



**SEVERN ACADEMIES**  
EDUCATIONAL TRUST

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Freedom of Information Policy

September 2018  
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## **Philosophy**

Our partnership with parents/carers and other stakeholders will be strengthened by the freedom to access information about Severn Academies Educational Trust (SAET), its academy schools and its policies, subject to the constraints of data protection and the privacy of individuals.

## **Principles**

Severn Academies Educational Trust (SAET) is required to publish key information.

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all schools and free academies, should be clear and pro-active about the information they will make public.

SAET will publish and agree the information which is available and that which is confidential.

## **Practice & Procedures Practice**

The information which is available is described clearly in the Freedom of Information Policy and the procedures for access to copies of information are clearly explained.

From September 2012 regulations no longer require academies to publish a prospectus and have a Curriculum Policy. Instead, academies will be required to publish key information online. School/Academy information requirements can be found at [www.education.gov.uk](http://www.education.gov.uk).

## **Procedures**

Detailed explanations are included in Appendix 1 attached; use the hyperlinks to access relevant academy documents.

## **Performance will be judged by...**

- The evidence from external audit and checking;
- Any evidence from the application of the Complaints Procedure Policy.

## Freedom of Information Policy – Appendix 1

**This is Severn Academies Educational Trust’s (SAET) Publication Scheme on information available under the Freedom of Information Act 2000.**

### 1. Introduction - Academy Information Regulations:

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all academies, should be clear and proactive about the information they will make public.

To do this, academies produce a publication scheme setting out:

- The classes of information which the academy publish or intend to publish:
  - curriculum information and organisation
  - the SAET academy’s Prospectus;
  - the SAET academy’s policies;
  - the SAET academy’s Behaviour Policy;
  - the use of Pupil Premium Funding.
- Every effort will be made to meet any requests for information either in written or electronic formats and we will offer information meetings to explain key information and important transition point’s e.g. choosing subject guided choices and Post 16 progression.
- Key information is published online on the SAET website.

Some information which we hold may **not** be made public, for example, personal information.

### 2. Categories of Information Published:

The publication scheme provides a guide to the information which SAET currently publishes (or has recently published) or which SAET will publish in the future. This is split into categories of information known as ‘classes’. These are contained in Section 6 (see below) of this scheme.

The classes of information that SAET undertakes to make available are organised into four broad topic areas:

- **Academy Prospectus** - *information published in the academy Prospectus;*
- **Students & Curriculum** - *information about policies that relate to students and the academy curriculum;*
- **Academy Policies & other information related to the academy** - *information about policies that relate to the academy in general and its governance*

### 3. How to Request Information:

If a paper version of any of the documents within the scheme is required, SAET should be contacted by telephone, email, fax or letter (contact details are set out below). Information is also available on the SAET website [www.saet.co.uk](http://www.saet.co.uk)

- Email: [ajames@saet.co.uk](mailto:ajames@saet.co.uk)
- Telephone: **01299 872950**
- Fax: **01299 827972**
- Contact Address: **c/o The Stourport High Academy & VI<sup>th</sup> Form College  
Minster Road  
Stourport-on-Severn  
Worcestershire  
DY13 8AX**

In order to process the request quickly, clearly mark any correspondence:

**“Publication Scheme Request”.**

If the information required is not available via the scheme and is not on the academy website, contact the academy to ask if the information is available.

### 4. Paying for Information:

Information published on the SAET or individual academy’s website is free, although costs may be incurred from the Internet service provider. If Internet access is not available, then the academy website can be accessed at the local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 6 below. If the request means that the SAET has to do a lot of photocopying or printing, or pay a large postage charge, or is charged for a priced item such as some printed publications or videos then the cost will be advised before fulfilling the request. Where there is a charge this will be indicated by a £ sign in the description box.

### 5. Classes of Information Currently Published:

**Key Information** - this section sets out the minimum ‘key’ information published online on the SAET and individual academy’s websites.

