



## **FREEDOM OF INFORMATION POLICY**

<b>SCOPE:</b>	Trust Policy
<b>AUTHOR/ORIGINATOR:</b>	Deputy HR Director
<b>NAME OF RESPONSIBLE DIRECTOR/PRINCIPAL:</b>	CEO, Sector Directors & Academy Principals
<b>APPROVING COMMITTEE:</b>	HR Director/DPO
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**Outstanding Achievement for All**

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## Statement of Intent

As an educational provider, Ambitions Academies Trust, its academies and nurseries (referred to in this policy as AAT\*) have an obligation to publish a freedom of information statement, outlining how AAT will meet its duties under the Freedom of Information Act 2000 and associated regulations. The development and effective implementation of this policy fulfils that requirement.

More specifically, this policy outlines AAT's policy and procedures for:

- The release and publication of private data and public records.
- Providing applicants with advice and assistance throughout the duration of their requests.

It also clarifies AAT's position regarding the appropriate limit to the costs incurred by AAT in obtaining any requested information, and on charging fees for its provision.

\*AAT refers to Ambitions Academies Trust and/or its individual academies and nurseries.

## 1 Legal framework

- 1.1 This policy has due regard to the following legislation:
- UK GDPR;
  - The Data Protection Act 2018;
  - The Freedom of Information Act 2000;
  - The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.
- 1.2 This policy also has due regard to guidance including, but not limited to, the following:
- Cabinet Office (2018) 'Freedom of Information Code of Practice';
  - ICO (2021) 'Definition document for the governing bodies of maintained and other state-funded schools in England';
  - ICO (2015) 'Model publication scheme';
  - ICO (2016) 'Duty to provide advice and assistance (section 16)';
  - ICO (2023) 'Time limits for compliance under the Freedom of Information Act (section 10)'.
- 1.3 This policy will be viewed in conjunction with the following other AAT policies:
- Data Protection Policy
  - Records Management Policy

## 2 Accepting requests for information

- 2.1 AAT will only accept a request for information which meets all of the following criteria:
- It is in writing (this includes requests sent to the AAT's official social media accounts);
  - It states the name of the applicant (not a pseudonym) and an address for correspondence;
  - It adequately describes the information requested.
- 2.2 A request will be treated as made in writing if it meets all of the following requirements:
- It is transmitted by electronic means;
  - It is received in legible form;
  - It is capable of being used for subsequent reference.
- 2.3 Where a request is submitted in a foreign language AAT is not expected to obtain a translation of the request. For the request to be processed AAT will ask the applicant to provide their request in English.
- 2.4 AAT will publish details of its procedures for dealing with requests for information on the website, which include the following:
- A contact address and email address;
  - A telephone number;

- A named individual to assist applicants with their requests.

### **3 General rights of access to information held by AAT**

- 3.1 Provided that the request meets the requirements set out in section 2 of this policy, AAT will comply with its duty to:
- Confirm or deny, to any person making a request for information to the AAT, whether it holds information of the description specified in the request;
  - Provide the documentation, if AAT confirms that it holds the requested information.
- 3.2 The duties outlined in 3.1 will be completed no later than 20 school days, or 60 working days if this is shorter, from receipt of the request.
- 3.3 Where a fee is charged, the timeframe within which AAT has to respond to the request begins from the day the fee is received.
- 3.4 AAT will not comply with section 3.1 of this policy where:
- AAT reasonably requires further information to meet a freedom of information request, has informed the applicant of this requirement, but was not subsequently supplied with that further information;
  - The information is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons;
  - A request for information is exempt under section 2 of the Freedom of Information Act 2000;
  - The cost of providing the information exceeds the appropriate limit;
  - The request is vexatious;
  - The request is a repeated request from the same person made within 60 consecutive working days of the initial one;
  - A fee notice was not honoured;
  - The requested information is not held by AAT for the purposes of its business.
- 3.5 Where information is, or is thought to be, exempt, AAT will, within 20 school days, give notice to the applicant which:
- States that fact;
  - Specifies the exemption in question.
- 3.6 If information falls within scope of a qualified exemption and AAT needs additional time to consider the public interest test, AAT may extend the deadline. In most cases, the extension will exceed no more than a further 20 school days; however, the actual length of the extension will be decided on a case-by-case basis.
- 3.7 Where a public interest test extension is required, AAT will write to the applicant to inform them of this, stating the following information:
- Which exemption(s) the extension relies on and why;
  - A revised deadline for when the applicant will receive their response.

