

LA SAINTE UNION CATHOLIC SCHOOL

SCHOOL FREEDOM OF INFORMATION POLICY AND SCHOOL PUBLICATION SCHEME

Status:	Statutory
Policy Owner:	FGB
Date:	October 2026
Date of review:	October 2027

Freedom of Information / Environmental Information Regulations Policy

1. Terms of reference

- 1.1 The purpose of this policy is to ensure La Sainte union Catholic School complies with the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIRs).

2. Policy Statement

- 2.1 We will ensure that:
- We take a proactive and positive approach towards information rights
 - We will publish a significant amount of routinely published information about the school on our website, which is our Publication Scheme.
 - We will deal with formal requests under FOIA or EIRs within the statutory timescales, apply exemptions or exceptions properly, consider the public interest test where relevant, and always have a presumption in favour of disclosure.
 - We will meet our obligations under the Equality Act 2010 and any other legislation to provide information in other forms and formats

3. Freedom of Information Act 2000 and Environmental Information Regulations 2004 Requests

- 3.1 The FOIA and EIRs apply to requests for recorded information held by the school.
- 3.2 Anyone can make a request for recorded information. FOI Requests must be made in writing such as by email or post, although EIR request can be made verbally. The requester must give their name and an address to correspond with them, this can be email or post. Requesters do not have to explain why they are making a request or justify their request.
- 3.3 Whilst a request can be in the form of a question, rather than a request for specific documents, the school does not have to create new information or giving an opinion or judgment that is not already recorded.
- 3.4 We will acknowledge receipt of requests within 3 school days during term time, and as soon as practicable during school holidays. Where needed we will seek clarification to establish or in some cases help the requester refine their request before it is deemed valid. The timescales for response commence after receipt of a valid request.
- 3.5 When we have received a valid request we will reply within the statutory timescales. The timescale is 20 school days or 60 working days whichever is the shorter. The Data Protection Advice Team will help you calculate this if required. The presumption is that the information will be provided. However there will be occasions where we will not hold the information. Applicants will be informed if this is the case.
- 3.6 If any information is to be withheld then we will send a response that confirms or denies whether we hold the information unless a specific exemption permits a neither confirm nor deny response to be made. The response will give details of the exemption / exception applied and why it applies. Where required the response will set out the public interest test.
- 3.7 We will only apply charges to the communication costs of some requests (e.g. photocopying, postage and packaging, copying) where these are onerous on the council. If this is the case we will inform the requester and give them 3 months to pay the fee before the request will lapse. On these occasions the information will be released upon receipt of any fees.
- 3.8 All responses will explain how to request an Internal Review and how to contact the Information Commissioner's Office if the requester is unhappy with the outcome of their Internal Review. A review can be requested within 2 months from the date of the response.

- 3.9 The Chair of Governors or a nominated Governor will undertake the Internal Review and will inform the requester whether they uphold or not the original response in full or in part. They will respond to an Internal Review within 25 school days during term time from the receipt date of that request.
- 3.10 The Information Commissioner (ICO) is the independent regulatory authority for both the Freedom of Information Act 2000 and Environmental Information Regulations 2004. The school will abide by the decisions of the Information Commissioners Office, unless it considers itself to have grounds for an appeal to the Information Tribunal. The ICO details are: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 01625 545 700 www.ico.org.uk

4. Roles and responsibilities

- 4.1 The head teacher has overall responsibility for both Freedom of Information and Environmental Information Regulations in the school however day to day responsibility may be delegated to the Director of Operations.
- 4.2 The Qualified Person for determining whether disclosure would be likely to prejudice the effective conduct of public affairs should the Section 36 Exemption be engaged is the Chair of Governors.
- 4.3 The Chair of Governors will be responsible for undertaking Internal Review unless section 36 has been engaged in which case a nominated member of the Governing body with no prior involvement will be responsible for the review.

