



SARACENS MULTI-ACADEMY TRUST

FREEDOM OF INFORMATION Policy & Publication Scheme

Approved by Trust Board on: 3rd May 2018

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Principal: Dr. M. Stevens

Saracens High School
Lanacre Avenue, NW9 5FN

Contents

1. Publication Scheme	3
2. Principles	3
3. Classes of Information Which is Available	4
4. How to request information	4
5. Paying for Information	5
6. Feedback and Complaints	5
7. Links with other policies	6
8. Classes of Information Currently Published or Due to be Published.....	6
Saracens High School Prospectus and Website.....	6
Trust and Local Governing Body's documentation.....	8
Pupils and Curriculum Policies	9
Saracens High School Policies and Other Related Information	11

Saracens Multi-Academy Trust is responsible for compliance with the Freedom of Information Act in its schools and has put processes in place to ensure that it is able to comply with requests for information under the Freedom of Information Act.

1. Publication Scheme

The Freedom of Information Act was introduced to promote greater openness and accountability across the public sector and establishes a general right of access to information held by public authorities, including Academy Trusts. Along with Human Rights and Data Protection legislation, Freedom of Information aims to build a culture of rights and responsibilities for citizens.

Saracens Multi-Academy Trust, as part of its compliance with the Freedom of Information Act has an agreed publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available from the Trust. Some information which we hold may not be made public, for example personal information.

2. Principles

The schools of Saracens Multi Academy Trust are based on the values of:

Discipline: our schools are orderly, safe and joyful places where our pupils are governed and guided in their behaviour by fair and sensible principles

Hard work: our schools are places where the staff and children work incredibly hard to fulfil the potential of each individual and to maintain a relentless effort for school improvement

Honesty: we insist on an honest appraisal of the efforts and attitude of pupils in all areas of their education.

Humility: our teaching styles reflect the culture of success and commitment to character development with achievement celebrated as warmly as attainment.

This publication scheme is a means of showing how we are pursuing these values.

3. Classes of Information Which is Available

This publication scheme lays out the information which we currently publish, or which we will publish in future. This is split into categories of information which is detailed in Section 8 of this policy.

The information that we undertake to provide is organised into four main areas:

- The Prospectus of each Saracens School
- Trust and Local Governing Body Documents – information published in the minutes of the Local Governing Body.
- Pupils and Curriculum – information about policies that relate to pupils and the Saracens schools' curricula
- Other information that relates to Saracens Multi-Academy Trust and school policies in general.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure. This includes information protected by the Data Protection Act.
- Information in draft form.
- 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.

4. How to request information

Information will be published on the Trust and School websites. If you require a paper version of any of the documents within the scheme, the request must be made in writing by email or letter giving clear details of the information requested. Contact details are set out below or you can visit our websites at: www.saracenshigh.org and www.saracensmat.org

Information that is not published under the scheme can be requested in writing from the deputy data protection officer (DDPO) Claire Edwards who is the Trust Business Manager, and is contactable via by email tbm@saracensmat.org

Contact Address: Saracens Multi-Academy Trust, Corner Mead, London NW9 4AS

Please include the enquirer's name, correspondence address and include what information is required. All staff are trained to be aware of the process for dealing with requests which fall within the Freedom of Information Act.

All requests will be considered in accordance with the provisions of the Freedom of Information Act. We publish information that we are required to by statute and regulation. There are a number of exemptions covering information that may not be disclosed. We may refuse all/part of a request if one of the following applies:

- The request relates to the enquirer's personal information, in which case this will be dealt with as a Subject Access Request under the Data Protection Act
- Compliance would require releasing a third party's personal data and this would be in breach of the Trust's Data Protection Policy

- The information has been sent to the Trust and is confidential
- The information would prejudice the commercial interests of the Trust
- There is some other exemption to disclosure within the act;
- The information sought is not held;
- The request is considered vexatious or repeated; or
- The cost of compliance exceeds the threshold of £450.

Where an exemption is 'qualified' we will undertake an exercise to balance the public interest in the information being released against the public interest in the information being withheld. We will reply to a written request under the FOIA within 20 school days (i.e. excluding school holidays) or 60 working days whichever occurs first. The response time starts from the next working day after the request is received. When we have asked the enquirer for more information to enable us to answer, the 20 school days start time begins when this further information has been received. When responding to requests, we may contact the individual via phone to confirm the request was made.

5. Paying for Information

Information published on our websites is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box in Section 8.

Where we have notified you that a charge is to be made, the time period for responding stops until the payment is received.

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you wish to make any comments about this publication scheme or if you require further assistance this should be addressed to:

Trust Business Manager, Saracens Multi-Academy Trust, Corner Mead, London, NW9 4AS.

You have the right to ask for an internal review if you are dissatisfied with the handling of a request. Internal review requests should be made within 40 working days of the initial response. We will communicate this deadline in our response. We are not obliged to provide a review if it is requested after more than 40 working days.

