


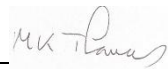


Gwaunfarren Primary School

Freedom of Information Policy

Autumn 2025

Freedom of Information Policy

Headteacher	Mr A. Lewis	
Date	October 7 th 2025	
Chair of Governors	Mrs M. Thomas	
Policy Date	Autumn Term 2025	
Policy Review	October 2026	



Freedom of Information Policy

1. Aims

The aims of the policy are to:

- explain the arrangements for the management of the legal duty to provide access to a range of information;
- set out the school's process for meeting requests; and
- set out various responsibilities.

2. Legal Requirement

2.1 The school recognises that it has to set out in its Freedom of Information policy (FOI) scheme:

The Governors will have regard to Circular 09/2004 Freedom of Information Act 2000 Model Publication Scheme for Schools

- The classes of information which the school publishes or intends to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

3. The Scheme

3.1 The school scheme covers information already published and information which is to be published in the future. Some information may not be made public, for example personal information.

3.2 The school's publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

3.3 The school's policy is that:

1. An enquirer must be informed whether the school holds that information or not, and if it does it must supply the information;
2. The information must be supplied within 20 days of the request;
3. The information can include personal or non-personal information, but no information
4. relating to named individuals will be released;
5. Other information that the Head considers to be of a sensitive nature may also be withheld. In so deciding the Head will consider whether it should be released in the public interest if in withholding the information is greater than the public interest in releasing it;
6. The Head will administer the school's process for providing information. In so doing the Head will take into account the Code of Practice, and any guidance from the local authority;

4. Procedure

4.1 The school's Process:

On receipt of a request in writing for information the Head will:

1. Decide whether the request is a request under Data Protection Act, Environmental Information Regulations or Freedom Of Information Act;

2. Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them;
3. Provide the information if it has already been made public;
4. Inform the enquirer if the information is not held;
5. Consider whether a third party's interests might be affected by disclosure and if so consult them;
6. Consider whether any exemptions apply and whether they are absolute or qualified;
7. Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information;
8. Decide whether the estimated cost of complying with the request will exceed the appropriate limit (£450 with a maximum of £50 per individual educational record);
9. If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure;
10. Consider whether the request is vexatious or repeated;
11. The school recognises its duty to provide advice and assistance to anyone requesting information.

5. Types of Information

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

- a. **School Prospectus** – information published in the school prospectus.
- b. **Governors' Documents** – information published in the Governors Annual Report and in other governing body documents.
- c. **Pupils & Curriculum** – information about policies that relate to pupils and the school curriculum.
- d. **School Policies and other information related to the school** - information about policies that relate to the school in general.

5.2 Parents are given information in the school prospectus on how to request school information.

6. Responsibilities

6.1 The governing body is responsible for making and reviewing the policy.

6.2 The Head is responsible for the implementation of the policy, and discharging the duties in paragraph 4.

6.3 The school's **Clerk** will be responsible for the day-to-day management.

7. Monitoring and Review

7.1 The Head is responsible for monitoring the implementation of the policy and recommending any amendments to the governors.

7.2 The governors will review the policy every three years, or earlier if appropriate.