

Freedom of Information Policy

January 2019

Reviewed and approved by Sentamu Academy Learning Trust Board of Directors on 30.01.19

REVIEW DUE: January 2022

Sentamu Academy Learning Trust

FREEDOM OF INFORMATION POLICY

Responsibilities

The Sentamu Academy Learning Trust Board of Directors has primary responsibility for the management and administration of the Trust. Some of these responsibilities, including the implementation of the Freedom of Information Policy, have been delegated to the Local Governing Committee, the Principal and/or senior managers who shall comply with all policies and procedures issued by the Board of Directors and take into consideration any subsequent advice and recommendations given to them by the Directors.

Definitions

In this procedure the following words and expressions shall have the following meanings:

"Directors" or "Trust Board" means the Board of Directors of the Trust as constituted from time to time, or where appropriate any sub-committee of the Board of Directors.

"Governors" means the local governing body of each Academy referred to as the Local Governing Committee (LGC) as constituted, or where appropriate, any sub-committee of the Local Governing Committee. Each Local Governing Committee has specific delegated powers for the management of the business of each Academy as agreed by the Directors.

"Trust" means the Sentamu Academy Learning Trust;

"CEO" means the Chief Executive Officer of the Trust;

"Executive Principal" means any Executive Principal of the Trust and may also be referred to as the "Principal" in this procedure;

"Principal" means the head of the Academy and may also be known as the Headteacher.

"Vice Principal" can also be referred to as a Deputy Headteacher.

Aims

The Sentamu Academy Learning Trust is committed to the Freedom of Information Act 2000, which came into force on 1 January 2005 and which includes Academies by the Academies Act 2010, with effect from 1 January 2011. The academy is committed to the principles of accountability and the general right of access to information, subject to legal exemptions. The policy outlines our framework for managing requests.

Under the Freedom of Information Act 2000, any person has a legal right to ask for access to information held by the academy. They are entitled to be told whether the academy hold the information, and to receive a copy, subject to certain exemptions.

The information which each academy routinely makes available to the public is included in the Publication Scheme. Requests for other information are dealt with in accordance with statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

The Act is fully retrospective, so that any past records which each academy holds are covered by the Act. The schedule recommended by the Records Management Society of Great Britain, guides the Trust as to how long records should be kept. It is an offence to wilfully conceal, damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

Requests under the Act can be addressed to anyone employed by the Trust. Staff need to be aware of the process for dealing with requests. Requests must be made in writing (which can include e-mail) and should include the enquirer's name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information. There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to an enquiry. There is a time limit of 20 school days or 60 working days if this is shorter.

Scope

This procedure applies to all Trust staff. Requests for personal data are still covered by the Data Protection Act. Individuals can request to see what information the Trust holds about them. This is known as a Subject Access Request, and must be dealt with accordingly. For more information see the Trust's Data Protection Policy and Procedure.

Requests for information about anything relating to the environment – such as air, water, land, the natural world, or the built environment and any factor or measure affecting these – are covered by the Environmental Information Regulations. Requests under EIR are dealt with in the same way as those under FoIA, but they do not need to be written and can be verbal.

Statement of Policy Review

The Board of Trustees has agreed that this policy will be reviewed on a three yearly basis. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be **January 2022**

Procedures

Obligations and Duties

The Trust recognises the duty to provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.

The Trust recognises the duty to tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with the procedures laid down in Appendix 1.

Publication Scheme

The Trust has created a Publication Scheme derived from the Model Publication Scheme for Schools approved by the Information Commissioner.

The Publication Scheme and the materials it covers will be readily available from each Academy's main office and on each academy's website.

Dealing with Requests

We will respond to all requests in accordance with the procedures in Appendix 1. We will ensure that staff are aware of the procedures.

Exemptions

Certain information is subject to either absolute or qualified exemptions. The exemptions are listed in Appendix 2.

When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information.

We will maintain a register of requests where we have refused to supply information, and the reasons for the refusal. The register will be retained for 5 years from the date of the request.

Public Interest Test

Unless it is in the public interest to withhold information, it has to be released. We will apply the Public Interest Test before any qualified exemptions are applied.

For information on applying the Public Interest Test see Appendix 3.

