



Freedom of Information Policy and Publication Scheme

Date approved by Trustees	May 2019
Date of next Review	May 2021
Status	Statutory

OUR VISION

A community of primary and secondary academies that are the first choice for students and families in Sussex, with an outstanding reputation for high aspiration and high achievement

Introduction

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 academy trusts, should be clear and proactive about the information they will make public.

The Trust must therefore produce a publication scheme, setting out:

- the classes of information the Trust and/or one or more of its academies 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.

All information in our publication scheme is available in paper form from the office of any of the academies within the Trust. Some information will be available on the Trust website where it relates to the operation of the Trust or on the website of the specific academy where the information is only relevant to that academy.

Some information may not be made public such as personal information in compliance with the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA).

The Trust's publication scheme conforms to the model scheme for academies approved by the Information Commissioner.

Aims of the Trust

The Trust's vision is a community of primary and secondary academies that are the first choice for students and families in Sussex, with an outstanding reputation for high aspiration and high achievement.

This publication scheme is a means of showing how the Trust and its academies are pursuing these objectives.

Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into the broad topic areas set out below:

Academy Prospectus	Information held in an electronic format or published prospectus in relation to each academy.
Trust Governance Documents and other information related to the Trust	Information published on the Trust website and contained in the Trust governance documents and which relate to the Trust.
Trust Policies	Information regarding all policies operated by the Trust which apply to all the academies.

Academy Governance Documents	Information published on each academy's website and contained in the governance documents relevant to that particular academy.
Academy specific policies and other information related to the specific academy	General information and policies operated by the academy in general.
Students and Curriculum	Information regarding policies that relate to students and the relevant academy's curriculum.

How to request information

All requests under the FOIA must be made in writing, detailing the requester's name, address for correspondence and a description of in the information requested. The Trust and the relevant Academy will respond to the request within 20 school days.

Wherever possible the Trust will endeavour to publish the information on its website or that of the Academy.

If you require a paper or digital (which will be in an accessible format) version of any of the documents within the scheme, please contact the Trust where the document relates to the Trust or where it relates to a particular Academy, please contact the Academy in question.

Contact details are set out below:

	Address	Email	Telephone
South Downs Learning Trust	Park Avenue Eastbourne East Sussex BN21 2XR	info@sdlr.org.uk	01323 504011
Ratton School	Park Avenue Eastbourne East Sussex BN21 2XR	info@ratton.co.uk	01323 504011
Ocklynge Junior School	Ocklynge Junior School Victoria Drive Eastbourne East Sussex BN20 8XN	office@ocklynge.co.uk	01323 725839

To help us process your request quickly, please insert FOIA/Publication Scheme in the subject box followed by details of the documents you require and whether you require it in paper or digital format. The same applies to correspondence which should be clearly marked FOIA/Publication Scheme.

Where the information has not been published and you wish to see a copy of the document, please email or write to the Trust using the contact details provided above.

Please note that requests for personal data by an individual will be dealt with under the current data protection legislation and details of how the request will be handled are found in the Trust's data protection policy. Requests for environmental information will be dealt with in accordance with the Environmental Information Regulations 2004.

The Trust will comply with its obligations under the FOIA by:

- Advising you whether we hold any information falling within the scope of your request; and
- Providing the information in an acceptable format which is capable of re-use by you.

Paying for Information

Information published on the Trust's website or that of one of its Academies is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access the Trust's website or that of one of its Academies using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. However, 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 printed publications or videos we will let you know the cost before fulfilling your request.

Refusal of Requests

Whilst the Trust is committed to providing you with the information as stated above, we sometimes receive requests which, in accordance with the FOIA, we do not have to comply with. These are as follows:

- It would cost too much or take too much staff time to deal with the request thereby placing an unreasonable burden on resources and estimated to exceed costs of £450 in order to comply with the request.
- The request is vexatious taking into account the identity of the requester and previous contact with him/her.
- The request repeats a previous request from the same person, even though it is not vexatious. The request can be refused if it is identical or substantially similar to one previously complied with from the same requester.

Where a request is being refused, the requester will be sent a written refusal notice. The refusal notice will state if we are either refusing to say whether we hold information at all, or confirming that information is held but refusing to release it.

Records Management

The Trust and its Academies retain their records in accordance with the Trust's Records Management Policy.

Feedback and Complaints

We welcome any comments and feedback you have about the scheme. If you want to make a comment about this publication scheme or if you require further assistance or you wish to make a complaint then this should be addressed to the Company Secretary of the Trust whose registered office is South Downs Learning Trust, Park Avenue, Eastbourne, East Sussex, BN21 2XR.

