



# Freedom of Information Policy

## School Mission Statement

St. Michael & St. Martin school follows the teaching of the Roman Catholic Church, in its daily life through celebration of the Liturgy and through following the values taught in the Gospel of Jesus, by:

- Learning our faith.
- Living our faith.
- Loving our faith.

Thus the school recognises the dignity of every human person because s/he is a child of God, while fostering awareness of the world's poor. Equality of opportunity for every person is therefore paramount and precludes all forms of discrimination on grounds of colour, gender, race, social class or ability.

The school aims to nurture the spiritual, intellectual and physical growth of each pupil through a holistic approach, which takes due note of the needs of every child while, at the same time, striving for excellence in all aspects of education in a secure environment.

St Michael & St Martin Catholic Primary School will comply with the terms of the Freedom of Information Act 2000, and any subsequent relevant legislation, to ensure all information held by the school is treated in a manner that is fair and lawful. This policy should be used in conjunction with the school's *Social Media Policy* and *Data Protection Policy*.

### **Data Gathering and Storage**

Information will only be gathered and stored for specified purposes. In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily. Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

### **Publication Scheme**

The school will adopt and publish the appropriate model publication scheme, as recommended by the DFE, Information Commissioner and LBH, and approved by school governors. The current recommended model schemes can be viewed via the Information Commissioner's website.

### **Dealing with Requests for Information**

Theoretically any request for information is a request under the Freedom of Information Act. Most of these are dealt with as 'business as usual' requests and responded to accordingly. The school are committed to responding to all requests for information.

Where a requester wants to have their request dealt with under the access to information legislative framework, then the school will ensure that this is put in writing. FOI requests can be made verbally over the phone or in person. For a request to be considered under the FOI act it need not make reference to the act itself.

The school will assist applicants in making their request to have access to information held by the school. Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g. school, LEA, hospital).

The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.

The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. All requests for information should still be dealt with in compliance with the 20 day deadline, whether they are recorded as Freedom of Information requests or not.

The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by the Department for Constitutional Affairs. If the estimated cost of complying with the request exceeds this amount the school is entitled to decline the request.

The headteacher will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request.

Copies of data supplied should be retained for two years from the date it was put into the public domain.

### **Applying Exemptions**

A full list of exemptions can be found in the attached appendix. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector.

The decision to apply absolute exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteacher.

Even if the group decides information should not be disclosed, a public interest test should be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.

### **Logging Requests Received**

The school will keep a record of all requests received for monitoring purposes, noting:

- a) the date the request was received.
- b) name and contact details of the person or organisation making the request.
- c) the date the request was fulfilled or refused.
- d) the reason for any exemption being applied.
- e) the reason for any failure to meet the 20 day deadline.

**Approved by Governors**

**Date :08/10/25**

Review Date : Autumn 2027  
Person Responsible : Nicola Duggan / Sabina Bell