Charging

We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

The Trust reserves the right to charge a fee for complying with requests for information under FoIA. The fees are calculated according to FoIA regulations, (see Appendix 4) and the person notified of the charge before the information is supplied.

Responsibilities

The Trust has delegated the day-to-day responsibility for compliance with the FoIA to the Principal/Headteacher at each Academy.

Complaints

Any comments or complaints will be dealt with through the Trust's normal complaints procedure.

If, on investigation, the academy's original decision is upheld, then the Trust has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Appeals should be made in writing to the Information Commissioner's Office at: FOI/EIR Complaints Resolution, Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

FOI Records

Record	Where kept	Retention time (Min)	Disposal authority
Register of requests	Headteacher's office	Five Years	Headteacher
Original Written requests	Headteacher's office	Five Years	Headteacher
Response to Requests	Headteacher's office	Five Years	Headteacher
Correspondence related to Freedom of Information requests	Headteacher's office	Five Years	Headteacher

Attachments

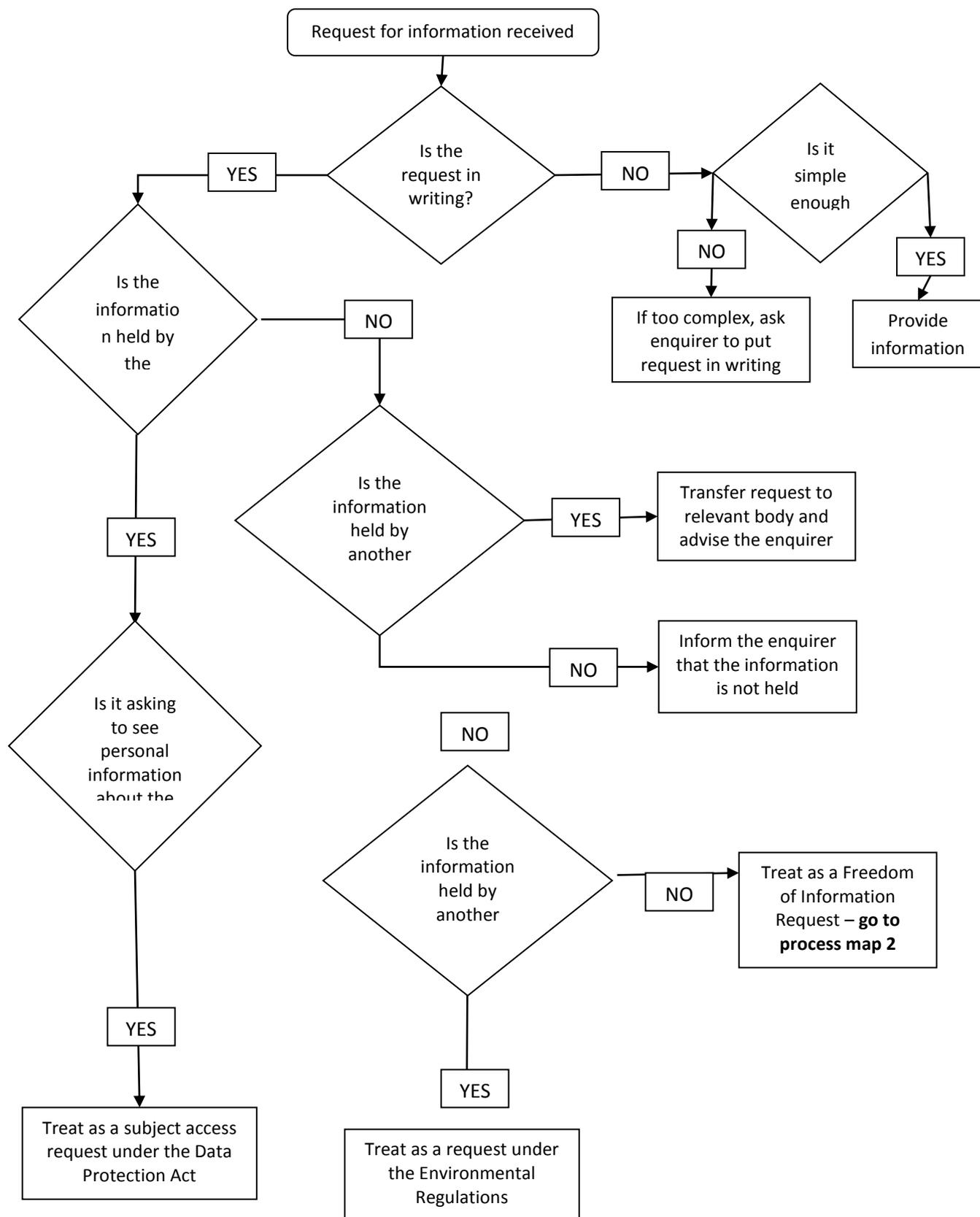
Appendix 1 and 1.1 - Procedures for Dealing with Requests