- 3.8 Where a deadline has to be further extended, AAT will write to the applicant again, stating the information outlined in 3.7.
- 3.9 Requests for information that are not recorded by AAT (e.g. requests for explanations, clarification of policy and comments on AAT's business) will not be considered valid requests. In these cases, the applicant will be provided with an explanation of why their request will not be treated under the Freedom of Information Act 2000 and AAT will respond to the applicant through other channels as appropriate.
- 3.10 The information provided to the applicant will be in the format that they have requested, where possible.
- 3.11 Where it is not possible to provide the information in the requested format, AAT will assist the applicant by discussing alternative formats in which it can be provided.
- 3.12 The information provided will also be in the language in which it is held, or another language that is legally required.
- 3.13 If, under relevant disability and discrimination regulations, AAT is legally obliged to provide the information in other forms and formats, it will do so.
- 3.14 In some cases, a request may be dealt with under more than one access regime, e.g. if the request involves both information about AAT and personal information, it will be dealt with under the Freedom of Information Act 2000 and the Data Protection Act 2018.
- 3.15 Staff are made aware that it is a criminal offence to alter, deface, block, erase, destroy or conceal any information held by AAT with the intention of preventing disclosure following a request.

#### **4 The appropriate limit**

- 4.1 AAT will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450.
- 4.2 When determining whether the cost of complying with a freedom of information request is within the appropriate limit, AAT will take account only of the costs it reasonably expects to incur in relation to:
  - Determining whether it holds the information;
  - Locating the information, or a document which may contain the information;
  - Retrieving the information, or a document which may contain the information.;
  - Extracting the information from a document containing it;
  - Costs related to the time spent by any person undertaking any of the activities outlined in this policy on behalf of AAT, are to be estimated at a rate of £25 per person per hour.
- 4.3 AAT is not required to search for information in scope of a request until it is within the cost limit.
- 4.4 If responding to one part of a request would exceed the cost limit, AAT does not have to respond to any other parts of the request.
- 4.5 Where multiple requests for information are made to AAT within 60 consecutive working days of each other, either by a single person or by different persons who

appear to be acting in concert, the estimated cost of complying with any of the requests is to be taken to be the total costs to AAT of complying with all of them.

## **5 Charging fees**

- 5.1 AAT may, within 20 school days, give an applicant who has requested information from AAT a written notice stating that a fee is to be charged for AAT's compliance.
- 5.2 Charges may be made for disbursements, such as the following:
  - Production expenses, e.g. printing and photocopying;
  - Transmission costs, e.g. postage;
  - Complying with the applicant's preferences about the format in which they would like to receive the information, e.g. scanning to a CD.
- 5.3 Fees charged will not exceed the total cost to AAT of:
  - Informing the person making the request whether AAT holds the information;
  - Communicating the information to the person making the request.
- 5.4 Where a fee is to be charged, AAT will not comply with section 3 of this policy unless the requested fee is paid within a period of three months, beginning with the day on which the fees notice is given to the applicant.
- 5.5 Where a fee is paid by cheque, AAT has the right to wait until the cheque is cleared before commencing work.
- 5.6 Once a fee is received, AAT will inform the applicant of the revised response deadline, i.e. an additional 20 school days (or 60 working days).
- 5.7 Where AAT has underestimated the cost to be charged to an applicant, a second fees notice will not be issued; instead, AAT will bear the additional costs.
- 5.8 AAT will not consider any costs which are attributable to the time spent by persons undertaking any of the activities mentioned in section 5.3 above.
- 5.9 When calculating the 20<sup>th</sup> school day to respond to a freedom of information request the period beginning the day on which the fee notice is given to the applicant and ending with the day on which the fee is received will be disregarded.

## **6 Means of communication**

- 6.1 Where, on making a request for information, the applicant expresses a preference for communication by any one of the following means, AAT will, as far as is practicable, give effect to that preference:
  - The provision to the applicant of a copy of the information in permanent form or in another form acceptable to the applicant.;
  - The provision to the applicant of a reasonable opportunity to inspect a record containing the information;
  - The provision to the applicant of a digest, or summary of the information, in permanent form or in another form acceptable to the applicant.
- 6.2 Where a preference is not stated by the applicant, AAT will communicate by any means which are reasonable under the circumstances. For example, where an applicant uses 'X' to make a request, AAT may respond via an alternative medium as 'X' restricts the length of a response.

