



**SEVERN ACADEMIES**  
EDUCATIONAL TRUST

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Freedom of Information Action Publication Scheme

September 2021  
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<b>Contents</b>	<b>Page</b>
1. Introduction - Status of the Scheme	2
2. Classes of Information	2
3. The method by which information published under this scheme will be made available	3
4. Charges which may be made for information published under this scheme	3
5. Written Requests	4
Annex 1: Guide to information available from SAET under the Publication Scheme	5
Annex 2: Charging Policy	6 - 8



# SEVERN ACADEMIES Freedom of Information Act Publication Scheme

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## 1. Introduction - Status of the Scheme

- 1.1 This publication scheme has been prepared in accordance with the provisions of the Freedom of Information Act 2000 (FOIA) and complies with the model publication scheme prepared and approved by the Information Commissioner.
- 1.2 This publication scheme commits SAET to make information available to the public as part of its normal business activities. The information covered by the scheme is included in the classes of information referred to below, where this information is held by the authority.
- 1.3 SAET will:
  - Proactively publish or otherwise routinely make available, information which it holds, including <sup>1</sup>environmental information, which falls within the classifications below.
  - Specify the information that is held by the authority and falls within the classifications below.
  - Proactively publish or otherwise routinely make available, information in line with the statements contained within this scheme.
  - Publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
  - Review and regularly update the information made available under this scheme.
  - Produce and publish a schedule of any fees that it may charge for access to information which is made proactively available under this scheme.
  - Make this publication scheme available to the public.
  - Publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and there is only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

## 2. Classes of Information

- 2.1 Who we are and what we do:
  - Organisational information, locations and contacts, constitutional and legal governance.
- 2.2 What we spend and how we spend it:
  - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 2.3 What our priorities are and how we are doing:
  - Strategy and performance information, plans, assessments, inspections and reviews.
- 2.4 How we make decisions:
  - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 2.5 Our policies and procedures:
  - Current written protocols for delivering our functions and responsibilities.

<sup>1</sup>Environmental information will be provided under the Environmental Information Regulations 2004



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- 2.6 Lists and registers:
- Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 2.7 The services we offer:
- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- 2.8 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.

### **3. The method by which Information published under this scheme will be made available**

- 3.1 SAET will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2 All statutory policies exist and key information that the public may require is accessible via the website of every Academy in SAET.
- 3.3 Where it is within the capability of SAET, information will be provided on our website. Where it is impracticable to make information available on a website, or when an individual does not wish to access the information by a website, SAET will indicate how information can be obtained by other means and will provide it by those means.
- 3.4 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.
- 3.5 Information will be provided in the language in which it is held or in such other language that is legally required. Where it is legally required to translate any information, it will do so.
- 3.6 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**

- 4.1 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 for routinely published material will be justified and transparent and kept to a minimum.
- 4.2 Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.
- 4.3 Charges may be made for actual disbursements incurred such as:
- Photocopying
  - Postage and packaging
  - The costs directly incurred as a result of viewing information



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- 4.4 Charges may also be made for information provided under this scheme where they are legally authorised, 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.
- 4.5 Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.
- 4.6 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

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

The Trust will reply to a written request under the FOIA within 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, the Trust will have up to 60 days to respond. The response time starts from the time the request is received. Where the Trust has asked the enquirer for more information in order to provide an answer, the 20 days start time begins when this further information has been received.

If you require a paper version of any information, or want to ask whether information is available please contact the Trust by telephone, email or letter. Contact details are set out below or you can visit SAET/individual schools' websites at:

<https://www.saet.co.uk/>

<http://baxtercollege.co.uk/>

<http://www.shs.worcs.sch.uk/>

<https://www.hartlebury.worcs.sch.uk/>

<https://www.st-bartholomews.worcs.sch.uk/>

<http://www.stourportprimary.worcs.sch.uk/>

<https://www.wilden.worcs.sch.uk/>

<https://www.wolverleysebright.co.uk/>

Email: [dpo@saet.co.uk](mailto:dpo@saet.co.uk)

Tel: 01562 542574

SAET

Wyre Forest House

Finepoint Way

Kidderminster

Worcestershire

DY11 7WF



# Freedom of Information Act Publication Scheme

## Annex 1: Guide to Information Available from SAET Under the Publication Scheme

### INFORMATION TO BE PUBLISHED

#### Class 1 – Who we are and what we do

Members of SAET Board and their appointments  
Instrument of Government  
Contact details for SAET  
Corporate details: registered office; directors; members; registered office  
Academy profiles  
Contact details for academies  
Staffing structure

#### Class 2 – What we spend and how we spend it

Statutory accounts  
Procurement – policy and opportunities  
Pay policy  
PE & Sports Premium for Primaries  
Year 7 Literacy & Numeracy Catch Up Premium Report  
Pupil Premium Report

#### Class 3 What are our priorities and how are we doing

Objectives  
Plans for future development  
Curriculum Plan  
Careers Programme  
Performance Tables & Achievements  
Exam results  
Special Educational Needs and Disabilities (SEND) Report  
Latest Ofsted reports  
Newsletters

