

The Hayes Primary School

Freedom of Information Policy

Date policy agreed: **November 2026** **Date policy to be reviewed:** **November 2028**

Vision
To be the best you can be!

Purpose
This policy sets out how The Hayes Primary School will comply with the Freedom of Information Act 2000 and associated legislation, ensuring openness, transparency and lawful access to information.
The Hayes Primary School Governing Body has agreed and ratified this Policy.

Data Gathering and Storage
Information will only be gathered and stored for specified purposes. In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily. Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

Publication Scheme
The school adopts the Information Commissioner's Office Model Publication Scheme and will publish information in accordance with ICO guidance for maintained and state-funded schools.

Dealing with Requests for Information
Theoretically any request for information is a request under the Freedom of Information Act. Croydon Council and the school receive requests for information through our day-to-day operations. Most of these are dealt with as 'business as usual' requests and responded to accordingly.

Making a Request
Freedom of Information requests should be made in writing. The school will provide advice and assistance to applicants where reasonably required.

Timescales
The school will respond promptly and no later than 20 school days or 60 working days where this is shorter, in line with current ICO requirements for schools.

Charges
The school will apply the statutory appropriate limit and fees regulations where applicable. Requests exceeding the cost limit may be refused or refined with the requester.

Exemptions

A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector. The decision to apply absolute exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other governors, Head Teacher, Deputy Head Teacher. The decision to apply qualified exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other governors, Head Teacher, Deputy Head Teacher. Even if the group decides information should not be disclosed, a public interest test should be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed. Advice should be sought from LBC Legal Services if there is any doubt as to whether information should be disclosed. Any decision to withhold information will be made in accordance with the exemptions contained within the Freedom of Information Act 2000 and related legislation.

Logging Requests Received

The school will keep a record of all requests received for monitoring purposes, noting:
a) the date the request was received,
b) name and contact details of the person or organisation making the request,
c) the date the request was fulfilled or refused,
d) the reason for any exemption being applied,
e) the reason for any failure to meet the 20 day deadline.

Complaints and Internal Review

Applicants may request an internal review. If dissatisfied, they may complain to the Information Commissioner's Office.

Monitoring and Review

The effectiveness of this policy will be monitored and evaluated by the Governors and Head Teacher, and will be reviewed every two years.

Contact Details
School contact: DPO Lisa Sinclair – deputy@hayespriamry.croydon.sch.uk
Information Commissioner's Office: www.ico.org.uk