## 7 Providing advice and assistance

- 7.1 AAT will meet its duty to provide advice and assistance, as far as is reasonable, to any person who proposes to make, or has made, requests for information to AAT.
- 7.2 AAT may offer advice and assistance in the following circumstances:
- If an individual requests to know what types of information AAT holds and the format in which it is available, as well as information on the fees regulations and charging procedures;
  - If a request has been made, but AAT is unable to regard it as a valid request due to insufficient information, leading to an inability to identify and locate the information
  - If a request has been refused, e.g. due to an excessive cost, and it is necessary for AAT to assist the individual who has submitted the request.
- 7.3 AAT will provide assistance for each individual on a case-by-case basis; examples of how AAT will provide assistance include the following:
- Informing an applicant of their rights under the Freedom of Information Act 2000;
  - Assisting an individual in the focus of their request, e.g. by advising of the types of information available within the requested category;
  - Advising an applicant if information is available elsewhere and how to access this information;
  - Keeping an applicant informed on the progress of their request.
- 7.4 Where AAT wishes to ask a different public authority to deal with a request by transferring it to them, this will only be done with the agreement of the applicant.
- 7.5 In order to provide assistance as outlined above, AAT will engage in the following good practice procedures:
- Make early contact with an individual and keep them informed of the process of their request;
  - Accurately record and document all correspondence concerning the clarification and handling of any request;
  - Give consideration to the most appropriate means of contacting the applicant, taking into account their individual circumstances.;
  - Discuss with the applicant whether they would prefer to receive the information in an alternative format, in cases where it is not possible to provide the information requested in the manner originally specified;
  - Remain prepared to assist an applicant who has had their request denied due to an exemption.
- 7.6 AAT will give consideration to what level of assistance is required for an applicant who has difficulty submitting a written request.
- 7.7 In circumstances where an applicant has difficulty submitting a written request, AAT will:
- Make a note of the application over the telephone and then send the note to the applicant to confirm and return – the statutory time limit for a reply would begin here;



- Direct the individual to a different agency that may be able to assist with framing their request.

**NB. This list is not exhaustive, and AAT may decide to take additional assistance measures that are appropriate to the case.**

- 7.8 Where an applicant's request has been refused either because the information is accessible by other means, or the information is intended for future publication or research, AAT, as a matter of good practice, will provide advice and assistance.
- 7.9 AAT will advise the applicant how and where information can be obtained, if it is accessible by other means.
- 7.10 Where there is an intention to publish the information in the future, AAT will advise the applicant of when this publication is expected.
- 7.11 If the request is not clear, AAT will ask for more detail from the applicant in order to identify and locate the relevant information, before providing further advice and assistance.
- 7.12 If AAT believes the applicant has not provided their real name, it will inform the applicant that the request will not be responded to until further information is received from the applicant.
- 7.13 If AAT is able to clearly identify the elements of a request, it will respond following usual procedures and will provide advice and assistance for the remainder of the request.
- 7.14 If any additional clarification is needed for the remainder of a request, AAT will ensure there is no delay in asking for further information.
- 7.15 Applicants are given two months to provide any requested clarification. If an applicant decides not to follow AAT's advice and assistance and fails to provide clarification, AAT is under no obligation to contact the applicant again.
- 7.16 If AAT is under any doubt that the applicant did not receive the advice and assistance, AAT will re-issue it.
- 7.17 AAT is not required to provide assistance where an applicant's request is vexatious or repeated, as defined under section 14 of the Freedom of Information Act 2000.
- 7.18 Where AAT has already sent a refusal request in relation to a previous vexatious request, AAT is not obliged to send another notice for future vexatious requests.
- 7.19 An ongoing evidence log is kept, recording relevant correspondence or behaviour that has been considered when a request has been classed as vexatious.
- 7.20 AAT is not required to provide information where the cost of complying with a request exceeds the limit outlined in the Freedom of Information Act 2000. In such cases, AAT will firstly provide the applicant with advice and assistance to help them reframe or refocus their request with a view of bringing it within the cost limit. Then AAT will consider whether any information can be provided free of charge if the applicant refuses to pay the fee.
- 7.21 If a request is refined, it will be treated as a new request.
- 7.22 A record will be kept of all the advice and assistance provided by the team coordinating the response to the FOI request. This may be the CEO, Director or Principal in the Trust or academy office.