Requests for internal review must make clear why you are dissatisfied with the original decision, detailing why you feel that the School has not complied with Freedom of Information Law. Where practicable the review will be handed by someone not involved in the original decision.

If the outcome of the review is that the School's original decision is upheld, you are entitled to make a formal complaint 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.

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

0303 123 1113

7. Links with other policies

This policy has links with the following Trust Policy:

- Data Protection Policy

8. Classes of Information Currently Published or Due to be Published

Saracens High School Prospectus and Website

This section sets out the information published in the school prospectus

Class	Description	Cost
School Prospectus and Website	<p>The statutory contents of Saracens High School prospectus are as follows, (other items may be included in the prospectus at our discretion):</p> <ul style="list-style-type: none"> • The name, address and telephone number of the School • The names of the Principal and Chair of Governors • Information on Saracens High School policy on Admissions • A statement of Saracens High School's ethos and 	<p>Prospectus available on the school website</p> <p>One copy free of Charge</p> <p>Charge made for subsequent copies</p> <p>£ price on application</p>

	<p>Values</p> <ul style="list-style-type: none"> ● Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students ● Information about Saracens High School policy on providing for pupils with special educational needs and the annual report on implementation of the SEND Policy ● Number of pupils on roll and rates of pupils' authorised and unauthorised absences ● National Curriculum assessment results for appropriate Key Stages, with national summary figures ● GCSE/BTEC/Ebacc/Progress 8 results in the school, locally and nationally (from September 2023) ● A summary of A Level/ BTEC Level 3 results in the school and nationally (from September 2025) ● The destinations of school leavers (some information may be confidential or otherwise exempt from publication by law) ● The arrangements for visits to the school by prospective parents, guardians and carers ● The number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places 	
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Trust and Local Governing Body's documentation

This section sets out information published under the Local Governing Body section of the school websites and Local Governing Body documents. Information on the Trust is detailed on the Saracens Multi-Academy Trust website.

Class	Description	Cost
Instrument of Governance	<ul style="list-style-type: none"> • Details of Saracens Multi-Academy Trust and its governance • The names of the trustees • The name of the school(s) • The manner in which the Local Governing Body of each school is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • A description of the ethos 	<p>One copy free of Charge</p> <p>Charge made for subsequent copies.</p> <p>£ price on application</p>
Minutes of meeting of the Governing Body and its Committees (some information might be confidential or otherwise exempt from publication by law)	Approved minutes of meetings of the Local Governing Body and its committees and the Trust Board [current and last full academic school year]	£ price on application

Pupils and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description	Cost
Home – School agreement	Statement of Saracens High School aims and responsibilities, the parental responsibilities and the school's expectations of its pupils, for example home learning arrangements	Available on Saracens High School website or by contacting the school.
Curriculum Policy	Statement on following the policy for the curriculum subjects, religious education and schemes of learning and syllabuses currently used by Saracens High School	One copy free of charge.
Relationships, Sex and Health Policy	Statement of policy with regard to sex and relationship education	Charge made for subsequent copies. £ price on application
Special Educational Needs and Inclusion Policy	Information about the school's policy on providing for pupils with additional learning needs including those with special educational needs, together with the annual report on implementation of the policy	
Accessibility Plans	Improving the accessibility of the physical environment and improving delivery of information to disabled pupils, including a plan for increasing participation of disabled pupils in the school's curriculum	
Equality Information and Objectives Policy	Statement of objectives for improving outcomes for all pupils	
Collective Worship	Statement of arrangements for the required daily act of collective worship	
Careers, information, advice and	Statement of the programmes of careers education provided from year 8 onwards.	

guidance		
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at Saracens High School	
Behaviour for Learning & Discipline Policy and Anti-Bullying Policy	Statement of general principles on behaviour and discipline and of measures taken by the Principal to prevent bullying, including the Behaviour Policy.	

Saracens High School Policies and Other Related Information

This section gives access to information about other policies that relate to Saracens Multi-Academy Trust and Saracens High School.

Class	Description	Cost
Published reports of Ofsted referring expressly to Saracens MAT Schools	Published report of the latest inspection of any Saracens MAT school and the summary of the report (not due until 2021/22)	Available on Saracens High School website or by contacting the school.
Post-Ofsted inspection action plan	A plan setting out the actions (if any) required following the last Ofsted inspection.	£ price on application
Financial statements for the previous financial years	Audited accounts and governance reports for the previous financial years	Available on the Trust website or by contacting the Trust via the school
Charging and Remissions Policy	A statement of Saracens Multi-Academy Trust policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example, school publications, music tuition, trips	Available on Saracens High School website or by contacting the school.
Pupil Premium and Recovery Premium	How the school uses Pupil Premium and Recovery Premium	One copy free of charge.
School session times and term dates	Details of Saracens High School sessions and dates of school terms and holidays	Charge made for subsequent copies.
Health and Safety Policy	Statement of general policy with respect to health and safety at work of employees (and others) and the	

and risk assessments	organisation and arrangements for carrying out the policy	£ price on application
Complaints Policy and Procedure	Statement of policy and procedures for dealing with complaints	