

Publication Scheme & Freedom of Information Policy

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1. Introduction: What is a Publication Scheme?

The Freedom of Information Act 2000 (FOIA) requires public authorities, including academies, to be clear and proactive about the information they publish.

The Exceed Learning Partnership (The Trust) scheme lists information already available and what we will publish in the future. All items are accessible online for download or in paper form on request. Some personal or sensitive data will remain confidential.

This scheme follows the Information Commissioner’s model for School/Academy/Trusts. Data Protection and subject access requests are handled under our Data Protection Policy.

This policy sets out the categories of information we publish, how it can be accessed, applicable charges, and procedures for handling Freedom of Information (FOI) requests

2. Categories of information published

The scheme groups information into these seven classes:

Class	What’s Included
Who we are and what we do	Organisational structure, location and contact details, constitutional and legal governance
What we spend and how we spend it	Actual income/expenditure, procurement, contracts
What our priorities are and how we are doing	Strategy documents, plans, assessments, inspections
How we make decisions	Policy proposals, decision-making criteria, consultations
Our policies and procedures	Core written protocols for delivering our functions
Lists and registers	Statutory registers and other functional lists
The services we offer	Guides, leaflets, transaction processes, service descriptions

Excluded information:

- Legally exempt or protected data
- Information that is otherwise properly considered to be protected from disclosure
- Draft documents
- Archived records not readily accessible

3. How information published under this scheme will be made available

The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of Trust and its Academies, information will be provided on our website(s). Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an

authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the School/Academy/Trust for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. The School/Academy/Trust may charge a fee for fulfilling an information request, depending on the cost of staff time required to comply. If the estimated cost The Trusts the current threshold of £450, calculated at a fixed rate of £25 per hour (equivalent to 18 hours of work), a fee may be applied. These charges are applied in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised and they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided.

Payment may be requested prior to provision of the information.

5. Written requests for other information

If the information you seek isn't in this scheme, you can submit a written FOIA request. We will consider it under the relevant legislation.

6. How to request information

If a paper copy is required of any document in this scheme or there is a wish to request further information under the Freedom of Information Act or the Environmental Information Regulations - please mark correspondence as 'Freedom of Information Request' or 'Publication Scheme Request' and contact us via:

- Email: foi@elp.org.uk
- Tel: 01709 805175
- Address: Exceed Learning Partnership, 6 - 9 Railway Court, Doncaster, South Yorkshire DN4 5FB
- You can also visit our website at www.exceedlp.org.uk

7. Exemptions

Under the FOIA, Schools/Academy's/Trusts are generally expected to disclose information unless a specific exemption

applies. The Act recognises the importance of protecting confidential and sensitive information in certain circumstances.

A request may be refused if:

1. An exemption under the Act applies;
2. The information is not held by the School/Academy/Trust/Academy/Trust;
3. The request is vexatious or repeated;
4. The cost of compliance The Trusts the statutory threshold.

The Act outlines a range of exemptions that may justify withholding information in response to a request. While some exemptions, such as those relating to national security, are highly specialised and rarely applicable to School/Academy/Trusts, others may be more relevant depending on the nature of the enquiry

Exemptions fall into two categories:

- Absolute exemptions: No obligation to confirm, disclose, or consider the public interest.
- Qualified exemptions: Disclosure must be weighed against the public interest.

Most exemptions relevant to School/Academy/Trusts relate to personal data, safeguarding, or commercial sensitivity, rather than national security or other specialised areas.

8. Vexatious Requests

We are not obliged to comply with requests that:

- Intend to harass or cause disruption
- Impose an unreasonable burden on our resources
- Repeat substantially similar requests within a short interval

9. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance, please email foi@elp.org.uk or contact 01709 805175.

If you wish to raise a complaint, then please follow the Trust Complaints Policy and Procedure.

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 to the Information Commission. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

- Postal Address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Enquiry/Information Line: 01625 545 700
- Email: icocasework@ico.org.uk
- Website: www.ico.org.uk

All enquiries and feedback help us refine our approach to openness and transparency.

ANNEX A: Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) Requests and Internal Review Procedure

1. Introduction

This procedure sets out the process by which Exceed Learning Partnership and all its academies/schools (The Trust/ We) will respond to requests and conduct internal reviews of requests received under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

Under both the FOIA and EIR, individuals who are dissatisfied with either the handling of their request or the response provided by The Trust have the right to submit a request to have the original response reviewed internally.

