

Policy:

Freedom of Information Act

drb Ignite Multi Academy Trust Mission Statement

One Vision The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our mission is to give every child learning experiences that excite them and give them the power to begin to shape their own lives.

One Aim drb Ignite Multi Academy Trust will ensure that all pupils achieve the highest standard of educational outcomes regardless of circumstances or background.

Rationale

The drb Ignite Multi Academy Trust takes its responsibilities with regard to the management of the requirements of the Freedom of Information Act 2000 (FOIA) very seriously.

The purpose of this policy is to ensure that the provisions of the Freedom of Information Act 2000 are adhered to and in particular that:

- a significant amount of routinely published information about the drb Ignite Multi Academy Trust is made available to the public as a matter of course.
- other information is readily available on request and such a request is dealt with in a timely manner; and
- in cases where information is covered by an exemption, consideration is given as to whether or not the information should be released.

Some information which we hold may not be made public, for example personal information.

Policy statement

The drb Ignite Multi Academy Trust recognises its corporate responsibility under the Act to provide a general right of access to information held. The body with overall responsibility for this policy is the drb Ignite MAT Board.

The Academies Director is responsible for drawing up guidance on freedom of information and promoting compliance with this policy in such a way as to ensure the easy, appropriate and timely retrieval of information.

1. Specific requests for information

Information not already made available is accessible through a specific request for information. In this regard the Freedom of Information Act establishes two related rights:

- The right to be told whether information exists, and
- The right to receive the information (subject to exemptions)

These rights can be exercised by anyone. Requests must be made in a permanent form (for example in writing or by email) and a charge may be made for dealing with any request. Requestors will not be entitled to information to which any of the exemptions in the Act applies. However, only those specific pieces of information to which the exemption applies will be withheld, and information covered by an exemption will be subject to review by the MAT Board.

The drb Ignite Multi Academy Trust will respond to any request within 20 working days although further reasonable details can be requested in order to identify and locate the information. If a fee is required, the period of 20 working days is extended by up to 3 months until the fee is paid.

2. Charges

The drb Ignite Multi Academy Trust reserves the right to charge an appropriate fee for dealing with a specific request for information not listed in the publication scheme in accordance with the Act.

3. Complaints

The Academies Director will co-ordinate any complaints received in respect of this policy.

The complaint should be addressed to the the Academies Director in the first instance. The complaint will be acknowledged immediately and every reasonable effort will be made to offer a more comprehensive reply within 21 days.

If the applicant is not satisfied with the reply then they should inform the Academies Director within 21 days.

If applicants are dissatisfied with the outcome of their complaint they may seek an independent review from the Information Commissioner. Requests for review by the Information Commissioner should be made in writing to:

The Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 01625 545700

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

4. Exemptions under the Act

There are 23 exemptions under the Act, some exemptions where the public interest test applies, and others which are absolute exemptions.

The drb Ignite Multi Academy Trust may decide that some information it holds could be regarded as exempt information under the Act. Where a request is made for information which includes exemptions public interest test applies, and others which are absolute exemptions.

The drb Ignite Multi Academy Trust will consider the prejudice test and the public interest test, and may in some circumstances withhold the requested information.

5. Contacts

The drb Ignite MAT Academies Director



drb IGNITE MULTI ACADEMY TRUST

0800 040 7366

Monitoring and review CEO, Director of Academies, Headteachers,

Links

Staff responsible Headteachers of all academy schools

Committee responsible Board of Trustees

Date approved

Review date*

*Please note that should there be any changes/further national guidance issued relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next MAT Board meeting.