Appendix 2 - Exemptions

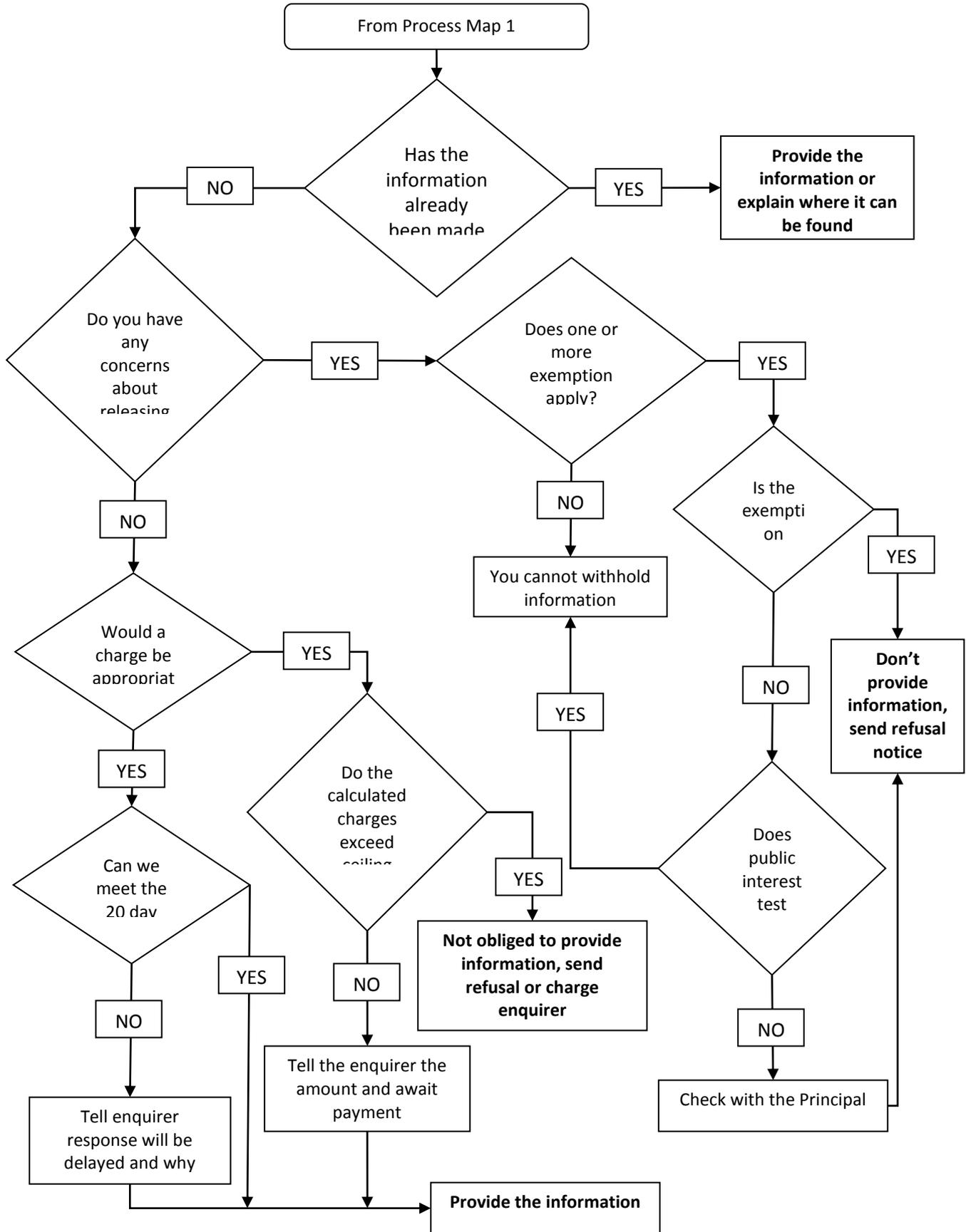
Appendix 3 - Applying the Public Interest Test

Appendix 4 – Charging.