Class	Description
<b>Key Information</b>	<ul style="list-style-type: none"> <li>• <b>Pupil Premium</b> - Details of the academy’s Pupil Premium allocation and plans to spend it in the current year; and for the previous year, a statement of how the money was spent and the impact that it had on the educational attainment of those students at the academy in respect of whom grant funding was allocated;</li> <li>• <b>Curriculum Policy</b> - Details of the academy’s curriculum, content and approach by academic year and by subject (including details of GCSE options and other qualifications offered at Key Stage 4 (for secondary academies));</li> <li>• <b>Admission’s Policy</b> - Where applicable, details or links to the academy’s admission arrangements, including its selection and over-subscription criteria, published admission number and the</li> </ul>

	<p>academy's process for applications through the Local Authority;</p> <ul style="list-style-type: none"> <li>• <b>Other Policies</b> - Details of the academy's policies on Behaviour, Charging, Special Educational Needs (SEN) and Disability Provision;</li> <li>• <b>Ofsted Reports &amp; Academy Performance Tables</b> - Links to the academy's Ofsted Reports and Department for Education (DfE) Academy Performance Tables as well as details of the academy's latest Key Stage 3 and/or Key Stage 4 attainment and progress measures as presented in the Academy Performance Table;</li> <li>• A statement of the academy's ethos and values.</li> </ul> <p>Academies are required to ensure that they continue to comply with any separate requirements that apply in respect of developing specific policies and communicating them.</p>
<b>Class</b>	<b>Description</b>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the academy;</li> <li>• The category of the academy;</li> <li>• The name of the Governing Body;</li> <li>• The manner in which the Governing Body is constituted;</li> <li>• The term of office of each category of Governor if less than 4 years;</li> <li>• The name of anybody entitled to appoint any category of Governor;</li> <li>• Details of any trust;</li> <li>• If the academy has a religious character, a description of the ethos;</li> <li>• The date the instrument takes effect.</li> </ul>

***Students & Curriculum Policies*** - This section gives access to information about policies that relate to students and the academy curriculum.

<b>Class</b>	<b>Description</b>
<b>Home - Academy Agreement</b>	Statement of the academy's aims and values, the academy's responsibilities, the parental responsibilities and the academy's expectations of its students for example Independent Study (homework) arrangements.
<b>Curriculum Policy</b>	Statement on following the Curriculum Policy for the secular curriculum subjects, religious education, schemes of work and syllabuses currently used by the academy.
<b>Sex &amp; Relationships Education Policy</b>	Statement of the Sex & Relationships Education Policy with regard to sex and relationship education.
<b>Special Educational Needs Policy</b>	Information about the academy's Special Educational Needs Policy on providing for students with special educational needs.

<b>Accessibility Plan</b>	Plan for increasing participation of disabled students in the academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
<b>Class</b>	<b>Description</b>
<b>Equal Opportunities Policy</b>	Statement of the Equal Opportunities Policy for promoting race equality.
<b>Safeguarding Children (Child Protection) Policy</b>	Statement of the Safeguarding Children Policy for safeguarding and promoting welfare of students at the academy.
<b>Behaviour Policy</b>	Statement of general principles on behaviour and discipline which includes the measures taken by the Principal to prevent bullying.

***Academy Policies & Other Information Related to the Academy*** - This section gives access to information about policies that relate to the academy in general.

<b>Class</b>	<b>Description</b>
<b>Published Ofsted Reports - referring expressly to the academy</b>	Published Ofsted Report of the last inspection of the academy and the summary of the report.
<b>Post-Ofsted Inspection Action Plan</b>	A plan setting out the actions required following the last Ofsted inspection.
<b>Charging &amp; Remissions Policy</b>	A statement of the academy's Charging & Remissions Policy with respect to charges and remissions for any optional extra or board/lodging for which charges are permitted, for example academy publications, music tuition, trips, etc.
<b>Academy Session Times &amp; Term Dates</b>	Details of the academy session times and dates of academy terms and holidays.
<b>Health &amp; Safety Policy including Risk Assessment</b>	Statement of the general Health & Safety Policy with respect to the health and safety at work of employees (and others), the organisation and arrangements for carrying out the policy.
<b>Complaints Procedure</b>	Statement of procedures for dealing with complaints.
<b>Staff policies</b>	Those policies relevant to employees



## 7. Feedback & Complaints:

The Severn Academies Educational Trust welcomes any comments or suggestions anyone about the scheme. If someone wants to make any comments about this publication scheme or if they require further assistance or wish to make a complaint, then initially this should be addressed to the **Chief Executive, Severn Academies Educational Trust.**

If someone is not satisfied with the assistance that they get or if the academy has not been able to resolve their complaint and they feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at the following address:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**

Or: **Enquiry/Information Line:** **01625 545745**  
**E-mail:** [casework@ico.org.uk](mailto:casework@ico.org.uk)  
**Website:** [www.ico.org.uk](http://www.ico.org.uk)