

# Freedom of Information Policy

**Date Policy Written: October 2024**

**Date Policy Adopted by Trust Board: February 2025**

**To be reviewed: Every 3 years**

## 1. INTRODUCTION

Ambition Community Trust recognises the need to hold information in accordance with the Freedom of Information Act 2000 ("the Act") and make it available to the public in accordance with provisions of the Act, subject to any legal exemptions.

Any reference in Act to "public authorities" applies to schools.

## 2. PUBLICATION SCHEME

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including academies) to produce a register of the types of information it will routinely make available to the public.

Ambition Community Trust has adopted the model publication scheme approved by the Information Commissioner.

The Trust's publication scheme sets out the seven classes of information identified in the model publication scheme:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information will be provided on the Trust's website wherever possible. However, some information may only be available in hard copy. If it is not possible to access the information via the website, the Trust will make appropriate arrangements for the information to be made available upon request to CEO at Ambition Community Trust.

The purpose of the publication scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the requestor. Any charges made by the trust will be kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made to cover the Trust's costs such as: photocopying, postage and packaging and/or any costs directly incurred by the Trust as a result of providing the information. If a charge is to be made, confirmation of the charge will be given before the information is provided and payment may be required prior to provision of the information.

### **3. MAKING A REQUEST UNDER THE FREEDOM OF INFORMATION ACT**

Any requests for Information held by the school that is not published under the Trust's publication scheme should be made in writing to the trust via letter or email.

The request will then be acknowledged in writing and if necessary, clarification will be sought on what is being asked for.

The Trust will usually respond to the request within 20 working days in one of the following ways:

- By providing the information requested;
- Confirming that it does not hold the information requested;
- Confirming that the information requested is already publicly available and where it can be obtained from; or
- Explaining whether any/all of the information is exempt from disclosure.

### **4. REFUSING A REQUEST**

The Trust will try to make as much information available as possible. However, sometimes there may be a valid reason for withholding information. Examples of when we may withhold information include:

- The Trust intends to publish the information in the future;

- The law states the information must not be released.
- Disclosure would:
  - Breach confidentiality;
  - Breach the Data Protection Legislation;
  - Breach the public interest.

Reasons will be provided if Trust decides to withhold information.

## **5. CHARGES**

Most information requested will be provided free of charge, although the Trust may charge a fee for the photocopying/printing/postage of larger documents and where it is not available in the Publications Scheme.

The Trust will not charge for time spent dealing with a request but there is no obligation to provide information if it would involve more than 18 hours work. In such cases, the trust will make contact with the requestor and discuss options.

If a charge is to be made, confirmation of the charge will be given before the information is provided and payment may be required prior to provision of the information.

## **6. PURPOSE OF INFORMATION PROVIDED**

Any information provided by the Trust following a request made in line with the Act may only be used for personal purposes.

## **7. COMPLAINTS**

Any complaint about how the Trust has handled a request under the Act should be referred to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Telephone 01625 545700, Website [www.ico.gov.uk](http://www.ico.gov.uk)