

Waltham Leas Primary Academy



Freedom of Information Policy

Reviewed: December 2025

Introduction

Waltham Leas Primary Academy is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests. Some aspects, such as charging, are at the discretion of the governing body.

1. Legal framework

This policy has due regard to the following legislation:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

This policy also has due regard to guidance including, but not limited to, the following:

- Cabinet Office (2018) 'Freedom of Information Code of Practice'
- ICO (2021) 'Definition document for the governing bodies of maintained and other state-funded schools in England'
- ICO (2015) 'Model publication scheme'
- ICO (2016) 'Duty to provide advice and assistance (Section 16)'
- ICO (2023) 'Time limits for compliance under the Freedom of Information Act (Section 10)'

This policy will be viewed in conjunction with the following other school policies:

- Data Protection Policy
- Freedom of Information Publication Scheme
- Records Management Policy

Accepting requests for information

The school will only accept a request for information which meets all of the following criteria:

1. It is in writing, this includes requests sent to the school's official social media account
2. It states the name of the applicant and an address for correspondence
3. It describes the information requested

A request will be treated as made in writing if it meets all of the following requirements:

1. It is transmitted by electronic means
2. It is received in legible form
3. It is capable of being used for subsequent reference

Where a request is submitted in a foreign language, the school is not expected to obtain a translation of the request. For the request to be processed, the school will ask the applicant to provide their request in English.

Publication Scheme

Waltham Leas Primary Academy has adopted the Model Publication Scheme for Schools approved by the Information Commissioner.

Classes of information

Information that is available under this scheme includes:

1. Who we are and what we do
2. What we spend and how we spend it
3. What are our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Information which **will not** be made available under this scheme includes:

1. 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.
2. Information in draft form.
3. 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.

Charges

Documents contained in this scheme are free to view on the school website. Single paper copies are also available free of charge to parents and prospective parents of the school. An administration fee may be charged at the discretion of the Headteacher for information required by any other interested party. We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450. When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the school will take account only of the costs we reasonably expect to incur in relation to:

1. Determining whether it holds the information.
2. Locating the information, or a document which may contain the information.
3. Retrieving the information, or a document which may contain the information.
4. Extracting the information from a document containing it.
5. Costs related to the time spent by any person undertaking any of the activities outlined in this policy on behalf of the school, are to be estimated at a rate of £25 per person per hour.

Where multiple requests for information are made to the school within 60 consecutive working days of each other, either by a single person or by different persons who appear to be acting in concert, the

estimated cost of complying with any of the requests is to be taken to be the total costs to the school of complying with all of them. The school may, within 20 working days, give an applicant who has requested information from the school, a written notice stating that a fee is to be charged for the school's compliance.

Charges may be made for disbursements, such as the following:

- Photocopying
- Postage and packaging
- Costs directly incurred as a result of viewing information

How to request information

Requested documents under this scheme will be delivered electronically where possible, but paper copies can be provided by contacting the school using the below contact details. Documents can be translated under disability legislation into accessible formats where possible.

Waltham Leas Primary Academy, Manor Drive, Waltham, Grimsby, Telephone 01472 822419

Email: office@walthamleas.net

Headteacher – Mrs J Thompson

To enable us to process your request quickly, please mark all correspondence: "FREEDOM OF INFORMATION REQUEST"

Feedback

We welcome any comments or suggestions you may have regarding this scheme. Please contact the Academy using the above contact details.