



Freedom of Information Policy and Publication Scheme

The Children's Endeavour Trust comprises:

Abbot's Hall Community Primary School
Bosmere Community Primary School
Broke Hall Community Primary School
Chilton Community Primary School
Combs Ford Primary School
Freeman Community Primary School
Springfield Junior School
Whitehouse Community Primary School

Document Control

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1. Introduction and Aims

The Children's Endeavour Trust and its schools (collectively referred as "CET" or "Trust") is committed to being open and transparent. CET is subject to Freedom of Information Act 2000 (FOIA) as a public authority, and as such must comply with any requests for information.

This policy outlines our approach and procedures to information requests, details of the Publication Scheme setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- To advise whether the information available free of charge or on payment
- How information requests are handled

2. Legislation and Guidance

This policy meets the requirements of:

- UK GDPR
- FOIA 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- This policy also has due regard to guidance, including, but not limited to, the following:
 - ICO 'Model publication scheme' 2016
 - ICO 'Duty to provide advice and assistance (section 16)' 2016

Statutory Guidance can be found on the [ICO website](#)

3. Freedom of Information Requests

The Trust and all of the schools require requests for information to be made in writing via email or post, where each school's Data Champion or central team will log and respond.

Information held by CET which is not published under this scheme can also be requested in writing, when it's provision will be considered in accordance with the provisions of the Freedom of Information Act.

3.1 Timescales

We will endeavour to deal with your request promptly within the legally prescribed limit of 20 school days (excluding weekends, school holidays and bank holidays). Where the 20th day to respond to a request is during a non-school day, we have up to 60 days to respond.

The response time will start from the time the request is received. Where further information is required from you before we can deal with your request, we shall contact you as soon as

practicable using the correspondence address provided. We do not have to deal with your request until the further information is received. Where a fee is to be made (see below), we are also not required to deal with your request until payment has been received. If you choose to pay any fee by cheque the fee will not be regarded as having been received until the day the cheque has cleared. The 20 school days countdown will only begin or restart once the further information and/or payment has been received.

If a qualified exemption applies (see below) and we need more time to consider the public interest test, we will send you a response within 20 school days stating that an exemption applies and giving you estimate of the date by which a decision on the public interest test will be made. This will normally be within a further 10 working days.

3.2 Charges

The Trust may charge for information published under this scheme, following the Department for Education recommendation that academies should ordinarily charge for dealing with requests for information to recover the costs to academy resources that would otherwise support teaching and learning.

Charges made for routinely published materials will be justified and transparent and kept to a minimum, which may cover

- Photocopying
- Postage and Packaging
- The costs directly incurred as a result of viewing information

We are not required to comply with a request for information where we estimate that the cost will exceed £450.

If a fee is payable, we will notify you as soon as practicable (the “fees notice”). The fee notice will state the amount we will charge and advise you how you can pay. If we do not receive payment within three months of issuing you with the fees notice, we are no longer obliged to respond to your request. See the [Charging policy table](#) for more information.

3.3 Right to refuse

There are only four reasons we may refuse to comply with a valid request for information under the FOIA:

- The information is not held by us
- The cost threshold is reached of £450
- The request is considered vexatious or repeated
- One or more of the exemptions apply

If we refuse to provide the information, we will notify you in writing with the reasoning for refusal and what exemption(s) apply; why the exemption(s) apply to this enquiry, and the Trusts complaint procedure.

For monitoring purposes and in case of an appeal against a decision not to release the information or an investigation by the Information Commissioner, the Data Champion for the relevant school or central team must keep a record of all enquiries where all or part of the requested information is withheld, and exemptions are claimed. The record must include the reasons for the decision to withhold the information.

3.4 Third Party Data

Consultation of third parties may be required if their interests could be affected by release of the information requested and any such consultation may influence the decision.

3.4 Redaction

If a request is made for a document which contains exempt information (for example, it contains personal information about a third party, to release would breach the Data Protection Act), the document may be issued by redacting out the relevant exempt information.

3.5 Qualified Exemptions

If one of the below exemptions apply (i.e., a qualified disclosure), there is also a duty to consider the public interest in confirming or denying that the information exists and in disclosing information.

