



## Freedom of Information

<b>Issue No.</b>	<b>Author/Owner</b>	<b>Date of Issue</b>	<b>Reviewed</b>	<b>To be reviewed</b>	<b>Approved by Governors on</b>
1	Carolyn Rushton	09/2004	07/2005	07/2006	09/2004
			07/2006	07/2007	
			07/2007	07/2008	
			07/2009	07/2010	
2	Carolyn Rushton	07/2010	07/2010	07/2011	07/2010
3	Carolyn Rushton		12/2011	12/2012	
4	Carolyn Rushton		01/2012	01/2013	01/2012
5	Carolyn Rushton		07/2014	07/2015	
6	Carolyn Rushton		11/2015	11/2017	03/2016
7	Matt Rushton	03/2020	03/2020	03/2022	

## Freedom of Information Act: Policy

- The Governing Body of Dowdales School agreed to the Freedom of Information Act Publication Scheme and Access Policy in September 2004.
- The school will follow the guidance issued to Maintained Schools.
- The Governing Body will not charge for information **except** if the costs are indicated on the publication scheme.
- The single point of reference for requests is the Assistant Headteacher – Mr Matt Rushton.
- A retention record of information we hold has been drawn up and is managed by him.
- A request for information may be refused if:
  - It is considered to be vexatious or repeated.
  - A public interest test shows that applying the qualified exemption outweighs the public interest in disclosing information
  - Having consulted with a third party whose interests may be affected, the third party's legitimate reasons for the information not be disclosed.
- FOI guidance will always be followed when considering requests for information and possible refusals.
- Under the Act the standard time limit is 20 school days, or 60 working days if this is shorter, to respond, counting the first working day after the request is received as the first day.
- The Governing Body will review annually any request made for information and any refusals through a report to the Finance and General Purposes Committee in the summer term.
- The policy will be reviewed biannually by the Governing Body.