BATH & WELLS
Multi Academy Trust
'That they may have life, life in all its fullness' John 10:10

Bath and Wells Multi Academy Trust

Freedom of information policy

Owner: Trust Board	**Date Approved: September 2023**	**Date of next review: September 2027**

1 Introduction

1.1 This policy covers requests for information under the Freedom of Information Act 2000 (**"FOIA"**). It also covers enquiries relating to matters under the Environmental Information Regulations 2004 (**"EIR"**), namely enquiries about air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these.

1.2 This policy does not cover enquiries or subject access requests under the Data Protection Act 2018 or the UK General Data Protection Regulation i.e. where the enquirer asks to see what personal information Bath and Wells Multi Academy Trust(the **"Trust"**) or a specific school within the Trust holds about them. These enquiries will be dealt with under the Data Protection Policy which can be found on the Trust's website Bath and Wells Multi Academy Trust - Policies (bwmat.org).

2 Responsibilities of the Trust

The Trust understands its responsibilities in relation to FOIA and is committed to applying them. This policy is designed to set out the ways that persons can access their rights to information.

3 Publication Scheme

The Trust has adopted the Information Commissioners' Office model publication scheme. Further details on what the Trust and its schools provides access to can be found on in the Appendix at the end of this policy.

4 Right of Access

4.1 Any person can make a freedom of information request for information that the Trust holds. The request must be in writing (which can include email) and state the requestor's name and correspondence address (including email address). It should clearly describe the information being requested with enough detail to enable us to identify and locate the information. Where a request is for environmental information which can be released under the EIR, this request can be made verbally. We would request however that any request is made in writing as set out in 4.2 below.

4.2 Please help us to provide your information as quickly as possible by sending the request to the Director of Operations at enquiries@bwmat.org or by post to:

Director of Operations

Bath and Wells Multi Academy Trust

c/o St Nicholas Church School

Kilmersdon Road, Radstock, Bath BA3 3QH

4.3 A response will be provided as soon as possible but in any event within 20 school days (or 60 working days, if shorter) for information provided under FOIA. Where information is to be provided under the EIR this will be provided within 20 working days.

4.4 Where the original request is not clear and we are required to seek further clarity from you, the time for responding to your request will cease until we receive a further response from you. In the event that we do not receive a further response or the clarification requested within 2 months of our request for clarification we will assume you no longer wish to pursue your enquiry and close the matter down.

5 Exemptions

5.1 Requested information may not be provided if one of the following applies:

- The Trust does not hold the information;
- There is a relevant exemption available;
- The request is above the cost limit (being £450 or 18 hours of a staff member's time).
- Where additional clarity or a fee has been requested but has not been provided in the time specified; or
- The request is considered vexatious or repeated

5.2 The exemptions that may be relevant depend on the request that has been made, but common exemptions include data protection, prejudice to the effective conduct of public affairs and information intended for future publication. There are other exemptions that may also be relevant.

5.3 We will inform you if one or more of these apply in any decision notice. Where the cost limit applies, we will explain how to refine the request to bring it within the cost limit and why the costs limit has been exceeded.

6 Internal Review

6.1 Where a requester is not happy with the response to a freedom of information request that has been made, they will be entitled to ask for an internal review of the decision. The internal review must be requested within two months of the decision notice being sent. The internal review will usually be dealt with by someone more senior than the member of staff that provided the initial response. A requester will in most cases receive the outcome of the internal review within 20 school days.

6.2 Where a requester wishes to have an internal review of an EIR request, this should be requested in writing within 40 working days of any breach of a requirement under the EIR. Once an internal review request is received, we aim to conclude the review and communicate the outcome of this within 20 working days.

6.3 If a requester is still not happy with the response following an internal review, they can complain to the Information Commissioner.

Appendix 1 – BWMAT Publication Scheme

Information to be available	How to obtain the information
Who are and what we do: Organisational information, locations and contacts, constitutional and legal governance.	BWMAT website Bath and Wells Multi Academy Trust - Home (bwmat.org) Information relating to individual schools such as (staff, governors, term dates, location and contact details, and Key Stage 2 assessment data) can be found on each school's website via Bath and Wells Multi Academy Trust - Meet the Schools (bwmat.org)
What we spend and how we spend it: Financial information related to projected and actual income and expenditure, tendering, procurements and contracts.	Financial Statements are available at: BWMAT website Bath and Wells Multi Academy Trust - Annual Reports and Financial statements (bwmat.org) Charges and Remissions Policy and Finance and Procurement Policy are available at BWMT website: Bath and Wells Multi Academy Trust - Policies (bwmat.org) Further information including expense policy, pay policy and staff grading, capital investment available via enquiries@bwmat.org
What are priorities are and how we are going: Strategy and performance information, plans, assessments, inspections and reviews.	BWMAT website Bath and Wells Multi Academy Trust - Home (bwmat.org) Individual school performance and inspection results can be found on their own school website via Bath and Wells Multi Academy Trust - Meet the Schools (bwmat.org)
How we make decisions: Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations. Current written protocols for delivering our functions and responsibilities	Trust policies that guide decision making- Bath and Wells Multi Academy Trust - Policies (bwmat.org) including: • Attendance • Bullying and Harassment • Charged and Remissions

	• Child Protection and Safeguarding • Code of Conduct for Employees and Volunteers • Complaints • Data Protection • Early Careers Teachers • Educated out of Year Group • Equality and Diversity • Exclusions • Finance and Procurement • Freedom of Information • Health and Safety • Privacy Notices • Managing Safeguarding Concerns and Allegations • Medical Conditions • Positive Handling • Recruitment • Reduced Timetables • Risk Management

	• SNED • Transgender Pupils • Whistleblowing School policies can be found on their own school website via Bath and Wells Multi Academy Trust - Meet the Schools (bwmat.org) and may include: • Curriculum • Accessibility • SEND • Equality objectives • Religious Education and Collective Worship • Bullying/Behaviour • Relationships and sex • Uniform Minutes and Agendas for governing committees can be requested from the school office. School admissions criteria - Bath and Wells Multi Academy Trust - Admissions (bwmat.org) Scheme of Delegation sets out levels of decision making - Bath and Wells Multi Academy Trust - Governance Structure and Scheme of Delegation (bwmat.org)

Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the Trust.	information the Academy is currently legally required to hold in publicly available registers can be obtained by contacting enquiries@bwmat.org
Services we offer: Advice and guidance, booklets and leaflets, transactions and media releases.	Details of school services such as extra-curricular activities and nurseries can be found on their own school website via Bath and Wells Multi Academy Trust - Meet the Schools (bwmat.org). Information about the Trust can be found at BWMAT website Bath and Wells Multi Academy Trust - Home (bwmat.org)

Any information above requested to be provided in hard copy will incur a 10p per print charge, with additional postage costs where applicable.

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

- 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.