

Roding Primary School



with Provision for Deaf Children

Freedom of Information Policy

Ratified by Committee:	Personnel, Finance and Premises (including Health & Safety)
Adopted by Full Governing Body:	Autumn Term 2026
Next review due by:	Autumn Term 2029

*This policy outlines the standards, procedures, and expectations that guide our community at **Roding Primary School and Nursery with Provision for Deaf Children**. Rooted in our core values of **resilience, respect, compassion, independence, curiosity, and ambition**, it is designed to support a safe, inclusive, and nurturing environment for every child. By following this policy, we work together to uphold these values and promote the well-being, confidence, and success of all pupils.*

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1. Introduction

1.1 Roding Primary School is committed to transparency and improving accountability and fully supports the aims of the Freedom of Information Act 2000.

1.2 The Freedom of Information Act 2000 (the Act) came into force on 1st January 2005. The Act provides public access to information held by public authorities and requires them to publish certain information about their activities.

1.3 The Act operates in two ways:

- Public authorities are obliged to publish certain information about their activities
- Members of the public are entitled to request information from public authorities

1.4 The Act may work alongside other legislation, including:

- Environmental Information Regulations 2004
- Data Protection Act 2018
- Infrastructure for Spatial Information in the European Community Regulations 2009
- Access to Health Records Act 1990
- Local Government Acts
- Education (Pupil Information) Regulations

1.5 The Act covers recorded information held by the School, including printed documents, emails, letters, photographs and audio/video recordings. It does not include personal data, which is covered by the Data Protection Act 2018.

1.6 Anyone can request information in writing (letter, email or online form). There is no formal application procedure. Information will be provided in a suitable format, subject to exemptions. Where appropriate, datasets will be provided in a reusable format such as CSV.

2.0 Our Policy

2.1 Roding Primary School will comply with the Act in the following way:

2.2 The School will maintain a publication scheme detailing information routinely made available to the public, using the Information Commissioner's Office model.

2.3 The School will ensure that systems and procedures are in place to meet all duties under the Act.

2.4 The Act covers all written requests for information received by the School (including emails and online requests). Where information is readily available, it will be provided without being logged as a formal FOI request.

2.5 Where a request is more complex, it will be treated as a formal Freedom of Information request and logged and handled under FOI procedures.

2.6 The School will handle all requests in line with the latest ICO guidance.

2.7 This means the School will:

- Acknowledge receipt of requests promptly
- Respond within 20 working days
- Inform requesters if information is not held
- Advise if a fee is applicable
- Provide partial responses where full disclosure is not possible
- Provide advice and assistance where necessary
- Keep requesters informed of delays where appropriate
- Provide reasons for refusal within statutory timescales
- Offer an internal review if requested

2.8 All staff will be made aware of their responsibilities under the Act and training will be provided where required.

3.0 Copyright

3.1 The Act does not affect copyright and intellectual property rights.

3.2 When information is released under FOI, copyright remains with the School or original rights holder.

3.3 A copyright notice may be included with disclosed information, and legal action may be taken if material is used in breach of copyright.

3.4 The School may use the Open Government Licence where appropriate, as encouraged by the Information Commissioner's Office and the National Archives.

4.0 Who can apply?

4.1 Anyone can make a request for information under the Freedom of Information Act or Environmental Information Regulations.

4.2 Requests may be made by individuals or organisations, including journalists, companies, charities, campaign groups, MPs, staff and researchers.

4.3 Requests can also be made by people outside the UK.

4.4 When a request is received, the School will ensure it is handled under the correct legislation (FOI or EIR as appropriate).

5.0 What can be requested?

5.1 The Act covers any recorded information held by the School, including:

- Drafts
- Printed documents
- Emails and letters
- Photographs
- Audio and video recordings
- Computer files

5.2 The Act does not require the School to create new information or answer questions based on staff knowledge where information is not already recorded.

5.3 The Act applies to information held on behalf of the School, including outsourced services.

5.4 The Act does not provide access to personal data. Requests for personal data are handled under the Data Protection Act 2018.

6.0 How can a request be made?

6.1 Requests must:

- Be made in writing (letter, email or online form)
- Include the requester's real name
- Include a valid contact address (postal or email)
- Clearly describe the information requested

6.2 If a requester is unable to submit a written request, the School will provide reasonable assistance, including recording the request in writing where necessary.

6.3 Requests for environmental information may be made verbally.

6.4 The School will identify whether a request falls under FOI or EIR and apply the correct process.

6.5 The Act is "applicant and purpose blind" and all requests will be treated equally.

6.6 Information released will be considered as if it were being released to the world at large.

7.0 Active Publication of Information

7.1 The School maintains a publication scheme in line with the ICO model publication scheme.

7.2 The School is committed to proactive publication of information to improve transparency and reduce the need for individual FOI requests.

8.0 Handling Freedom of Information / EIR Requests

8.1 The School will respond to requests within 20 working days.

8.2 The School aims to meet ICO expectations that at least 85% of requests are responded to within this timeframe, and strives for 100% compliance.

8.3 Information will only be withheld where a valid exemption applies, and the public interest test will be applied where relevant.

8.4 Where a request is refused or partially refused, reasons will be provided within statutory timescales.

8.5 The School will provide advice and assistance to applicants where needed.

8.6 If a requester is dissatisfied, they may request an internal review by a senior officer not involved in the original decision.

8.7 If still dissatisfied, the requester may refer the matter to the Information Commissioner's Office, which may issue a Decision Notice.

8.8 Copies of information used in FOI responses will be retained for three complete calendar years and then disposed of in line with the School's retention schedule unless legally required otherwise.