



BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

Publication Scheme and Access Policy/Freedom of Information 2025 – 2028

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Term of review	Three years
Committee Responsible	C&R Committee
Prepared By	BMV
Signed by Chair of Committee	

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1. Background

- The Freedom of Information Act (FOIA) was introduced to promote greater openness and accountability across the public sector, and establishes a general right of access to information held by public authorities, including Academies. Along with Human Rights and Data Protection legislation, Freedom of Information (FOI) aims to build a culture of rights and responsibilities for citizens.
- The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.
- The scheme commits our trust to:
 - 1) Proactively/ routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
 - 2) Specify the information
 - 3) Explain how it will be made available
 - 4) Review and update information on a regular basis
 - 5) Explain any fees to be charged for the information
 - 6) Make this scheme publicly available
 - 7) Publish information held by the school that has been requested (unless not appropriate to do so)
 - 8) Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
 - 9) Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

2. Making information available

Information will be provided on a website. 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, the trust and/or 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.

Right to request information: There is a legal right for any person to make a request to an Academy for access to information held by that Academy. Academies are under a duty to provide advice and assistance to anyone requesting information. Enquirers do not have to say why they want the information and the request does not have to mention FOIA. The enquirer is entitled to be told whether the Academy holds the information (this is known as the duty to confirm or deny) and, if so, to have access to it. Access can include providing extracts of a document or a summary of the information sought, or access to the original document. However, the FOIA recognises the need to preserve confidentiality of sensitive information in some circumstances and sets out a number of exemptions.

There are only four reasons for not complying with a valid request for information under FOI:-

1. the information is not held
2. the cost threshold is reached
3. the request is considered vexatious or repeated
4. one or more of the exemptions apply

3. Responsibility and Delegation

The board of directors is responsible for the maintenance and review of this scheme and policy.

The board of directors delegates to the Executive Headteacher the day-to-day responsibility for FOIA policy and the provision of advice, guidance, publicity and interpretation of the Trust's policy. The Executive Headteacher will provide a single point of reference, coordinate FOIA and related policies and procedures, take a view on possibly sensitive areas, ensure all staff are aware of the policy and consider what information and training staff may need. The Executive Headteacher will ensure that a well managed records management and information system exists in order to comply with requests. This will include keeping a record of refusals and reasons for refusals, to allow the Trust to review its access policy on an annual basis.

The Executive Headteacher will ensure that requests are dealt with in accordance with 'The Freedom of Information Act 2000, a guide for Academies and Academy Trusts'.

4. How to request information

If you would like to make a request under the FOIA, please:

- make the request in writing (this includes email or fax)
- state the enquirer's name and correspondence address (email addresses are allowed);
- describe the information requested - there must be enough information to be able to identify and locate the information.

You do not have to explain why you want the information or state that it is a FOI request, but it may help us to reply to your request more promptly if you let us know that it is a FOI request.

Requests for information should be addressed to:

Beis Yaakov Jewish High School Academy
69 Broom Lane
Salford
Manchester
M7 4FF
01617088220
admin@byjhs.org

5. Timeline for reply

We will do our utmost to reply to any request promptly. In any case, we will meet the legally prescribed limit of 20 working days, excluding non-school days. Where the 20th day to respond to a request is during a non-school day, we will have up to 60 days to respond. The response time starts from the time the request is received. Where we need to ask you for more information to enable us to answer, the 20 days start time begins when this further information has been received.

If a qualified exemption applies and we need more time to consider the public interest test, we will reply within the 20 days stating that an exemption applies and include an estimate of the date by which a decision on the public interest test will be made.

Where we have notified you that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

6. Paying for information

Information published on the Trust and its academies (schools) websites is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access the Trust and its academies (schools) websites using a local library or an Internet café.

We aim to respond to FOIA requests free of charge. However, if your request means that we have to do incur significant costs, e.g. a significant amount of photocopying, printing, paying a large postage charge, or a request for a priced item such as some printed publications or DVDs, we will let you know the cost before fulfilling your request. Information will be charged at the actual cost of providing it (e.g. the cost of photocopying, plus time of employee photocopying information, plus postage and any other actual costs incurred as a result of providing the requested information). If we need to charge for

providing the information, we will require payment before we can provide the information.

7. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into broad topic areas:

- Who we are and what we do: general information about its staff, leadership and governance, the curriculum, school terms and events – school website.
- What we spend and how we spend it: financial information relating to projected and actual income and expenditure, tendering, procurement and contracts – school website and internal.
- What our priorities are and how we are doing: strategy and performance information e.g. Ofsted report and results of Exams – school website and internal.
- How we make decisions: decisions of the leadership of the Trust as well as our Admissions policies – school website and internal.
- Our policies and procedures: current written policies and procedures for delivering our services and responsibilities – school website.
- Lists and registers: Information held in registers required by law and other lists and registers relating to the function of the Trust – school website and internal.
- Services we offer e.g. out of school clubs, extra-curricular activities, newsletters – school website and internal.

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.

8. Feedback and Complaints

We welcome any comments or suggestions anybody may have about the scheme. To make any comments about this publication scheme and policy, for further assistance, or to make a complaint, please write to:

The Executive Head Teacher
Beis Yaakov Jewish High School Academy
69 Broom Lane
Salford
Manchester
M7 4FF

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. The complaint should be made in writing to:

The Case Reception Unit, Customer Service Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

9. Review of this policy

This policy will be reviewed every three years by the board of trustees. We will monitor the application and outcomes of this policy to ensure it is working effectively.