



FREEDOM OF INFORMATION PUBLICATION SCHEME

Reviewed: January 2015

Review date: January 2016

Person responsible for policy: NJW

Freedom of Information Publication Scheme

1. Statutory Duty of the School

Under the Freedom of Information Act (FOIA), there is a legal right for any person to ask a school for access to information held by that school. The request does not have to specify that information is being sought under the FOIA.

The Act presumes openness, but recognises the need to protect sensitive information and provides exemptions to publication. Governing Bodies may charge a fee for publishing information. This fee must be calculated according to FOIA regulations.

2. School Policy

It is the policy of the Governing Body of Droitwich Spa High School to publish information in response to straightforward and routine enquiries without charge, presuming that the costs are not significant. In responding to more complicated enquiries, the school will refer to the prevailing guidance issued by the Department for Education (DfE) and a charge may be made.

The Governing Body, which delegates the day-to-day management of such enquiries to the Headteacher, will respond to requests which are made in writing, by fax or by email.

In keeping with current guidance, the Governors will not comply with requests under the following circumstances:-

1. The information requested is not held (although reasonable searches will be made to establish that this is the case)
2. The cost threshold as defined within the FOIA regulations has been reached
3. The request(s) is considered to be vexatious or repeated
4. One or more ground(s) for exemption applies (eg security; court order; requests that run counter to Data Protection such as information on a specific third party.)

The school will respond within the legally prescribed time limit of twenty working days, excluding school holidays.

When responding to requests, the school will at all times be mindful of the DfE guidance for maintained schools which can be found at:

<http://publications.teachernet.gov.uk/eOrderingDownload/Folfinal.doc>

Any complaint to the school about its application of the FOIA requirements must be in writing and will be dealt with under the existing complaints procedure.

