



Aspire Accomplish Achieve

University Academy Keighley

**Freedom of Information
Publication Scheme**

2018 - 2019

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Publication Scheme - Freedom of Information Act 2000 (FOIA)

The Governing Body is responsible for the maintenance of this scheme and has decided to adopt the Model publication scheme, as prepared and approved by the Information Commissioner's Office (ICO).

Model Publication Scheme

This publication scheme commits University Academy Keighley to make information available to the public as part of its normal business activities.

The information covered is included in the classes of information mentioned below, where this information is held by the Academy. Additional assistance is provided for the definition of these classes in the educational guidance manual, issued by the Information Commissioner. This is available at the following link:

<https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf>

The scheme commits University Academy Keighley:

- To proactively publish, or otherwise make available as a matter of routine, information including environmental information, which is held by the Academy and falls within the classifications below.
- To specify the information that is held by the Academy and falls within the classifications below.
- To proactively publish, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update, on a regular basis, the information University Academy Keighley makes available under this scheme.
- To produce a schedule of any fees charged, for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Academy that has been requested and any updated versions it holds, unless the Academy is satisfied that it is not appropriate to do so.
- To publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use and if any information in the dataset is a relevant copyright work and the Academy is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply and otherwise under the terms of the Freedom of Information Act Section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

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 projected and actual income and expenditure, tendering, procurement and contracts.

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 Academy.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information, the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure. This includes information protected by the Data Protection Act;
- 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.

The Method by which Information Published under this Scheme will be made available

The Academy will indicate clearly to the public what information is covered by this scheme and how it can be obtained (see Pages 6/7 below);

- Where it is within the capability of the Academy, information will be provided on our website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the Academy will indicate how information can be obtained by other means and provide it by those means.
- In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided (See Page 8 of this document). 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 the Academy is legally required to translate any information, it will do so.

- 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.

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 Academy for routinely published material will be justified and transparent and will be kept to a minimum.

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

Charges may be made for information, subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying.
- Postage and packaging.
- The costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the Academy.

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

Written Requests

Information held by University Academy Keighley that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Publication Scheme

The list of information available has been informed by the 'Definition document for the governing bodies of maintained and other state-funded schools in England' produced by the Information Commissioner.

Please read the following link:

<https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf>

In the text below:

- **W** means that the information is available on the Academy website or on a website that is linked to, from the school website;
- **R** means that the information is available on request from the Academy or the Clerk to the Governing Body (who is contactable via the Academy)

Who we are and what we do:

Organisational information, structures, locations and contacts. This will be current information only.

- Academy Funding Agreement (Plus DfE Website below) **W**
<https://www.gov.uk/government/publications/academy-and-free-school-funding-agreements-single-academy-trust>
- Academy Staffing Structure and Profiles **W**
- Instrument of Government / Articles of Association **R**
- Academy prospectus and curriculum **W**
- Governing Body **W**
- School session times and term dates **W**
- Location and contact information **W**

What we spend and how we spend it:

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. This will be the current and previous two financial years.

- Annual budget plan and financial statements **R**
- Capital funding **R**
- Additional funding **R**
- Financial audit reports **R**
- Procurement and contracts **R**
- Pay policy **R**
- Staff allowances and expenses **R**
- Staff pay and grading structures **R**
- Governors' allowances **R**

What our priorities are and how we are doing:

Strategies and plans, performance indicators, audits, inspections and reviews. This will be the current information.

- Performance data supplied to the government **R**
- Latest Ofsted report **W**
- Performance management information **R**
- The Academy's improvement/future plans **R**
- Safeguarding and child protection **W**
- GCSE Results (Plus Link Below) **R**
- <https://www.gov.uk/school-performance-tables>

How we make decisions:

Decision-making processes and records of decisions. This will be the current and previous three years.

- Admissions policy / decisions (not individual decisions) **W**
- Minutes of meetings of the governing body and its committees **R**

Our policies and procedures:

Current written protocols, policies and procedures for delivering our services and responsibilities. This will be the current information.

- Academy policies and other documents **W or R**
- Student and curriculum policies **W**
- Records management and personal data policies **R**
- Equality and diversity **W**
- Policies and procedures for the recruitment of staff **W**
- Charging regimes and policies **W**

Lists and registers:

Information in currently maintained lists and registers only.

- Curriculum circulars and statutory instruments **R**
- Disclosure logs **R**
- Asset register **R**
- Any information the school is currently legally required to hold in publicly available registers **R**

The services we offer:

Information about the services the school provides including leaflets, guidance and newsletters.

- Extra-curricular activities **W**
- Out of Academy clubs **W**
- Academy publications **W**
- Services for which the Academy is entitled to recover a fee, together with those fees **W**
- Leaflets, booklets and newsletters **W**

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement Cost	Photocopying/Printing @ 0.02p per A4 Side (Mono) Photocopying/Printing @ 2p per A4 Side (Colour) Packaging Postage	Actual Cost Actual Cost Actual Cost Actual Cost
Statutory Fee		As Per Legislation

Contact Details for Viewing Information by Inspection

Address: University Academy Keighley,
Greenhead Road, Utley,
Keighley, BD20 6EB

Tel: 01535 210333

E-Mail: office@uak.email

Monitoring, Evaluation and Review

The Governing Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Approval by the Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved: _____ (Chair of Governing Body)

Date: September 2018

Date of Policy review: