

Our Lady of Mercy Catholic Education Trust



St Anthony's Girls' Catholic Academy

Policy type:	School
Policy: 44	Freedom of Information/Publication Scheme- Summary Information 2019-2020
Ratified by MAT Directors:	December 2019
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Shepherd.</i>
Review Date:	December 2020
Ownership:	C. Dugdale (SENDCO) with M. McDonagh (Deputy Head) and M. Lanaghan (Deputy Head)

Freedom of Information Act / Publication Scheme – summary information

This policy was developed in line with our Mercy ethos, statute law and national guidance and in a spirit of transparency and sharing of information with stakeholders, partners and the public.

This Act came into force 01.01.2005.

Anyone can request information from a public authority.

The Act confers two statutory rights on applicants:

- to be told whether or not the public authority holds that information and if so
- to have that information communicated to them

Who can request information?

Anyone can request information under the Act regardless of the reason for the request, age, nationality or location.

What is a publication scheme?

Under Section 19 of the Act, all public authorities are required to produce, maintain and disclose in accordance with a publication scheme. This scheme will set out what kinds of information the public authority will make available and how they will do it.

How is a request made?

When an academy or any public authority receives a request for information, they must respond as soon as possible and not later than 20 working days after receiving the request. Requests must be made in writing to the Company Secretary in the case of St. Anthony's Girls' Catholic Academy.

How is a reply made?

The reply should state whether or not we hold the information, and either provide the information requested, or explain why it has not been provided, quoting an exemption under the Act.

Categories of information to be published – Publication Scheme

- **School ethos, prospectus and general information about the school** – available from the academy website
- **Minutes of Governors meetings** - minutes of Governors meetings are available to staff (upon request) and to all governors from the Company Secretary. There is an administration/reprographics cost £10 per document for external requests.
- **Pupils and curriculum** – much of this information is available on the academy website. Any information not available on web-sites incurs an administration and reprographic cost of £15 per document.
- **School policies and other information relating to the academy.**

Much information is available on the academy website:

A

- Acceptable network use, internet access and ICT equipment use
- Administration of medicine
- Admissions (Main School)
- Admissions (Sixth Form)
- Anti- bullying
- Anti-fraud
- Assessment
- Attendance (pupil)
- Attendance management (staff)

B

- Biometric systems

C

- Capability
- Charging
- Collective worship
- Complaints (parents)
- Concerns (staff)

D

- Data Protection
- Disability Equality Scheme

E

- English as an additional language
- Equality of opportunity

F

- Financial handbook
- Food in school
- Freedom of Information Requests/Publication Scheme

G

- Grievance (staff)

H

- Health and Safety
- Home School Agreement

I

- ICT agreement

L

- Literacy
- Local government pension scheme
- Lone working
- Looked After Children

N

- Numeracy

P

- Photography
- PHSE (Personal Health and Social Education)/SRDE (Sex, Relationships and Drugs Education)

R

- Race equality
- Reporting to parents
- Rewards and sanctions

S

- Safeguarding
- Special Educational Needs
- Sustainability

The school website is constantly updated (any information currently unavailable on the web-site please contact the Company Secretary at the academy (any information not available on the website incurs an administration and reprographics charge of £10 per document).

- OfSTED reports are available on the academy website, the OfSTED website and the Diocesan website :

- OfSTED Section 5 Report 2013
- OfSTED Section 48 (Denominational) Report 2018

- School session times and dates

How to request information:

If you require a paper copy of any documents, please contact the Academy Company Secretary.

Contact details:

- Tel: 0191 5658904
- Fax: 0191 5537699
- e-mail: enquiries@st-anthonys-academy.com
- Address: St. Anthony's Girls' Catholic Academy, Thornhill Terrace, Sunderland SR2 7JN.

To help us process your request quickly, please clearly mark any correspondence "Publication Scheme Request".

Paying for information:

The vast majority of information regarding the academy published on our website is free of charge, 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/internet café. If a request is made for information in an authority's publication scheme, the scheme will also give details of how much the authority will charge for providing the information. St. Anthony's Girls' Catholic Academy has a standard charge of £15 (to cover administration and photocopying charges) per document. If the individual refuses to pay the fee, the public authority can refuse to supply the information.