If you are not satisfied with the assistance that you receive, or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, you are directed to the Information Commissioner's Office. The organisation ensures compliance with the FOIA and deals with formal complaints.

Contact details for the Information Commissioner are:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
 Helpline: 0303 123 1113 (local rate)/01625 545 745 (national rate)
 Textphone service: 01625 545860
 Fax: 01625 524510
 Website: www.ico.gov.uk

Classes of Information Currently Published

Academy Prospectus: This section details the information contained in the Academy Prospectus. Some information may be confidential or otherwise exempt from publication by law. Therefore we cannot publish it.

Class	Description of the Information
Academy Prospectus	<p>Generally the prospectus will contain the following details (other items may be included in the prospectus at the Academy's discretion):</p> <ul style="list-style-type: none"> • The name, address, telephone number, website details and email contact of the Academy and the type of Academy. • Information about the Academy's policy on admissions. • A statement of the Academy's ethos and values. • 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 provisions for those students. • Information about the Academy's policy and provision for students with special educational needs

Trust Governance Documents

Some information may be confidential or otherwise exempt from publication by law. Therefore we cannot publish it.

Class	Description of the information
Articles of Association	Details of the formation of the Trust, its objectives, Members, Trustees, and the responsibilities of the Trustees, their appointment and removal, and the way the Trust is to operate.
Master Funding Agreement	The terms by which the Secretary of State for Education has agreed to grant funding to the Trust and additional requirements on the operation of the Trust.
Statutory Information	Any other statutory information that are required to be published by the Department for Education and Education Funding Agency.

Trust Policies

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Class	Description of the Information
Trust Financial Manual	The financial practices and processes used by the Trust to ensure the secure use of Trust funds.
Trust Financial Policies	The policies necessary for the Trust to be compliant with the financial regulations of the Education Funding Agency, including Statement of Value, risk assessment and internal audit process.

Trust Freedom of Information Act Policy and Scheme	The information available to be requested and the process to assess the information.
Trust Human Resources Policies	Policies relating to staffing issues including conduct, discipline and grievance.
Trust Health and Safety Policy	A statement of how the Trust deals with health and safety issues. Responsibility for certain aspects is delegated to each Academy.
Equality Policy	A statement of policy for promoting equality in all areas.
Trust Admission Policy	Trust admissions and appeals procedures. Responsibility for certain aspects is delegated to each Academy.
Complaints Procedure	Process of dealing with complaints.

Academy Governance Documents

Some information may be confidential or otherwise exempt from publication by law. Therefore we cannot publish it.

Class	Description of the Information
Supplemental Funding Agreement	The terms by which the Secretary of State for Education has agreed to grant funding to the specific Academy.
Terms of Reference of Local Governing Committees	The terms of reference by which the Trustees have determined Local Governing Committees will operate.
Statutory Documents	Statutory documents/information that are required to be published by the Department for Education and Education Funding Agency

Academy specific policies and other information related to the individual Academy

Some information may be confidential or otherwise exempt from publication by law. Therefore we cannot publish it.

Class	Description of the Information
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken to prevent bullying.
Pupil Premium Allocation and Impact Statement	Statement detailing the Pupil Premium received, how it has been spent and the impact it has had on vulnerable students.
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting the welfare of pupils/students across the Trust.
Accessibility Plans	Plans to show how the Academy intends, over time, to increase accessibility to the physical environment, the curriculum and written information so that all pupils/students with a disability can take full advantage of their education and associated opportunities.
Trust Admission Policy	Statement of the priority admissions criteria for admission to Trust schools.
Complaints Procedure	Process of dealing with complaints.
Privacy Notice	Statement of who the Academy shares information with.
Health and Safety Policy	Details of the provisions put in place to ensure the health and safety of staff, students and visitors to the Academy.

Other information provided by the Academy	<ul style="list-style-type: none"> • Ethos and vision of the Academy • List of staff • Latest Ofsted Report • Recent KS2/KS4 results as applicable • Access to performance information • Details of the Academy’s curriculum • Term dates and times of school day and sessions
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Students and Curriculum

Some information may be confidential or otherwise exempt from publication by law. Therefore we cannot publish it.

	Description
Home School Agreement	Details of the agreement between the Academy and the student/parents relating to behaviour and school work.
Curriculum Policy	Statement concerning the academy’s curriculum.
Sex and Relationship Policy	Statement of policy with regard to sex and relationship education.
Special Educational Needs Policy	Statement of policy on providing for students with special educational needs.