



Freedom of Information Policy

This policy was adopted by the Trustees
of Ivy Education Trust on
20 February 2024

Review date: See Amendment Record

Ivy Education Trust is subject to the Freedom of Information Act 2000 (FOI) as a public authority, and as such, must comply with any requests for information in accordance with the principles laid out in the Act.

This means that the Trust must hold and publish a FOI Publication Scheme, to communicate what information we hold is readily available to the public, and where it can be found.

All public authorities must also have processes in place to manage and FOI requests that are made.

Freedom of Information Publication Scheme

The Trust's Publication Scheme has been developed from the Information Commissioner's Office template documents. It is the Trust's aim to ensure that the publication of information is accessible for individuals. Much of the information listed is routinely published on individual school websites and in their individual prospectuses.

See Appendix 1 for the Publication Scheme and the material it covers.

Schedule of charges under Freedom of Information Publication Scheme.

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying/Printing @ 10p per sheet	Actual cost 10p
	Photocopying/Printing @ 50p per sheet	Actual cost 50p
	Postage	Actual cost of Royal Mail standard second class
See our Charging and Remissions Policy for more details		

Where the cost of postage, printing or photocopying is below £10.00, we will not make a charge.

Where it is over £10.00, the first £10.00 will be free of charge, after that we will charge the full estimated cost of postage and copying.

Before we produce the information, we shall inform you of the total cost. You may wish to refine the request in order to reduce the cost and we would be happy to discuss this with you.

Freedom of Information requests

Any request for any information from the Trust or our individual schools will be considered to see if it meets the criteria of FOI. This is irrespective of whether or not the individual making the request mentions the FOI.

If the request is simple and the information is to be released, then the individual who received the request can release the information but must ensure that this is done within the timescale set out below.

A copy of the request and response should then be sent to the DPO.

All other requests should be referred in the first instance to the DPO who may co-ordinate the process with other staff.

All requests under FOI are treated as if made by any member of the general public. Any information released will be within the public domain and may not be marked restricted or confidential.

Time limits for FOI requests

The Trust must respond as soon as possible, and in any event, within 20 working days of the date of receipt of the request. When calculating the 20-working day deadline, a “working day” is a school day (one in which pupils are in attendance), subject to an absolute maximum of 60 normal working days (not school days) to respond.

Part 1 - Identifying the types of information

As an organisation we hold different types of information.

Organisational information, prospectus, locations and contacts, constitutional and legal governance, schemes of delegation, trust and individual school arrangements.

Financial information about income and expenditure, financial audit, funding agreements, procurement, tendering and contracts.

Plans, strategies, aims and objectives, performance indicators, audits, inspections, and reviews.

Decision making processes and records of decisions, internal criteria, and procedures

Policies and procedures –protocols, policies, and procedures for delivering services and compliance with our statutory and regulatory obligations.

Lists and registers required by law and other key information.

Details of our curriculum and wider educational offering

Part 2 - Considering the nature of the request

FOI requests will be fully complied with unless an exemption applies.

Common exemptions in the Freedom of Information Act 2000 include:

Section 40 (1) – the request is for the applicant’s personal data. This must be dealt with under the subject access regime in the UK GDPR, see the Data Protection Policy and Privacy Notices.

Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the UK GDPR principles as set out in Data Protection Policy.

Section 41 – information that has been sent to the Trust (but not the Trust’s own information) which is confidential.

Section 21 – information that is already publicly available, even if payment of a fee is required to access that information.

Section 22 – information that the Trust/school intends to publish at a future date.

Section 43 – information that would prejudice the commercial interests of the Trust and/or a third party.

Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information).

Section 31 – information which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras.

Section 36 – information which, in the opinion of the Chair of the Trust Board, would prejudice the effective conduct of the Trust. There is a special form for this on the ICO’s website to assist with the obtaining of the chair’s opinion.

Information within these exemptions must be considered and weighed up about the general principle that information should be disclosed wherever applicable.

Part 3 – Responding to a request

When responding to a request where it is necessary to withhold some or all of the information, we will explain why the information has been withheld, quoting the appropriate section number and explaining how the information requested fits within that exemption. If the public interest test has been applied, this will be set out.

In these circumstances the requester can seek a review from the Trust, and correspondence should be addressed in the first instance to the Director of Finance, Ivy Education Trust, Exeter Road, Teignmouth, Devon, TQ14 9HZ.

