested after more than 40 working days.

Requests for internal review must make clear why they are dissatisfied with the original decision, detailing why they feel that the academy has not complied with Freedom of Information Law.

Complaints and/or Appeals

Any written (including email) expression of dissatisfaction should be handled through the academy's existing complaints procedure. Wherever practicable the review should be handled by someone not involved in the original decision.

The Governing Body should set and publish a target time for determining complaints and information on the success rate in meeting the target.

If the outcome is that the academy's original decision or action is upheld, then the applicant can appeal to the Information Commissioner. The appeal can be made via their website or in writing to:

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