



GUILSBOROUGH MULTI ACADEMY TRUST

FREEDOM OF INFORMATION PUBLICATION SCHEME

Policy Name	Freedom of Information Publication Scheme
Policy Owner	CFO
Committee	FAR Committee
Statutory	Yes
Authorisation	Principal

Date Ratified	Review Date
July 2026	July 2027



Version	Date	Author	Changes
V1	June 2025	Kym Wright	New issue

Legislative Guidance

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Linked Policies

Data Protection Policy
Acceptable Use Policy
Safeguarding and Child Protection Policy



1. Policy Aims

This policy covers information requests under the Freedom of Information Act 2000 (FOIA), as well as enquiries related to the Environmental Information Regulations 2004 (EIR), including information about the environment, such as air, water, land, and public health, along with decisions and activities that affect these.

Requests for personal data or access to personal records fall under the Data Protection Act 2018 and the UK GDPR. These requests are managed through the Academy Data Protection Policy, available on the Academy website.

Guilsborough Multi Academy Trust is committed to fulfilling its obligations under the FOIA and ensuring transparency and accessibility to public information. This policy outlines how individuals can request and access such information.

2. Publication Scheme & Right of Access

Guilsborough Multi Academy Trust has adopted the Information Commissioner's Office (ICO) Model Publication Scheme. Details of what information is available can be found at the end of this policy.

Anyone may make a Freedom of Information request for information the Multi Academy Trust holds. Requests must be in writing (including email), stating the requester's name and a correspondence address, and should describe the information requested in sufficient detail.

Requests should be addressed to the Principal's PA via email at:

info@guilsborough.northants.sch.uk

or by post to:

Principal's PA,
Guilsborough Academy,
West Haddon Road,
Guilsborough,
Northampton,
NN6 8QE

A response will be issued within **20 school days** or **60 working days**, whichever is shorter.

If clarification is needed, the response time is paused until the necessary clarification is received. If no clarification is received within two months, the enquiry will be considered withdrawn.

Information will be provided in its original language unless a legal obligation exists to provide it in another format. Accessibility obligations under disability and discrimination legislation will also be met.



3. Exemptions

Guilsborough Multi Academy Trust may refuse to disclose information if:

- The information is not held;
- It is exempt under FOIA or EIR;
- Disclosure is prohibited by law;
- The cost of retrieval exceeds the statutory limit (£450 or 18 hours of staff time);
- The request is considered vexatious or repeated.

Common exemptions include protection of personal data, prejudice to public functions, and planned future publications. If exemptions apply, we will explain the decision and, where relevant, suggest how to amend the request to reduce costs.

4. Payments and Charges

The Multi Academy Trust may charge for reasonable costs incurred when information is not readily accessible online. Charges may cover:

- Photocopying
- Postage and packaging
- Costs arising from arranging access to view information

Charges will be communicated before the information is provided, and payment may be requested in advance.

5. Internal Review

If you are dissatisfied with our response to a Freedom of Information request, you can request an internal review within two months of the original response. The review will usually be conducted by a more senior member of staff, and you will typically receive a response within **20 school days**.

If concerns remain after the internal review, they may be escalated to the Information Commissioner.