FREEDOM OF INFORMATION POLICY – APPENDIX 1
PROCESS MAP 1 – PROCEDURES FOR DEALING WITH FOI REQUESTS



FREEDOM OF INFORMATION POLICY – APPENDIX 1.1
PROCESS MAP 2 – PROCEDURES FOR DEALING WITH FOI REQUESTS



Exemptions

Although decisions on disclosure should be made on a presumption of openness, the FOI Act recognises the need to preserve confidentiality and protect sensitive material in some circumstances.

We will not withhold information in response to a valid request unless one of the following applies:

- An exemption to disclose, or
- The information sought is not held, or
- The request is considered vexatious or repeated, or
- The cost of compliance exceeds the threshold (see Appendix 4).

A series of exemptions are set out in the Act which allow the withholding of information in relation to an enquiry. Some are very specialised in their application, such as national security, and are not normally relevant to the Academies. There are more than 20 exemptions but the Academies are likely to use only a few of them.

There are two general categories of exemptions:

- Absolute – where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest test, and
- Qualified – where, even if an exemption applies, there is a duty to consider the public interest in disclosing information.

What are the absolute exemptions?

There are 8 absolute exemptions listed in the Act. Even where an absolute exemption applies:

- It does not mean that we can't disclose in all cases; it means that disclosure is not required by the Act. A decision could be taken to ignore the exemption and release the information taking into account all the facts of the case
- There is still a legal obligation to provide reasonable advice and assistance to the enquirer. The absolute exemptions in the Act are set out below. Those which might be relevant to the academy are marked with an
 - Information accessible to the enquirer by other means* (section 21) – If information is reasonably accessible to the applicant by another route than the Act, it is exempt information. This is the case even if the enquirer would have to pay for the information under the alternative route. This exemption includes cases where you are required to give information under other legislation, or where the information is available via the Publication Scheme.
 - Information dealing with security matters (section 23) – This applies to information directly or indirectly supplied by, or relating to, bodies dealing with security matters such as MI5, MI6, Special Forces, etc.
 - Court records (section 32) – This applies to information related to proceedings in a court or tribunal or served on a public authority for the purposes of proceedings.
 - Parliamentary Privilege (section 34) – This exempts information if it is required for the purpose of avoiding an infringement of the Parliamentary privilege.

- Prejudice to the effective conduct of public affairs
- (section 36) – This relates to the maintenance of the collective responsibility of Ministers.
- Personal information* (section 40) – Where the enquirers ask to see information about themselves, this is exempt under the Act because it is covered by the Data Protection Act.
- Information provided in confidence* (section 41) – This relates to information obtained from a person if its disclosure would constitute a breach of confidence actionable by that, or another, person.
- Prohibitions on disclosure* (section 44) – Information is exempt where its disclosure is prohibited under any other legislation by order of a court or where it would constitute a contempt of court or where it is incompatible with any EC obligation.

What are the qualified exemptions?

With qualified exemptions, even if it is decided that an exemption applies, there is a duty to consider the public interest in confirming or denying that the information exists and in disclosing the information. Guidance on carrying out the public interest test is in Appendix 3.

