



ACKLAM GRANGE SCHOOL
A Specialist College Of Maths and Computing

FREEDOM OF INFORMATION
ACCESS POLICY

Checklist for action on receipt of a request for information:

A valid FOI request should be in writing, state the enquirers name and correspondence address and describe the information requested.

If a member of staff receives a request for information it should be forwarded to the Headteacher, Mr John Bate, and in his absence the School Business Manager, Miss Nikola Bunyan.

This person would then:

- ✓ Decide whether the request is a request under Data Protection Act 1998 (DPA), Environmental Information Regulations 2004 (EIR) or Freedom of Information Act 2000 (FOIA).
- ✓ Decide whether the school holds the information or whether it should be transferred to another body.
- ✓ Provide the information if it has already been made public.
- ✓ Inform the enquirer if the information is not held.
- ✓ Consider whether a third party's interests might be affected by disclosure and if so consult them.
- ✓ Consider whether any exemptions apply and whether they are absolute or qualified.
- ✓ Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information.
- ✓ If a request is made for a document that contains exempt personal information ensure that the personal information is removed as set out in the guidance for schools.
- ✓ Decide whether the estimated cost of complying with the request will exceed the appropriate limit.
- ✓ Consider whether the request is vexatious and repeated.

Important points to note:

- Requests should be dealt with within 20 days excluding school holidays.
- All staff should be aware of this process.
- A record should be kept of refusals and reasons for refusals as well as appeals, allowing the governing body to review its access policy on an annual basis.
- Expressions of dissatisfaction should be handled through the school's existing complaints procedure.