The qualified exemptions under the Act which would be applicable to the school are:

- Information requested is intended for future publication (and it is reasonable in all the circumstances for the requester to wait until such time that the information is actually published);
- Reasons of national security;
- Government/international relations;
- Release of the information is likely to prejudice any actual or potential legal action or formal investigation involving the Trust;
- Law enforcement (i.e., if disclosure would prejudice the prevention or detection of crime, the prosecution of offenders or the administration of justice);
- Release of the information would prejudice the ability of the Trust to carry out an effective audit of its accounts, resources and functions;
- For health and safety purposes;
- Information requested is environmental information;
- Information requested is subject to legal professional privilege; and
- or commercial interest reasons.

Where the potential exemption is a qualified exemption, the Trust will consider the public interest test to identify if the public interest in applying the exemption outweighs the public interest in disclosing it. In all cases, before writing to the enquirer, the person given responsibility by the

Trust for dealing with the request will need to ensure that the case has been properly considered and that the reasons for refusal or public interest test refusal, are sound.

4. Charging policy table

TYPE OF CHARGE	CHARGE	BASIS OF CHARGE
Disbursement costs	Photocopying/printing	10p per sheet (black & white)
	Postage	Actual cost of Royal Mail standard 2 nd class
Prescribed Costs	Finding, sorting and editing of materials	Charged for in full for requests in excess of £450 at a standard rate of £25 per hour

5. Links with other policies

This Freedom of Information and Publication Scheme policy is link to our:

- Data protection
- Privacy notices



Published Guide to Information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in each school	Website: See each individual school website https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Who's who on the governing body and the basis of their appointment	Website: See each individual school website https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Instrument of Government / Articles of Association	Website: See Trust Website https://www.childrendeavourtrust.org.uk Or see each individual school website https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: See each individual school website https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Staffing structure	Website: See each individual school website https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
School session times and term dates	Website: See each individual school website https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Address of school and contact details, including email address	Website: See each individual school website https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
School Prospectus and Curriculum	Website: See each individual school website https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page

Information	How the information can be obtained	Cost
Class two: What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement)		
Annual budget plan and financial statements	Hard copy: available upon request - contact school	10p per page
Capital funding	Hard copy: available upon request - contact school	10p per page
Financial audit reports	Hard copy: available upon request - contact school	10p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy: available upon request - contact school	10p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	Hard copy: available upon request - contact school	10p per page
Pay policy	See Trust Website: Pay Policy https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	See Trust Website: Finance Policy https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	See Trust Website: Pay Policy https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	See Trust Website: https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page

Information	How the information can be obtained	Cost
Class Three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current)		
School profile (if any) And in all cases: <ul style="list-style-type: none"> performance data supplied to the English Government or a direct link to the data the latest Ofsted reports post-inspection action plan 	Website: See each individual school website https://www.childrensendeavourtrust.org.uk Links available on each Website to school data and Ofsted report. Hard copy: available upon request - contact school	Free 10p per page
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request - contact school	10p per page
Performance data or a direct link to it	Website: See each individual school website https://www.childrensendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request - contact school	10p per page
Safeguarding and child protection	Website: See trust policy https://www.childrensendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page

Information	How the information can be obtained	Cost
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years as a minimum)		
Admissions policy/ decisions (not individual admission decisions)	Website: See trust policy https://www.childrensendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request - contact school	10p per page

Information	How the information can be obtained	Cost
Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by a statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: <ul style="list-style-type: none"> information security policies records retention, destruction and archive policies data protection (including information sharing policies) 	Website: See each individual school website https://www.childrendeavourtrust.org.uk Record Management (IRMS Website) Hard copy: available upon request - contact school	Free 10p per page
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see 'How to complete the Guide to information').	Website: See each individual school website https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page

Information	How the information can be obtained	Cost
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: See each individual school website https://www.childrendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Disclosure logs	Inspection only - contact school	
Asset register	Inspection only - contact school	
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school	

Information	How the information can be obtained	Cost
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
Extra-curricular activities	Website: See each individual school website https://www.childrensendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Out of school clubs	Website: See each individual school website https://www.childrensendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: See each individual school website https://www.childrensendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page
School publications, leaflets, books and newsletters	Website: See each individual school website https://www.childrensendeavourtrust.org.uk Hard copy: available upon request - contact school	Free 10p per page