The Trust takes its responsibilities under both the FOIA and EIR extremely seriously, and whilst it endeavors to ensure all requests are dealt with in a manner which is compliant with the FOIA and EIR it recognises that some individuals may wish to have their responses reviewed. Therefore, in accordance with the Information Commissioners Office (ICO) recommendation, this procedure sets out how The Trust will handle requests for information and requests for an internal review in a way which is fair, transparent and ensures that all requests are dealt with in a timely manner.

2. How can you request information?

If the information needed is not already published:

- Email: dpo@elp.org.uk
- Call: 01709 805175
- Write to:
Exceed Learning Partnership
6 - 9 Railway Court
Doncaster
South Yorkshire DN4 5FB

Please describe the information you require and include a contact address or email for our reply.

We will:

- Acknowledge receipt
- Provide a substantive response within 20 school days (or 60 working days if shorter)
- Refer you to our Publication Scheme if the information is already available
- Explain any reasons for withholding information. This might be because it is personal or confidential information, or one of the other exemptions from publication under the FOIA applies

3. The Grounds for an Internal Review

You may request an internal review if you are dissatisfied with:

- Our handling of your request, for example:
- No response within the statutory timescale
- Inadequate advice and assistance
- Failure to supply the format you requested

Our decision on your request, for example:



- Insufficient explanation of a refusal
- Disagreement over the application of exemptions.

4. How to request an Internal Review?

To request an internal review:

- Contact the staff member who responded to your original request, or
- Send your request in writing to the address or email in Section 2

State clearly:

- Which response you wish to challenge
- The reasons why you believe a review is warranted
- Any additional information you wish us to consider

5. Who will undertake the internal review?

Reviews are conducted by the Data Protection Officer, or senior staff member with no prior involvement in the original decision. This ensures impartiality and fresh consideration of your case.

6. Review Criteria

The reviewer will consider:

- Correct application of FOIA/EIR decision-making processes
- Any new points or evidence you submit
- Compliance with statutory provisions and ICO guidance
- Proper use of exemptions, including public interest balancing

An internal reviewer will assess the request based on the circumstances at the time of the original decision, but we will also consider any subsequent changes that might justify releasing the information.

7. What are the timescales for requesting an Internal Review?

You must submit an internal review request within 40 working days of our initial response.

8. Review Completion Timescale

We aim to complete all reviews within 20 working days of receipt. If we need more time due to:

- Exceptional complexity
- Large volumes of information
- Consultation with third parties (e.g., ICO or legal advisors)

We will notify you in writing, explaining the delay and providing a revised completion date. In all cases, we will not

exceed 40 working days unless exceptional circumstances apply.

9. Internal Review Outcome

Our response to your internal review will:

- State whether we uphold or overturn our original decision
- Explain any change in exemption or reasoning
- Provide details of your right to appeal to the ICO, including their contact information

10. Escalation to the ICO

If you remain dissatisfied, you may complain to the Information Commissioner’s Office:

Information Commissioner’s Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire SK9 5AF

The ICO will investigate and issue a decision notice. After the decision notice, you may appeal to the First-tier Tribunal (Information Rights). Once the ICO issues its decision notice, either the requester or Exceed Learning Partnership may appeal to the First-tier Tribunal (Information Rights) in the General Regulatory Chamber. The Tribunal may uphold the notice, substitute a different decision, or dismiss it.

11. Internal Review Process

We have set out below our approach to a request for an internal review which will be dealt with in 8 stages:

Stage	Actions to be undertaken	Staff member responsible
1	A request for an internal review is received by a member of Exceed staff.	N/A
2	The request is passed to the Data Protection Officer, who logs the review and calculates the time limit for responding.	Data Protection Officer
3	The logged request is allocated to the Internal Reviewer.	Internal Reviewer
4	The Internal Reviewer contacts the requester and provides: <ul style="list-style-type: none"> • A copy of this procedure • Confirmation that the review will be completed within 20 working days, or (if delayed) reasons for delay and a revised target date 	Internal Reviewer
5	The Internal Reviewer undertakes the review, assessing the original decision against FOIA/EIR criteria and any new information provided.	Internal Reviewer
6	The Internal Reviewer issues the outcome letter, detailing any changes to the original decision and next steps.	Internal Reviewer
7	The Internal Reviewer notifies the Data Protection Officer that the review has been	Internal Reviewer