5. Handling and tracking of requests

- 5.1 Requests for information under FOI should be in writing and whilst all members of staff will assist any requester where possible, we have a designated email address to assist with prompt processing. Requesters can make an EIR request verbally but it is helpful for them to make it in writing.

email: data@lsu.camden.sch.uk

Please make the subject *Freedom of Information Request*

Please head *letters Freedom of Information Request and send to:*

Director of Operations
La Sainte Union Catholic School
Highgate Road
London NW5 1RP

- 5.2 All requests for information will be logged by the Data and Business Management Team and tracked to ensure that timescales are met and assist identification of repeat, similar or vexatious requests.
- 5.3 We will annually review multiple or similar requests for information on subjects not already included in our Publication Scheme and this will lead to consideration for inclusion within it.

School Publication Scheme

Publication Scheme Policy and Scheme

1. Terms of reference

1.1 The purpose of this policy is to ensure La Sainte Union School complies with Section 19 of the Freedom of Information Act 2000 which requires schools to adopt and maintain a publication scheme and to proactively publish information in accordance with that scheme.

2. Policy Statement

2.1 We will ensure that:

- We take a proactive and positive approach towards information rights
- We publish a significant amount of routinely published information about the school on our website, which is our Publication Scheme.
- We will meet our obligations under the Equality Act 2010 and any other legislation to provide information in other forms and formats, but Information will be provided in the language in which it is held

3. Publication Scheme

3.1 The Publication Scheme is a document which specifies:

- the classes of information which we already publish or intend to publish
- the manner in which the information will be published; and
- whether or not there is any charge for the information

3.2 The Information Commissioner has produced both a model publication scheme and guidance for schools which makes provision for, but is not limited to the classes of information listed in the schedule below.

3.3 Our publication scheme can be found on the school website (<https://www.lasainteunion.org.uk/School-Policies/>) and we will make the relevant information that comes under the publication scheme classifications that we hold available on our website unless

- we do not hold it
- it is to be withheld under a FOI exemption or EIR exception; or its release is prohibited under another statute
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release; or
- it is hard copies of documents which can be obtained from the School.

3.4 The Governing Body has overall responsibility for the maintenance of this scheme which will be reviewed annually and following guidance from the Information Commissioner's Office. Updated information will be placed on the publication scheme as soon as it is amended / approved.

3.5 We will not charge for information listed on the Publication Scheme except where specifically indicated.

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

Publication Scheme under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
<u>Who we are and what we do</u> Organisational information, structures, locations and contacts.	Hard copy and/or website	Refer to schedule of charges for hard copy
Who's who in the school / Location and contact information	https://www.lasainteunion.org.uk/Governing-Body/	
Who's who on the governing body and the basis of their appointment	https://www.lasainteunion.org.uk/Governing-Body/	
Instrument of Government / Articles of Association	Hard copy available on request from data@lsu.camden.sch.uk	Refer to schedule of charges
School prospectus (if any)	Website	
Staffing structure	Hard copy available on request from data@lsu.camden.sch.uk	Refer to schedule of charges
School session times and term dates	Website https://www.lasainteunion.org.uk/termdates/Term-Dates/	
<u>What we spend and how we spend it</u> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. There is an expectation that information in this class should be made available for at least the current and previous two financial years.	Hard copy and/or website	Refer to schedule of charges for hard copy
Annual budget plan and financial statements	Hard copy available on request from data@lsu.camden.sch.uk	Refer to schedule of charges
Capital funding		Refer to schedule of charges
Financial audit reports		Refer to schedule of charges
Details on expenditure of items over £5000 Published at least annually but at a more frequent quarterly or six-monthly interval where practical.		Refer to schedule of charges
Procurement and contracts Details of procedures used for the acquisition of goods and services Detail of contracts that have gone through a formal tendering process Possibly information relating to / a link to information held by an organisation which has done so on its behalf (for example a local authority or diocese).		Refer to schedule of charges