## 8 Consultation with third parties

- 8.1 AAT may need to consult third parties about information held in scope of a request to consider whether it would be suitable to disclose the information. Situations where third parties may need to be consulted include the following:
- When requests relate to persons or bodies who are not the applicant and/or AAT.
  - When the disclosure of information is likely to affect the interests of persons or bodies who are not the applicant or AAT.
- 8.2 AAT will consider if a third party needs to be directly consulted about a request, particularly, if there are contractual obligations that require consultation before information is disclosed.
- 8.3 Third parties will also be consulted where AAT is proposing to disclose information relating to them or information that is likely to affect their business or private interests.
- 8.4 The views of third parties will be given appropriate weighting when deciding how to respond to a request. For example, if the third party created or provided the information, they may have a better understanding of its sensitivity.
- 8.5 It is ultimately AAT's decision as to whether information in scope of a request will be released following any relevant consultation.
- 8.6 Where AAT decides to release information following consultation with a third party, the third party will be informed in advance that the information is going to be disclosed.
- 8.7 Where AAT intends to release information that relates to a large number of third parties, AAT will consider whether it would be more appropriate to contact a representative organisation who can express views on behalf of the third parties, rather than contacting each party individually. If no representative organisation exists, AAT may also consider only notifying or consulting a sample of the third parties relating to the disclosure.
- 8.8 Decisions made in line with 8.7 will be made on a case-by-case basis.

## 9 Internal reviews

- 9.1 When responding to requests for information, the details of AAT's internal review process will be set out, including information about how applicants can request an internal review. Applicants will also be informed of their right to complain to the ICO if they are still dissatisfied following the outcome of AAT's internal review.
- 9.2 Requests for an internal review should be made in writing to the Data Protection Officer (HR Director) at [dataprotectionofficer@aat.education](mailto:dataprotectionofficer@aat.education) or AAT Trust Offices, Evering Avenue, Poole, BH12 4JG.
- 9.3 For a request for an internal review to be accepted, it must be made within 40 school days from the date AAT issued an initial response to the request.
- 9.4 Upon receipt of an application, AAT will acknowledge an application and inform the applicant of the intended response date. Responses will usually be delivered within 20 school days of receipt of the application.
- 9.5 If an internal review is complex, requires consultation with third parties or the relevant information is of high volume, AAT may need to extend the usual response

timeframe. In these cases, AAT will inform the applicant and provide an alternative response date. In most cases, the extension will exceed no more than a further 20 school days; however, the actual length of the extension will be decided on a case-by-case basis.

- 9.6 Where clarification is needed from an applicant regarding the review, the normal response period will not begin until clarification is received.
- 9.7 Wherever possible, the review will be undertaken by a different member of staff than the person who took the original decision.
- 9.8 During a review, AAT will evaluate the handling of the request; particular attention will be paid to concerns raised by the applicant.
- 9.9 The applicant will be informed of the outcome of the review and a record will be kept of such reviews and the final decision that is made.
- 9.10 If the outcome of the review is to disclose information that was previously withheld, the information will be provided to the applicant at the same time they are informed of the response to the review, where possible. If this is not possible, the applicant will be informed of when the information will be provided.
- 9.11 Within the response to a review, the applicant will be informed again of their right to complain to the ICO.

## **10 Publication scheme**

- 10.1 AAT will meet its duty to adopt and maintain a publication scheme which specifies the information which it will publish on its website, and whether the information will be available free of charge or on payment.
- 10.2 The publication scheme will be reviewed and, where necessary, updated on an annual basis.

## **11 Contracts and outsourced services**

- 11.1 AAT will make clear what information is held by third party contractors on behalf of AAT.
- 11.2 Where a contractor holds information relating to a contract held with AAT on behalf of AAT this information is considered in the same way as information held by a public authority and so is subject to the Freedom of Information Act 2000.
- 11.3 When entering into a contract, AAT and a contractor will agree what information AAT will consider to be held by the contractor on behalf of AAT, this will be indicated in the contract.
- 11.4 Appropriate arrangements will be put in place for AAT to gain access to information held by the contractor on AAT's behalf, in the event that a freedom of information request is made. These arrangements will be set out in a contract and will cover areas including the following:
  - How and when the contractor should be approached for information and who the points of contact are.
  - How quickly information should be provided to AAT.
  - How any disagreement about disclosure between AAT and contractor will be addressed.
  - How requests for internal reviews and appeals to the ICO will be managed.