If anyone has any concerns, questions or complaints in relation to this policy or the publication scheme contained within it they should contact the Data Protection Officer at DPO@ivyeducationtrust.co.uk or at

If you require a paper version of any information set out under the FOI Publication Scheme, or want to ask whether information is available, contact the trust using the details set out below.

Contact

As outlined above, please contact the Data Protection Officer for any FOI requests at DPO@ivyeducationtrust.co.uk.

You can also visit our website www.ivyeducationtrust.co.uk. To help us process requests quickly, any correspondence should be clearly marked ‘FOI Request’.

If you are not satisfied with the assistance that you receive or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A, telephone: 0303 123 1113, website: www.ico.org.uk

AMENDMENT RECORD

DATE	REVIEWED BY	NATURE OF CHANGE	NEXT REVIEW DUE
January 2024	PHP Law/DPO/ FAR Committee	New Policy replacing previous version. Appendix 1 updated in line with current Publication Scheme.	As required and no later than January 2026

Appendix 1 – Publication Scheme

This is a list of information we hold. Not all will be released as part of an FOI request. All requests will be considered in line with our policy and obligations.

Information available	How the information can be obtained
Who we are and what we do	
<i>Organisation information, structure, locations and contacts (current information only)</i>	
Ivy Education Trust Organisational information	Website
Governing body	School websites
Instrument of Government – Funding Agreements	Website
Staffing structure	Trust and school websites
School session times, term dates, and holidays	Trust and school websites
Location and contact information – address, telephone numbers, and website	Trust and school websites
Contact details for the headteachers and governing bodies	Trust and school websites
What we spend and how we spend it	
<i>Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit (minimum of current and the previous two years' financial year)</i>	
Annual financial statements, capital funding and income generation for prior years	Hard copy and on website
Statutory Accounts	Trust/Companies House website
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year.	Electronic copy through request to DPO.
Procurement and contracts, subject to the commercial/confidential public interest test.	Electronic copy through request to DPO.
Pay Policy	Hard Copy
Staff grading and structure	Hard copy
Governors (trustees?) allowances – details of allowances/expenses that can be claimed/incurred	Expenses for Trustees and Governors Policy on the Trust website.
What our priorities are and how we are doing	
<i>Strategies and plans, performance indicators, audits, inspections, and reviews (current information as a minimum).</i>	
Ivy Education Trust vision	Website
School profile – Government supplied data	DfE website
Latest Ofsted reports – summary and full report	School websites
Examination results	School websites
Performance Management policy and procedures	Trust website
Future plans	Trust and school websites
Safeguarding and Child Protection policies and procedures	Trust and school websites
How we make decisions	
<i>Decision making processes and records of decisions (current and previous three years as a minimum)</i>	
Admissions policies and decisions (not individual decisions)	School websites
Governance structure	Website

Trust Board meeting agendas and minutes (this will exclude information that is properly regarded as confidential to the meeting).	Hard Copy/Website
Policies and Procedures	
<i>Current written protocols, policies and procedures for delivering our services and responsibilities (current information as a minimum).</i>	
Trust/School policies and other documents including: <ul style="list-style-type: none"> • Charging and Remissions Policy • Health & Safety and Wellbeing • Complaints Procedure • Staff discipline, grievance, pay and conduct • Staffing structure implementation plan • Equal opportunities policies including equality and diversities • Staff recruitment and selection policies • Child protection and safeguarding policy 	Hard copy/Trust Website/School Websites
Pupil and curriculum policies including: <ul style="list-style-type: none"> • Home School Agreement • Curriculum Policy • Sex Education Policy • SEND policy/SEND Information Report • Accessibility Policy • Pupil Behaviour and Exclusion Policy 	School websites
GDPR, Privacy Notices, Data Retention and Records Management	Trust Website
Lists and Registers	
<i>Information held in registers required by law and other lists and registers relating to the functions of the Trust</i>	
Disclosure logs	Hard Copy
Curriculum circulars and statutory instruments	Hard Copy
Asset Register	Hard Copy
Any information the Trust is currently legally required to hold in publicly available registers.	Hard Copy
The Services we offer	
<i>Advice, guidance, booklets and leaflets, transactions and media releases. A description of the services offered</i>	
Extra-curricular activities	School Websites
Out of school clubs	School Websites
School publications	School Websites
Services for which the Trust and schools can recover fees, together with those fees	Hard Copy/Trust and School websites
Leaflets/booklets/newsletters	Hard Copy/School websites