Stage	Actions to be undertaken	Staff member responsible
	completed.	
8	The Data Protection Officer will then log that the internal review has been actioned.	Data Protection Officer

12. Where should questions regarding this policy be directed to?

All enquiries regarding this policy should be directed to:

Data Protection Officer
The Trust
6-9 Railway Court
Doncaster
South Yorkshire
DN4 5FB
dpo@elp.org.uk



Annex B - Freedom of Information Publication Scheme

In accordance with the Freedom of Information Act Exceed Learning Partnership maintains its Approved Publication Scheme.

The information listed below is available either online, by request, or by inspection, with charges applied where indicated.

Class 1 - Who We Are and What We Do

(Organisational information, structures, locations and contacts – current information only)

Information	How to access	Cost
Board of Directors: names, roles, registers of interests, attendance records, dates of appointment	Online (website)	Free
Senior leadership and key personnel	Online (website)	Free
Governing body membership and basis of appointment	Online (website)	Free
Instrument of Government / Articles of Association	Online (website)	Free
Contact details for the CEO, Principals and Governance team	Online (website)	Free
School prospectus (where applicable)	Online / hard copy on request	Free
Organisational chart (staffing structure)	Online / hard copy on request	Free
School session times and term dates	Online / hard copy on request	Free
School addresses and general contact details	Online / hard copy on request	Free

Class 2 - What We Spend and How We Spend It

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit – current and previous financial year minimum)

Information	How to access	Cost
Annual budget plans and financial statements	Hard copy on request	20p per sheet
Capital funding allocations	Hard copy on request	20p per sheet
External audit reports	Hard copy on request	20p per sheet
Procurement policies and major contracts	Hard copy on request	20p per sheet
Pay policy	Online / hard copy on request	20p per sheet



Information	How to access	Cost
Staffing and grading structure	Hard copy on request	20p per sheet

Class 3 - What Our Priorities Are and How We Are Doing

(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum)

Information	How to access	Cost
School performance data (government-published)	Online (government portal)	Free
Ofsted inspection report	Online (website)	Free
Strategic plans and school improvement plans	Online / hard copy on request	Free
Performance management policy and procedures	Hard copy on request	Free
Safeguarding and child protection policy	Online (website)	Free

Class 4 - How We Make Decisions

(Decision-making processes and records of decisions)

Information	How to access	Cost
Admissions policy and general admissions criteria (not individual decisions)	Online (website)	Free
Agendas and minutes of meetings of the governing body and its committees. (excluding confidential items)	Hard copy on request	20p per sheet

Class 5 - Our Policies and Procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information	How to access	Cost
Charging and Remission Policy	Online (website)	Free
Health and Safety Policy	Online (website)	Free
Staff Code of Conduct	Online (website)	Free
MAT Board Code of Conduct	Online (website)	Free
Discipline and Grievance Policy	Online (website)	Free
Equality, Diversity and Inclusion Policy	Online (website)	Free
Pupil and Curriculum policies (e.g., SEND, accessibility)	Online (website)	Free
Records management and information governance policies:	Online (website)	Free
Information security	Online (website)	Free
Records retention, destruction and archiving	Online (website)	Free
Data protection and information sharing	Online (website)	Free



Class 6 - Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register) - some information may only be available by inspection

Information	How to access	Cost
Curriculum circulars and statutory instruments	Online (website/newsletter)	Free
Disclosure logs	Hard copy on request	20p per sheet
Asset register	Hard copy on request	20p per sheet
Any information the school is currently legally required to hold in publicly available registers. (This does not include attendance registers)	Hard copy on request	20p per sheet

Class 7 - The Services We Offer

(Information about services, including leaflets, guidance and newsletters – current information only) - some information may only be available by inspection

Information	How to access	Cost
Extra-curricular activities	Online (website) / school office	Free
Out-of-school clubs	Online (website) / school office	Free
Services for which the school is entitled to recover a fee, together with those fees	Online (website) / school office	Free
School publications, leaflets and newsletters	Online (website) / hard copy on request	Free

Charges

Type of charge	Description	Basis of charge
Photocopying / printing	Black & white @ 10p per sheet	Actual cost per sheet
Postage	Royal Mail standard second class	Actual cost