

North Norfolk Academy Trust

FREEDOM OF INFORMATION ACT POLICY AND PUBLICATION SCHEME FOR THE TRUST AND ITS ACADEMIES



North
Norfolk
**Academy
Trust**



Adopted: September 2016

Review: Triennially

Last Reviewed:

Next review: September 2019

North Norfolk Academy Trust (NNAT), and its academies, are committed to making information about the operation and organization of the trust and its academies generally available to the public either through published documents (including those published on the trust's and/or its academies' websites), or on request.

In accordance with the Freedom of Information Act 2000, the trust is required to have an approved publication scheme. The trust has adopted the Model Publication Scheme prepared and approved by the Information Commissioner, see Appendix 1.

The Model Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

In addition to the Model Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme. This information can be found in the Schedule of Available Information, see Appendix 2.

HOW TO ACCESS INFORMATION

The Trust and its academies will make available the information they hold whether or not listed in the Publication Scheme unless the information is identified as not being available under one of the exemptions provided for by the legislation. You can ask for the information at one of the trust's academies or by contacting the Trust direct. Please ensure that you contact the trust or the academy by email or letter. Contact details for the Trust are set out below:

North Norfolk Academy Trust,
c/o Sheringham High school, Holt Road, Sheringham, NORFOLK NR26 8ND
Email: office@sheringhamhigh.co.uk

If you are making a formal information request in accordance with the Freedom of Information Act you should:

- Make your request in writing (this can be electronically e.g. email);
- Mark your request " Publication Scheme Request"
- State your name and an address for correspondence; and
- Describe the information requested.

COMPLAINTS

If you are unhappy with the response you receive to your request, you should contact the Trust by email or letter at the address given above.

If you are unhappy with the response to your complaint or your original request for information was directed to the Trust, you may ask the Trust to carry out an internal review by writing to the Chair of Directors at the address given above. Your complaint or request for an internal review should be made within 40 days of the receipt of the original response and the Trust will reply within 20 working days of receipt.

If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Information Commissioners Office. Their contact information can be found on their website.

FURTHER INFORMATION.

More information about the Freedom of Information Act is available on the Information Commissioner's Office website at: <http://www.ico.gov.uk>.

REVIEW

This policy will be reviewed every three years or when there are changes to relevant legislation.

APPENDIX 1: MODEL PUBLICATION SCHEME

This publication scheme commits North Norfolk Academy Trust (“the Trust”) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information set out below, where this information is held by the trust and its academies. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the trust and its academies:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the trust and its academies and falls within the classifications below.
- To specify the information which is held by the trust and its academies 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 the trust and its academies 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.

The Information we provide falls into the following categories:

CLASS 1 - Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

CLASS 2 - What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

CLASS 3 - What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

CLASS 4 - How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

CLASS 5 - Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

CLASS - 6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the trust and its academies.

CLASS 7 - The services we offer.

Information about the services the trust and its academies provide including leaflets, guidance, and newsletters.

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.
- 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 trust and its academies will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the trust and its academies, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the trust and its academies will indicate how information can be obtained by other means and provide it by those means- see Appendix 2 Schedule of Available Information.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. 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 trust and its academies are legally required to translate any information, this will be done.

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 trust and its academies for routinely published material will be justified and transparent and 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.

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 the trust and its academies 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.

APPENDIX 2 – SCHEDULE OF AVAILABLE INFORMATION**FREEDOM OF INFORMATION – Guide to Information available from NNAT and its Academies under the publication scheme.**