Pay policy		Refer to schedule of charges
Staff allowances and expenses Details of the allowances and expenses that <u>can</u> be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (Senior Leadership Team or equivalent whose basic annual salary is at least £60,000 per annum) by reference to categories.	In Pay Policy	
Staff pay and grading structure As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	In Pay Policy	
Governors' allowances Allowances and that <u>can</u> be incurred or claimed and a record of total payments made to individual governors.	https://www.lasainteunion.org.uk/School-Policies/	
<u>What our priorities are and how we are doing</u> Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.	Hard copy and/or website	Refer to schedule of charges
School profile (if any) Performance data supplied to the government or a direct link to the data, latest Ofsted report – Summary / Direct link to report on Ofsted website	Link through school website	
Performance management policy and procedures adopted by the governing body	Appraisal and capability policies available on request	Refer to schedule of charges
Schools future plans	No plans for any consultation on the future of the school, such as change in status, plans to federate.	
Safeguarding and child protection The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding.	https://www.lasainteunion.org.uk/School-Policies/	
<u>How we make decisions</u> Decision making processes and records of decisions There is an expectation for information in this class to be made available for at least the current and previous three years.	Hard copy and/or website 3 years information available	Refer to schedule of charges
Admissions policy / decisions The school's admission arrangements and procedures,	https://www.lasainteunion.org.uk/School-Policies/	

together with information about the right of appeal.		
Minutes of meetings of the governing body and its committees Excluding information that is properly considered private to the meeting.	Available on request	
<u>Our policies and procedures</u> Current written protocols, policies and procedures for delivering school services and responsibilities There is an expectation for information in this class to be current information. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the government. These will include policies and procedures for handling information requests.	https://www.lasainteunion.org.uk/School-Policies/	Refer to schedule of charges
School policies Policies directly affecting students are on the school website. Personnel copies are available in hard copy or are available to staff on the school intranet.	https://www.lasainteunion.org.uk/School-Policies/	Refer to schedule of charges
Pupil and curriculum policies	https://www.lasainteunion.org.uk/School-Policies/	
Records management and personal data policies	https://www.lasainteunion.org.uk/School-Policies/	Refer to schedule of charges
Equality and diversity (including equal opportunities) policies	https://www.lasainteunion.org.uk/School-Policies/	
Policies and procedures for the recruitment of staff	https://www.lasainteunion.org.uk/School-Policies/	Refer to schedule of charges
Charging regimes and policies	https://www.lasainteunion.org.uk/School-Policies/	
<u>Lists and Registers</u> Currently maintained lists and registers only (this does not include the attendance register.) (some information in this class may only be available by inspection)	Hard copy and/or website	Refer to schedule of charges
Curriculum circulars and statutory instruments	Held Centrally by DFE	
Disclosure logs	Not held	
Asset register	Available for inspection by appropriate person email data@lsu.camden.sch.uk	
Any information the school is currently legally required to hold in publicly available registers This does not include the attendance register.	Available for inspection by appropriate person email data@lsu.camden.sch.uk	

<u>The services we offer</u> Information about the services the school offers including leaflets, guidance and newsletters produced for the public and businesses Current information only.	Hard copy and/or website	Refer to schedule of charges
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	https://www.lasainteunion.org.uk/School-Policies/	
School publications, leaflets books and newsletters	https://www.lasainteunion.org.uk/Weekly-Family-Bulletin/	

Schedule of Charges

Charges which may be made for Information published under this scheme

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 the authority for routinely published material will be justified and transparent and kept to a minimum. Charges may be made for actual disbursements incurred such as photocopying, postage & packaging and the costs directly incurred as a result of viewing information

DESCRIPTION	BASIS OF CHARGE
Photocopying/printing @10p per A4 printed side black & white)	Paper, time, printing
Photocopying/printing @20p per A3 printed side (black & white)	
Photocopying/printing @25p per A4 printed side (colour)	Paper, time, printing
Photocopying/printing @50p per A3 printed side (colour)	
Postage	Actual cost of Royal Mail standard 2 nd class or cost of secure delivery