The qualified exemptions in the Act are set out below. Those which might be relevant to the academy are marked with an *:

- Information intended for future publication* (section 22) – If, at the time the request was made, information is held with a view to publication, then it is exempt from disclosure if it is reasonable that it should not be disclosed until the intended publication date. This could apply to statistics published at set intervals, statutory accounts, and similar information.
- National security (section 24) – Information is exempt for the purposes of safeguarding national security.
- Defence (section 26) – Information is exempt if its disclosure would prejudice the defence of the UK.
- International relations (section 27) – Information is exempt if its disclosure would, or would be likely to, prejudice relation between the UK and any other state.
- Relations within the UK (section 28) - Information is exempt if its disclosure would, or would be likely to, prejudice relations between any administration in the UK.
- The economy (section 29) – Information is exempt if its disclosure would, or would be likely to, prejudice the economic or financial interests of the UK.
- Investigations and proceedings conducted by public authorities*(section 30) – Information is exempt if it has at any time been held by the Academy for the purposes of criminal investigations or proceedings, such as determining whether a person should be charged with an offence or whether a charged person is guilty, or investigations which may lead to a decision to institute criminal proceedings. The duty to confirm or deny does not apply to such information.
- Law enforcement* (section 31) – Information which is not exempt under Section 30 may be exempt under this exemption in the event that disclosure would, or would be likely to, prejudice the following among others:
 - The prevention or detection of crime
 - The apprehension or prosecution of offenders
 - The administration of justice

- The exercise of functions such as ascertaining if a person has broken the law, is responsible for improper conduct, whether circumstances justify regulatory action, ascertaining a person's fitness or competence in relation to their profession, ascertaining the cause of an accident or protecting or recovering charities or its properties.
 - Any civil proceedings brought by or on behalf of the Academy which arises out of an investigation carried out for any of the purposes mentioned above. The duty to confirm or deny does not arise where prejudice would result to any of these matters.
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- Audit functions (section 33) – Information is exempt if disclosure would, or would be likely to, prejudice the exercise of an authority's functions in relation to the audit of the accounts of other public authorities. It does not apply to internal audit reports.
 - Formulation of government policy (section 35) – Information held is exempt information if it relates to the formulation or development of government policy, ministerial communications, advice by Law Officers (e.g. Attorney General) and the operation of any Ministerial private office.
 - Prejudice to the conduct of public affairs (section 36) – Information likely to prejudice the maintenance of the convention of the collective responsibility of Ministers or likely to inhibit the free and frank provision of advice or exchange of views.
 - Communications with the Queen (section 37) – Information is exempt if it relates to communications with the Queen, the Royal Family or Royal Household or if it relates to the award of honours. The duty to confirm or deny does not arise where this exemption applies.
 - Health and Safety* (section 38) – Information is exempt if its disclosure would or would be likely to endanger the safety or physical or mental health of any individual. The duty to confirm or deny does not arise where prejudice would result.
 - Environmental information* (section 39) – Information is exempt under FOI when it is covered by the Environmental Information Regulations.
 - Personal information* (section 40) – Where the information concerns a third party, it is exempt if its disclosure would contravene the Data Protection Act, or the data protection principles; or if the person to whom the information relates would not have a right of access to it because it falls under one of the exemptions to the Data Protection Act. The duty to confirm or deny does not arise in relations to this information if doing so would be incompatible with any of the above.
 - Legal professional privilege* (section 42) – Legal professional privilege covers any advice given by legal advisers, solicitors or barristers. Generally such information will be privileged. If the Academy wishes to disclose the information, we will need to seek consent from the provider of the advice. This exemption covers all such information where a claim to legal professional privilege can be maintained in legal proceedings. The duty to confirm or deny does not arise where to do so would involve the disclosure of such information.
 - Commercial interests* (section 43) – Information is exempt if it constitutes a trade secret or would be likely to prejudice the commercial interests of any person or body, including the Academies. The duty to confirm or deny does not arise where prejudice would result to commercial interests but not where the information constitutes a trade secret.

Protective markings and applying exemptions

When considering if an exemption to disclosure should apply, we will bear in mind that the presence of a protective marking (Restricted, Confidential or secret) does not constitute an exemption and is not, in itself, sufficient grounds on which to prevent disclosure. Each case must be considered on its merits.

Timing

Where information has previously been withheld, it must not be assumed that any subsequent requests for the same information will also be refused. Sensitivity of information decreases with age and the impact of any disclosure will be different depending on when the request is received. Therefore, for each request, we will consider the harm that could result at the time of the request and, while taking into account any previous exemption applications, each case should be considered separately.

Next Step

In all cases, before writing to the enquirer, the person given responsibility for FOI by the Trust will need to ensure that the case has been properly considered, and that the reasons for refusal, or public interest test refusal, are sound. To help ensure this, every case of refusal is reviewed by the Principal.