INFORMATION TO BE PUBLISHED	Available from	Charge
CLASS 1 - WHO WE ARE AND WHAT WE DO		
Multi-Academy Trust Funding Agreement	NNAT website	Free
Individual Academy Order	Academy Website (in course of publication)	Free
Memorandum and Articles of Association of NNAT	NNAT website	Free
Details of the Directors of the NNAT and their experience.	NNAT website	Free
The name of the Chair of the Board of Directors and his/her contact details.	NNAT website	Free
Names of Key Personnel in the Trust including the Executive Headteacher	NNAT website	Free
The name of the Chair of the Local Governing Body of each NNAT Academy and his/her contact details.	Academy Website	Free
A list of Governors on each Academies Local Governing Body and their experience	Academy Website	Free
Names of Key Personnel in each NNAT Academy and their experience	Academy Website	Free
The Trust Values and Ethos Statement	NNAT website	Free
School Session times, term dates and holidays	Academy Website	Free
Locations, contact information, addresses, telephone numbers and email addresses	NNAT website Academy Website	Free
School Prospectus	Academy Website	Free
Results – including Ofsted reports	Academy Website	Free
The remit and terms of reference of the Board and its committees (Scheme of Delegation)	NNAT Website	Free
A list of Governors that have served on Local Governing Bodies and Directors that have served on the Board in the last academic year and their declared interests	NNAT website Academy Website	Free
The attendance records of directors at Board meetings and Governors at Local Governing Body meetings in the last academic year	NNAT website in the Annual Report & Financial Statement	Free
CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT		
NNAT Annual Report and Financial Statement	NNAT Website	Free

Capital Funding – details of capital funding allocations along with information on related building and other capital projects	Available on request	Charge
Additional Funding – Income generation and other sources of funding	Available on request	Charge
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Available on request	Charge
The amount of pupil premium the trust receives for each Academy and how it is spent.	Academy Website	Free
The amount of Year 7 Literacy and Numeracy Catch-up the Trust receives for each secondary Academy.	Academy Website	Free
The amount of Primary PE/Sport funding the Trust receives for each primary Academy.	Academy Website	Free
External and Internal Audit reports for the Trust	Available on request	Charge
The Trusts Employees' pay policy	Available on request	Charge
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
Academy profile <ul style="list-style-type: none"> • Government supplied performance data. • OFSTED report – summary and full report. 	Link from Academy website	Free
Performance management information.	Available on request	Charge
Any major proposals on safeguarding and promoting the welfare of children.	Available on request	Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Academy website	Free
CLASS 4 – HOW WE MAKE DECISIONS		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Academy Website	Free
Details of the number of applications, number of places offered and appeals for places at each Academy.	Available on request	Charge
NNAT Board of Directors (Advisory Body) meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	NNAT website	Free
Individual Academy Local Governing Body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	Academy Website	Free
CLASS 5 – OUR POLICIES AND PROCEDURES – CURRENT INFORMATION ONLY		
Trust Policies including:	Trust website	Free

<ul style="list-style-type: none"> • Accessibility Plan • Charging and Remissions • Allegations of Abuse against staff (in course of publication) • Behaviour • Code of Conduct (within Safeguarding policy) • Data protection • Single Equality policy (in course of publication) • Freedom of Information Act policy and publication scheme • Corporate Health and Safety • Local Government Pension scheme • Complaints • Safeguarding and Recruitment • Special Educational Needs • Staff Grievance policy • Supporting children with medical needs(in course of publication) • 	Trust website	Free
<p>Academy Policies including:</p> <ul style="list-style-type: none"> • Lettings • Health and Safety (in course of publication) 	Academy Website	Free
CLASS 6 – LISTS AND REGISTERS- CURRENT INFORMAITON ONLY		
Curriculum circulars and statutory instruments	Available on request	Charge
Disclosure logs	For inspection on request	Free
Asset register	For inspection on request	Free
Any information the Trust is legally required to hold in publicly available registers.	For inspection on request	Free
CLASS 7 – THE SERVICES WE OFFER		
Extra Curricular activities.	Academy website	Free
Out of school clubs.	Academy website	Free
School publications and newsletters.	Academy website	Free
Leaflets, booklets and school magazines.	Academy website	Free
Services for which the Academy is entitled to recover a fee, together with those fees e.g. hiring of Academy facilities.	Academy website	Free