- The contractor's responsibility for maintaining record keeping systems in relation to the information they hold on behalf of AAT.
  - The circumstances under which AAT must consult with the contractor about disclosure and the process for doing so.
  - The types of information which should not be disclosed and the reasons for this confidentiality, where appropriate.
- 11.5 In some situations, AAT may offer or accept confidentiality arrangements that are not set out within a contract with a third party. AAT and the third party will both be aware of the legal limits placed on the enforceability of expectations of confidentiality and the public interest in transparency.
- 11.6 Such expectations outlined in 11.5 will only be created where it is appropriate to do so.
- 11.7 Contractors must comply with requests from AAT for access to information they hold on behalf of AAT.
- 11.8 Requests for information held by a contractor on behalf of AAT will be responded to by AAT. If a contractor receives a request, this will be passed onto AAT for consideration.

## **12 Monitoring and review**

- 12.1 This policy will be reviewed on a 3 yearly basis or in light of any changes to relevant legislation by the HR Director/DPO.

## Appendix 1

### Model Publication Scheme

This scheme follows the model approved by the ICO and commits AAT to make information available to the public as part of its normal business activities. AAT will:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by AAT and falls within the classifications below.
- Specify the information which is held by AAT and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information AAT makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by AAT that has been requested and any updated versions it holds, unless AAT is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use.

Where information is held, along with all associated charges, can be found in the Trust Academy's 'Guide to information' (Appendix 3).

#### 1. Classes of information:

Information that is available under this scheme includes:

- **Who AAT are and what it does:** Organisational information, locations and contacts, information on constitutional and legal governance.
- **What AAT spends and how it spends it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What AAT's priorities are and how AAT are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
- **How AAT make decisions:** Policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations.
- **AAT policies and procedures:** Current written protocols for delivering AAT functions and responsibilities.
- **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of AAT.

- **The services AAT offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information which **will not** be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure.
- Information in draft form or notes, documents in older versions, emails or other correspondence.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## **2. How information published under this scheme will be made available:**

Information covered by this scheme will, as far as possible, be published on AAT websites. Where this is impracticable, or you do not wish to access the information via AAT websites information covered by this scheme can also be obtained by contacting the DPO:

Email: [dataprotectionofficer@aat.education](mailto:dataprotectionofficer@aat.education)  
Telephone: 01202 736269

Requested information under this scheme will be delivered electronically, but paper copies can also be provided.

The following information is only available to be viewed in person:

- Members' minutes of meetings
- Trustees' minutes of meetings
- Academy Committees' minutes of meetings

Where you wish to view any of the information listed above, please request an appointment by contacting the DPO:

Email: [dataprotectionofficer@aat.education](mailto:dataprotectionofficer@aat.education)  
Telephone: 01202 736269

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where AAT is legally required to translate any information, AAT will do so. Information can be translated into accessible formats where possible.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

To enable AAT to process your request quickly, please mark correspondence:

**"PUBLICATION SCHEME INFORMATION REQUEST"**

### **3. Freedom of information requests**

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000. To enable AAT to process freedom of information requests within statutory timeframes, please mark all correspondence:

#### **“FREEDOM OF INFORMATION REQUEST”**

### **4. Charges**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by AAT for routinely published material will be justified and transparent and kept to a minimum.

Material which has been published and accessible on AAT’s websites is available free of charge unless a paper version is required.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by AAT, justified and are in accordance with a published schedule or schedule of fees – this is available via AAT’s ‘Guide to information’.

Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

- Photocopying;
- Postage and packaging;
- The costs directly incurred as a result of viewing information.

Where a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Single paper copies are also available free of charge to parents and prospective parents of AAT.