Applying the public interest test

Having established that a qualified exemption definitely applies to a particular case, we must then carry out a public interest test to identify if the public interest in applying the exemption outweighs the public interest in disclosing it. Therefore, unless it is in the public interest to withhold the information, it has to be released. Although precedent and case law will play a part, individual circumstances will vary and each case will need to be considered on its own merits.

It is worth noting that what is in the public interest is not necessarily the same as that which may be of interest to the public. It may be irrelevant that a matter may be the subject of public curiosity. In most cases it will be relatively straightforward to decide where the balance of the public interest in disclosure lies. However, there will inevitably be cases where the decision is a difficult one.

Factors that might be taken into account when weighing the public interest include:

For Disclosure Against Disclosure

Is disclosure likely to increase access to information held by the academy?

Is disclosure likely to distort public reporting or be misleading because it is incomplete?

Is disclosure likely to give the reasons for a decision or allow individuals to understand decisions affecting their lives or assist them in challenging those decisions?

Is premature disclosure likely to prejudice fair scrutiny, or release sensitive issues still on the internal agenda or evolving?

Is disclosure likely to improve the accountability and transparency of the school in the use of public funds and help to show that it obtains value for money?

Is disclosure likely to cause unnecessary public alarm or confusion?

Is disclosure likely to contribute to public debate and assist the understanding of existing or proposed policy?

Is disclosure likely to seriously jeopardise the Academy's legal or contractual position?

Is disclosure likely to increase public participation in decision making?

Is disclosure likely to infringe upon other legislation e.g. Data Protection Act?

Is disclosure likely to increase public participation in the political processes in general?

Is disclosure likely to create a controversial precedent on the release of information or impair our ability to obtain information in the future?

Is disclosure likely to bring to light information affecting public safety?

Is disclosure likely to adversely affect the Academy's proper functioning and discourage openness in expressing opinions?

Is disclosure likely to reduce further enquiries on the topic?

If a large amount of information on the topic has already been made available, would further disclosure shed any more light or serve any useful purpose?

Note also that:

- Potential or actual embarrassment to, or loss of confidence in, the academy, staff, or governors is NOT a valid factor to consider.
- The fact that the information is technical, complex to understand and may be misunderstood may not of itself be a reason to withhold information.

- The potential harm of releasing information will reduce over time and should be considered at the time the request is made rather than by reference to when the relevant decision was originally taken.
- The balance of the public interest in disclosure cannot always be decided on the basis of whether the disclosure of particular information would cause harm, but on certain higher order considerations such as the need to preserve confidentiality of internal discussions.
- A decision not to release information may be perverse, i.e. would a decision to withhold information because it is not in the public interest to release it, itself result in harm to public safety, the environment or a third party.

We will record the answers to these questions and the reasons for these answers. Deciding on the public interest is not simply a matter of adding up the number of relevant factors on each side. We will decide how important each factor is in the circumstances and make an overall assessment.

This assessment will be reviewed by the Principal.

Decision for disclosure

Where the balance of the public interest lies in disclosure, the enquiry will be dealt with and the information required will be made available.

Decision against disclosure

After carrying out the public interest test if it is decided that the exemption should still apply, we will reply to the request with the appropriate reply under the circumstances. There will be occasions when it has been decided that a qualified exemption applies but consideration of the public interest test may take longer. In such a case, we will contact the enquirer within 20 school days stating that a particular exemption applies, but we will include an estimate of the date by which a decision on the public interest test will be made. This will be within a reasonable time, normally no more than 10 working days beyond the 20 days.

CHARGING

Different charges apply for requests under the Data Protection Act.

May we charge a fee?

FOI does not require charges to be made but we have discretion to charge applicants a fee in accordance with the Fees Regulations, available on the DCA website www.dca.gov.uk/foi/secleg.htm

What steps will we take in considering whether to charge a fee?

Step 1 – Is the information exempt for the purposes of the FOI Act? – If the information is exempt, then fees do not apply. The academy would contact the enquirer to inform them that the information is exempt. There will be no charge.

