



Freedom of Information Policy



Statement of Principle

Under the Rights to information Act January 2005, schools must release information on request.

Purpose

1. To promote a culture of openness.
2. To provide better public understanding of how our school carries out its duties.
3. To present the information requested within 20 working days.

Aims

To follow the 2005 Act by:

- Providing the information in writing within 20 days.
- Stating the name of the applicant and our address for correspondence.
- Making sure that the written information relates to the information requested.
- Ensuring that if sent electronically the information is legible and capable of being used for subsequent reference.
- Not charging any fees for the release of the information.

Who Can Request the Information?

Anyone can request the information regardless of age, nationality or location. Any information held by a public authority is eligible for release. **However, a number of exemptions may be applied to protect information to be properly kept confidential.**

Exemptions

If information is provided in confidence, then there is no duty to disclose it.

If information is covered by parliamentary privilege, it does not need to be disclosed.

If the disclosure of information is prohibited by other legislation i.e. anything covered under safe-guarding and the child protection policy and the data protection policy where information relates to personal student information and academic results – this can only be released to the parent or carer of the child in question.