### **5. Feedback**

AAT welcomes any comments or suggestions you may have regarding this scheme. Please contact the Chair of Trustees using the following contact details:

Chair of Trustees  
Ambitions Academies Trust  
Evering Avenue  
Poole BH12 4JG

**FOI Request Evidence Log**

**Appendix 2**

<b>Date of request</b>	<b>Format (e.g. email or in writing)</b>	<b>Location (Where is the correspondence stored?)</b>	<b>Requester</b>	<b>Repeated request? (Yes/No)</b>	<b>Deemed vexatious or repeated? (Yes/No)</b>	<b>Comments</b>



## Appendix 3

### GUIDE TO INFORMATION UNDER MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do</b>		
<b>Our organisational information, structures, locations and contacts</b>	<b>Hard copy/ Website/ In-Person</b>	<b>£</b>
Who's who in the Trust	<b>Website:</b> <a href="#">Trust Team &amp; Professional Support</a>	No charge
Who's who in the academies The names of key personnel The academy's staffing structure	<b>Website:</b> See each Academy's individual website	No charge
Who's who on the Board of Trustees and the basis of their appointment	<b>Website:</b> <a href="#">Trustees</a>	No charge
Who's who on the Academy Committee, and the basis of their appointment	<b>Website:</b> See each Academy's individual website	No charge
Articles of Association, Master Funding Agreements, Supplemental Funding Agreements	<b>Website:</b> <a href="#">Document Zone (ambitions-academies.co.uk)</a>	No charge
Contact details for the CEO Contact details for the Chair of Trustees The Trust's address The Trust's contact details The Trust's email address	<b>Website:</b> <a href="#">Contact Us (ambitions-academies.co.uk)</a>	No charge
Contact details for the Principal Contact details for the Chair of the Academy Committee The academy's address The academy's contact details The academy's email address	<b>Website:</b> See each Academy's individual website	No charge
The Trust website	<b>Website:</b> <a href="https://www.ambitions-academies.co.uk">https://www.ambitions-academies.co.uk</a>	No charge
The Trust's annual report	<b>Website:</b> <a href="#">Document Zone (ambitions-academies.co.uk)</a>	No charge
Academy session times and term dates	<b>Website:</b>	No charge

	See each Academy's individual website	
The academy's website	<b>Website:</b> See each Academy's individual website	No charge
Academy prospectus	E-mail / Hard copy	Schedule of charges
<b>Class 2: What we spend and how we spend it</b>		
<b>AAT financial information concerning the academy's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year</b>	<b>Hard copy/ Website/ In-Person</b>	£
Annual budget plan and financial statements	<b>Website:</b> <a href="http://ambitions-academies.co.uk">Document Zone (ambitions-academies.co.uk)</a>	No charge
Capital funding	<b>Website:</b> <a href="http://ambitions-academies.co.uk">Document Zone (ambitions-academies.co.uk)</a>	No charge
Financial audit reports	<b>Website:</b> <a href="http://ambitions-academies.co.uk">Document Zone (ambitions-academies.co.uk)</a>	No charge
Details of expenditure items over £2000 including costs, supplier and transaction information.	E-mail / Hard copy	Schedule of charges
Procurement and contracts AAT have entered into, or information relating to information held by an organisation which has entered into procurement or contracts on AAT's behalf, for example, the LA	E-mail / Hard copy	Schedule of charges
Staff pay – details of senior staff salaries in bands of £5,000.	<b>Website:</b> Executive Pay Statement - <a href="http://ambitions-academies.co.uk">Document Zone (ambitions-academies.co.uk)</a>	No charge
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	E-mail / Hard copy	Schedule of charges
The staffing, pay and grading structure	E-mail / Hard copy	Schedule of charges
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors	E-mail / Hard copy	Schedule of charges