Step 2 – Do we wish to calculate whether the cost of the request would exceed the appropriate limit (currently £450)? – In many cases, it will be obvious that the request would cost less than the appropriate limit, so we would not make the calculation.

Step 3 – We will calculate the appropriate limit? – Staff costs are calculated at £25 per hour, regardless of which member of staff gathers the information. When calculating whether the limit is exceeded, we take into account the costs of determining whether the information is held, where it is held, retrieving the information and extracting the information from other documents. As per the guidelines, we do not take into account the costs involved with considering whether information is exempt under the Act.

Step 4 – Does the request cost less than the limit? – If a request costs less than the limit, as per the guidelines, we will only charge for the cost of informing the applicant whether the information is held and communicating the information to the applicant (e.g. photocopying, printing and postage costs).

Step 5 – Does the request exceed the limit? – If a request would cost more than the limit, we can turn the request down, answer and charge a fee, or answer and waive the fee. If we choose to comply with a request where the estimated cost exceeds the threshold we will calculate the charge as per step 3, plus the costs from step 4.

Step 6 – For all requests, we have regard to the following points:

- The duty to provide advice and assistance to applicants. If we plan to turn down a request for cost reasons we will contact the applicant in advance to discuss whether they would prefer the scope of the request to be modified so that it would cost less than the appropriate limit, or
- If we plan to suggest charging the applicant a high fee, we will contact the applicant in advance to discuss the amount of the charge and whether they would prefer the scope of the request to be modified so that it would cost less than the appropriate limit.
- Maximum amount that can be charged. The Regulations set out the maximum amount that can be charged. They do not set out a minimum charge nor prevent the academy from charging no fee. We may, for simple and straightforward requests, waive a fee.

May I aggregate costs where there are multiple requests?

Where two or more requests are made to the academy by different people who appear to be acting together or as part of a campaign, the estimated costs of complying with any the requests is to be taken to be the estimated total cost of complying with them all, provided that:

- The two or more requests referred to in that section are for information which is on the same subject matter or is otherwise related;
- The last of the requests is received by the academy by the twentieth school day following the date of receipt of the first of the requests, and
- It appears to the academy that the requests have been made in an attempt to ensure that the prescribed costs of complying separately with each request would not exceed the appropriate limit.

If we get multiple requests for the same information, we will often decide to include it in our publication scheme.

How we will inform the applicant of the fee?

Where we intend to charge a fee for complying with a request for information, then we will give the person requesting the information notice in writing (the “fees notice”) stating that a fee of the amount specified in the notice is to be charged for complying.

We require proof of delivery of a fees notice, either signed for in the post or emailed with a return receipt request. Where a fees notice has been given to the person making a request, we do not comply with the request unless the fee is paid within three months of the notice being received.

FREEDOM OF INFORMATION

GUIDE TO INFORMATION AVAILABLE UNDER THE SENTAMU ACADEMY LEARNING TRUST PUBLICATION SCHEME

The Freedom of Information Act (FOIA) requires all schools to adopt and maintain a publication scheme. We must produce and publish the method by which the specific information will be available; the below follows ICO guidance. Information that is not listed in the publication scheme can still be requested and should be made available unless it can be legitimately withheld.

Charges may be made for activities such as printing, photocopying and postage as well as information for which the academy is legally authorised to charge. Anyone requesting information will be informed of any charge before the information is provided.

Document	Academy	Trust
Who we are & what we do		
Organisational information	Website/Prospectus	Website
Structures	Website	Website
Location	Website/Prospectus	Website
Contact details	Website/Prospectus	Website
Who's who in the school	Website	Website (Trust level)
Instrument of Governance		
Scheme of Delegation	Website	Website
Articles of Association	Link to SALT website	Website
Funding Agreement	Link to SALT website	Website

School prospectus/curriculum		
School prospectus	Website	N/A
Outline of the school curriculum	Contained within Prospectus	N/A
Governing Body		
Governance structure	Website	Website
List of Governors – photo, date of appointment, type of Governor, who appointed them, attendance at meetings for the current and previous year, bio, register of interest, training records and how to contact them	Website	Website (for Members/Directors) & link to each academy’s Governor page
School session time and term dates		
Details of session times and dates of school terms and holidays	Website	N/A
Location and contact information		
Address	Website	Website
Telephone number	Website	Website
Email address	Website	Website
Names of key personnel	Website	Website
What we spend and how we spend it		
Actual income/expenditure	Link to SALT website – Accounts	Website – Accounts
Procurement & contracts that have gone through formal tendering process	Available on request	Available on request

