



Star

NURTURING TODAY'S **YOUNG PEOPLE**,
INSPIRING TOMORROW'S **LEADERS**

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME





Document control

This document has been approved for operation within:	All Trust Establishments
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Summary of changes in this version

Information
<ul style="list-style-type: none"> • Paragraph 16. Reference to model publication scheme updated to Model Publication Scheme: Definition Document for Schools (England). Footnote also added. Web address for ICO included. Paragraph also states that the publication scheme also incorporates documents that are statutorily required by the DfE. • Paragraph 18. New paragraph advising that the Trust website contains weblinks to all of our schools. • Paragraph 20. Addition of "...and local operations..." • Model publication scheme, tables 1-7 updated.



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Introduction

1. The Freedom of Information Act 200 (FOIA) gives a right of public access to information held by public authorities. It is a legal right for any person(s) to ask for access to information held by the Trust and its schools and academies.
2. The FOIA seeks to promote a culture of openness and accountability amongst public sector bodies, and therefore improve public understanding of how public bodies (which includes the governing bodies of Trusts, academies and schools) carry out their duties, why they make the decisions they do, and how they spend public money.
3. Although the FOIA presumes openness, it recognises the need to protect sensitive information in certain circumstances and provides for exemptions.
4. Star Academies is committed to being open and transparent. We aim to publish as much information as possible online and in response to frequently asked questions.

Aims

5. To set out how the Trust deals with Freedom of Information requests.
6. To make clear the classes of information which we publish or intend to publish.
7. To make clear the manner in which the information will be published.
8. To advise whether the information is available free of charge or on payment.
9. To support the mission, vision and values of the Trust and its establishments.

Who is responsible for this policy?

10. The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to Star Central, the Local Governing Body and the Head of each establishment.
11. The Local Governing Body and Senior Leadership Team at each establishment have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

Rights

12. The Freedom of Information Act gives any individual the opportunity to request information which we keep. Statutory Guidance on the Act can be found at www.ico.org.uk

How to request information

13. Freedom of Information (FOI) requests should be submitted by e-mail to:
regulatory@staracademies.org
14. Requests made in writing should be sent to: Freedom of Information, Star Academies, Shadsworth Road, Blackburn, BB1 2HT.



15. In order to be valid, a FOI request must:
- be in writing (this includes electronic requests)
 - be legible
 - include the requester's real name
 - include an address for correspondence; and
 - describe the information being requested

Publication scheme

16. The Trust's Publication Scheme reflects the Information Commissioner's Model Publication Scheme: Definition Document for Schools (England)¹. More information about publication schemes can be found on the following Information Commissioner's Office web-site link: ico.org.uk. It also incorporates website publications that are statutorily required by the Department for Education.
17. This guide lists information which we have made a commitment to make available. Our aim is to make information available whenever we can legally do so, except where we consider release would cause significant harm. In such cases, we will withhold information under an appropriate exemption in the FOIA. We must also comply with the requirements of the Data Protection Act 2018 and respect the privacy of individuals. If the information required is not included in the publication scheme, individuals can still ask if we have it and, if so, request to see it.
18. Information available on our websites is free for anyone to access. Hard copy documents will be charged for in line with our charging policy ([Table 8: Charging policy](#)), unless otherwise stated.
19. The Trusts website (www.staracademies.org) contains links to the websites for all of our schools ([our schools](#)).
20. The following tables set out the details of the publication scheme. Due to the development of Star Academies and local operations, not all of these documents may be available at every establishment.

Table 1: Class 1 – Who we are and what we do (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Articles of Association	Trust and School websites
School prospectus	Hardcopy School Websites
Curriculum outline	School websites
Governing Body: including names and basis of appointment	Trust and School websites
School session times and term dates	School websites
Location and contact information	School websites

¹ Version 3: 20130822

**Table 2: Class 2 – What we spend and how we spend it (current and previous financial year)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Annual budget plan	Hardcopy
Financial statements	Trust and School websites
Capital funding	Hardcopy
Financial audit reports	Hardcopy
Procurement and contracts	Hardcopy
Pay Policy	Hardcopy
Staff allowances and expenses	Hardcopy
Staff pay and grading structure	Hardcopy
Governors' allowances	Hardcopy
Pupil Premium funding	School websites
PE and sport premium funding (primary only)	School websites

Table 3: Class 3 – What our priorities are and how we are doing (current information)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Performance data supplied to the government	School websites Hardcopy
Latest Ofsted report	School websites
Performance management policy and procedure	Hardcopy
School future plans	Hardcopy
Safeguarding (Child Protection) Policy and procedures	School websites

Table 4: Class 4 – How we make decisions (current and previous three years where applicable)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Admissions policy/decisions (not individual decisions)	School websites Hardcopy
Governing body agendas and minutes	Hardcopy



Table 5: Class 5 – Our policies and procedures (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
<p>Policies including:</p> <ul style="list-style-type: none"> • 16-19 Bursary Policy • Accessibility Policy • Anti-Bullying Policy • Behaviour Policy • Careers and Enterprise Policy • Careers and Enterprise Programme • Career Provider Access Statement • Charging and Remissions Policy • Complaints Policy • Data Protection Policy • Equalities Policy • Equalities Statement • Freedom of Information Policy and Publications Scheme • Home-School Agreement • Parent Code of Conduct • Positive Handling Policy • Privacy Notices • Pupil Mental Health and Emotional Wellbeing Policy • Pupil Premium Policy • Records Management Policy • Recruitment Policy • Remote Learning Policy • Safeguarding (Child Protection) Policy • Separated Parents Policy • Special Educational Needs and Disabilities – Information Report, Policy and Guidance • Uniform Policy • Whistleblowing Policy 	<p>School Websites</p>

Table 6: Class 6 – Lists and Registers (currently maintained lists and registers only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Curriculum circulars and statutory instruments	Hardcopy
Disclosure logs	Hardcopy
Asset register	Hardcopy
Legally required publicly available registers	Hardcopy

**Table 7: Class 7 – The services we offer (current information only)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Extra-curricular (enrichment) activities	Hardcopy School websites
Out of school clubs	Hardcopy School websites
School publications	Hardcopy School websites
Services for which the school is entitled to recover a fee, together with those fees	School websites
Leaflets, books and newsletters	Hardcopy School websites

Information about specific schools or establishments

21. All FOI requests are managed centrally by Star Central.
22. Specific questions about information held by one of our schools or establishments should be sent to Star Central directly, as indicated above. Alternatively, our establishments will forward FOI requests they receive to Star Central.

What happens when we receive a request?

23. We will comply with timescales set by the Information Commissioner in responding to requests. If a request is particularly complex, we will assess how long it is likely to take to retrieve the relevant information. If it is more than 18 hours of staff time, we will levy a charge. In this case, we will write to advise the individual of the cost and they can decide whether to continue.
24. If the Trust receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.
25. Details of our charging policy are set out in Table 8.

Table 8: Charging policy

TYPE OF CHARGE	CHARGE	BASIS OF CHARGE
Disbursement costs	Photocopying/printing	10p per sheet (black & white)
	Postage	Actual cost of Royal Mail standard 2 nd class
Prescribed Costs	Finding, sorting and editing of materials	Charged for in full for requests in excess of £450 at a standard rate of £25 per hour



Are there any exemptions?

26. There are a range of exemptions that could apply, as allowed within the statutory guidance, for example if releasing information breaches commercial confidence or if there are other legal issues preventing disclosure. We will write to the individual if this applies.
27. Individuals requesting information have the right to appeal the decision in writing to Star Academies in the first instance and to the Information Commissioner's office if they think the decision is unreasonable.