Details of any premiums we receive such as Pupil premium.	See each Academy's individual website	No charge
<b>Class 3: What our priorities are and how we are doing</b>		
<b>Our strategies and plans, performance indicators, audits, inspections and reviews</b>	<b>Hard copy/ Website/ In-Person</b>	<b>£</b>
Annual Report	<b>Website:</b> <a href="https://www.ambitions-academies.co.uk">Document Zone (ambitions-academies.co.uk)</a>	No charge
Latest reports from regulators (Ofsted) - Summary - Full report  - Post-inspection action plan	<b>Website</b> All Ofsted reports can be accessed via: <a href="https://reports.ofsted.gov.uk/">https://reports.ofsted.gov.uk/</a>  E-mail / Hard copy	No charge  Schedule of charges
Exam and assessment results and performance tables  The Academy's profile and performance data supplied to the English Government  The latest performance data	<b>Website</b> All performance data can be accessed via: <a href="https://www.compare-school-performance.service.gov.uk/">https://www.compare-school-performance.service.gov.uk/</a>	No charge
The Trust's future plans. E.g. proposals for and any consultation on the future of our academies, such as a change in status.	<b>Website:</b> <a href="https://www.ambitions-academies.co.uk/about/our-vision/">https://www.ambitions-academies.co.uk/about/our-vision/</a>	No charge
The Performance Management Policy and procedures	E-mail / Hard copy	Schedule of charges
The safeguarding and child protection policies and procedures	<b>Website:</b> See each Academy's individual website	No charge
<b>Class 4: How we make decisions</b>		
<b>Our decision-making processes and records of the decision we have made – including the current year and the previous three years</b>	<b>Hard copy/ Website/ In-Person</b>	<b>£</b>
Admissions Policy	<b>Website:</b> See each Academy's individual website	No charge
Information pertaining to admissions decisions [Not individual admission decisions]	<b>Website:</b> See each Academy's individual website	No charge
The Trust board and its committees' agendas and meeting minutes [This excludes information that is regarded as private to the meetings.]	<b>In-Person</b>	Schedule of charges

The Academy Committee agendas and meeting minutes [This excludes information that is regarded as private to the meetings.]	<b>In-Person</b>	Schedule of charges
<b>Class 5: Our policies and procedures</b>		
<b>Our current written protocols, policies and procedures for delivering our services and responsibilities</b>	<b>Hard copy/ Website/ In-Person</b>	£
Academy policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc. Safeguarding and child protection, including protecting children's personal data Special educational needs	<b>Website:</b> See each Academy's individual website	No charge
Equality and Diversity	<b>Website:</b> <a href="http://ambitions-academies.co.uk">Document Zone (ambitions-academies.co.uk)</a>	No charge
Policies and procedures relating to recruitment and human resources	E-mail / Hard copy	Schedule of charges
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<b>Website:</b> <a href="http://ambitions-academies.co.uk">Document Zone (ambitions-academies.co.uk)</a>	No charge
Pay Policy	E-mail / Hard copy	Schedule of charges
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	E-mail / Hard copy  <b>Website:</b> Data Protection <a href="http://ambitions-academies.co.uk">Document Zone (ambitions-academies.co.uk)</a>	Schedule of charges  No charge
Charging regimes and policies	<b>Website:</b> <a href="http://ambitions-academies.co.uk">Document Zone (ambitions-academies.co.uk)</a>	No charge
<b>Class 6: Lists and registers</b>		
<b>Our currently maintained lists and registers – this does not include our attendance registers</b>	<b>Hard copy/ Website/ In-Person</b>	£
Curriculum circulars and statutory instruments	E-mail / Hard copy	Schedule of charges
CCTV	E-mail / Hard copy	Schedule of charges

Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf		
Disclosure logs i.e. information provided in response to FOIA/EIR requests	E-mail / Hard copy	Schedule of charges
Asset register and Information Asset register	E-mail / Hard copy	Schedule of charges
Any information the Trust/Academy is currently legally required to hold in publicly available registers	E-mail / Hard copy  See also;  <b>Website:</b> <a href="http://Document Zone (ambitions-academies.co.uk)">Document Zone (ambitions-academies.co.uk)</a>	Schedule of charges   No Charge
<b>Class 7: The services we offer</b>		
<b>Information about the services we offer including, leaflets, guidance and newsletters produced for the public and businesses – current information only</b>	<b>Hard copy/ Website/ In-Person</b>	<b>£</b>
Extra-curricular activities  Out of school/academy clubs  Services for which the Trust/Academy is entitled to recover a fee (and details of the fees)  Academy publications, leaflets, books and newsletters	<b>Website:</b> See each Academy's individual website	No charge
Requests for paper copies of information	This policy	Schedule of charges

## Appendix 4

### Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at <b>10p</b> per sheet (black and white)	The cost incurred by the Trust/academy, incorporating rental and energy costs
	Photocopying/printing charged at <b>25p</b> per sheet (colour)	The cost incurred by the Trust/academy, incorporating rental and energy costs
	Postage	Actual costs of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee	Dependent on request	In accordance with the relevant legislation