Financial Audit Reports	Link to SALT website – Accounts	Website – Accounts
Pupil Premium spends	Website	N/A
Sports Premium spends	Website	N/A
Annual budget plan and financial statements		
Sources of funding and income provided to the academy	Link to SALT website - Funding agreement/Accounts	Website – Accounts
Annual budget plan	Available on request	Available on request
Annual income/expenditure returns	Link to SALT website - Accounts	Website – Accounts
Details of items of expenditure over £5,000	Available on request	Available on request
Capital funding		
Plans for capital expenditure	Available on request	Available on request
Details of capital funding allocated for building or other capital projects	Link to SALT website - Accounts	Website - Accounts
Pay Policy		
Teacher Pay Policy	Link to SALT website – Pay Policy	Website
Staff allowances and expenses		
Staff Expenses Policy	Available on request	Website – staff policy section

<p>Staff pay and grading structures</p> <p>Names and position of staff at the school and how they can be contacted</p> <p>Organisational structure – including salaries in bands £10,000</p>	<p>Website – key staff</p> <p>Link to SALT website - Accounts</p>	<p>Website – key staff</p> <p>Website - Accounts</p>
<p>Governors’ allowances</p> <p>Governor Expenses Policy</p> <p>Record of total payments made to individual Governors</p>	<p>Link to SALT website – Governor Expenses Policy</p> <p>Available on request</p>	<p>Website</p> <p>Available on request</p>
<p>What our priorities are and how we are doing</p> <p>Audits</p> <p>Inspections – OfSTED/SIAMS</p> <p>Performance indicators/Performance data</p> <p>Reviews</p> <p>Strategies and plans</p>	<p>Available on request</p> <p>Website</p> <p>Available on request</p> <p>Available on request</p> <p>Available on request</p>	<p>Available on request</p> <p>Website</p> <p>Available on request</p> <p>Available on request</p> <p>Website</p>
<p>Performance Management information</p> <p>Performance management policy and procedures</p>	<p>Link to SALT website – PM Policy</p>	<p>Website</p>
<p>Future plans</p> <p>Any major proposals</p>	<p>Done through consultation/ available on request</p>	<p>Website</p>
<p>Safeguarding and Child Protection</p> <p>Child Protection Policy</p> <p>Safeguarding Policy</p>	<p>Link to SALT website – CP Policy</p> <p>Link to SALT website – Safeguarding Policy</p>	<p>Website</p> <p>Website</p>
<p>How we make decisions</p> <p>Decision making processes and records of decisions</p>	<p>Link to SALT website – Articles & Scheme of</p>	<p>Website – Articles & Scheme of</p>

	Delegation	Delegation
Admissions Policy / decisions Admission Policy including right to appeal Numbers/patterns of successful applicants	Website Available on request	Link to each academy' policy N/A
Minutes of LGC meetings / committees for last 3 years Minutes Agendas Papers	Available on request Available on request Available on request	Available on request Available on request Available on request
Policies and procedures Current policies and procedures	Website and link to SALT website for policies	Website
Records Management and personal data policies Data Protection/ Records retention / Security	Link to SALT website – Data Protection Policy	Website
Equality and diversity Policies/schemes/statements and guidelines relating to equal opportunities	Link to SALT website – Equality Policy	Website
Policies and procedures for the recruitment of staff Recruitment and selection policy Details of current vacancies	Link to SALT website – Recruitment Policy Website	Website Website
Charging regimes and policies Charging and Remissions Policy	Website	Website
Curriculum circulars and statutory instruments Departmental circulars/administrative memoranda send to Head/LGC concerning the curriculum	Available on request	Available on request
Disclosure logs	Available on request	Available on request

Asset register Capital asset register	Available on request	Available on request
Further information Extra-curricular activities Out of school clubs School publications Service for which the school is entitled to recover a fee Leaflets/newsletters	Website Website Website Website Website	N/A N/A N/A N/A N/A