#### Class 4 How we make decisions

Scheme of delegation  
Admissions procedures

#### Class 5 Our policies and Procedures

Policies and procedures including:  
Data Protection Policy  
Privacy Notices  
Behaviour Policy  
Charging and Remissions Policy inc. in Finance Policy  
Safeguarding policies and procedures  
Health & Safety Policy  
Complaints procedure  
Equality and Diversity policies  
Home Academy Agreement  
Health and Sex Education policies

#### Class 6 List and Registers

Any lists and registers that SAET is required to keep

#### Class 7 The services we offer

Prospectuses  
Out of hours clubs  
Extra-curricular activities  
Lettings opportunities

### HOW THE INFORMATION CAN BE OBTAINED

SAET website  
DfE website- www.dfe.gov.uk  
SAET website  
Companies House website -www.companieshouse.gov.uk  
Academy websites  
SAET website  
Hard copy

Published on SAET and Academy website by 31st January each year  
SAET website and Official Journal of the European Union  
Hard copy  
SAET website  
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SAET website

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Electronic copy  
SAET/Academy websites  
Academy websites  
SAET website  
Academy website  
Academy websites  
Academy websites  
Academy websites  
Academy websites  
Academy websites

Hard copy

Academy websites  
Academy websites  
Academy websites  
Hard copy

### COST

No charge  
No charge  
No charge  
Companies House charges  
No charge  
No charge  
Schedule of charges

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Schedule of charges  
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Schedule of charges

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**PAPER COPIES AVAILABLE ON REQUEST – SCHEDULE OF CHARGES APPLIES**



## **Annex 2: Freedom of Information – Charging Policy**

### **1. Introduction**

Under the Freedom of Information Act (FOIA) 2000, any person has a legal right to ask for access to information held by SAET. They are entitled to be told whether SAET holds the information (duty to confirm or deny), and to receive a copy, subject to certain exemptions. SAET has a duty to provide assistance to anyone requesting information.

Whilst the act presumes openness, it recognises the need to protect sensitive information. The information which SAET routinely makes available is included in the 'Freedom of Information Action Publication Scheme.'

### **2. Fee Regulations**

The method of calculating charges within this policy is in accordance with the FOIA 2000 and Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 Fees Regulations

#### **2.1. Estimating the costs of processing requests**

*(Section 4(3) of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 Fees Regulations)*

When estimating the cost of complying with a written request for information, SAET will take into account any disbursements costs and the prescribed costs (staff time involved in the following activities):

- Determining whether the information is held.
- Locating the information or a document that may contain the information.
- Retrieving and extracting the information, or a document that may contain the information.

The cost of the above activities will be calculated by applying an hourly rate of £25 per person, (section 4(4) of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 Fees Regulations)

When calculating the costs to process requests, SAET cannot take account of the time taken to consider whether information is exempt under the Act.

#### **2.2. Where the cost to process a request is below £450**

Where the cost of complying with a written request for information is estimated to be below £450, written notice (the "fees notice") will be given to the enquirer with an estimate of the total costs of complying. Where a fees notice has been given to the enquirer, SAET does not need to comply with the request unless the fee is paid within three months of the notice being received.

SAET will not charge for any requests with an estimated total cost of under £50.



### **2.3. Where the cost to process a request exceeds £450**

In accordance with the Freedom of Information and Data Protection (appropriate Limits and Fees) Regulations 2004, SAET is not obliged to respond to a written request for information, where it estimates that the cost of complying with the request would be in excess of £450 (which equates to 18 hours of work at £25 per hour).

- Staff costs (£25 per hour) involved in determining whether SAET holds the information.
- Staff costs (£25 per hour) of locating, retrieving and extracting the information.
- Disbursement and staff costs (£25 per hour) incurred in informing the applicant that the information is held.
- Disbursement and staff costs (£25 per hour) incurred in communicating the information to the applicant.
- In all cases the costs must be 'reasonable'.

If SAET does choose to comply with a request where the estimated cost exceeds the threshold, the charge will be calculated as follows:

- 10% of the prescribed costs for the first £450;
- The prescribed costs over £450.

### **3. Campaign Requests**

If SAET receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.

### **4. Disbursements**

Photocopies

- Black and white 50p per sheet (additional cost for producing A3)
- Colour 80p per sheet (additional cost for producing A3)

Prints from a PC

- Black and white 50p per page (additional cost for producing A3)
- Colour 80p per page (additional cost for producing A3)

Package

- Actual cost of Royal Mail standard 2nd class

### **5. SAET will not charge for:**

Providing information in an alternative format if the Disability Discrimination Act (DDA) covers the person requesting it, unless the original document was a priced publication. In this case, the charge for the alternative format will not exceed the cost of original publication.





## **6. Notifying Charges**

- Where charges apply, SAET will notify the estimated charge to the applicant before doing any charged work.
- Where there is a significant difference between the estimated and the actual charge, SAET will notify the applicant.
- Where charges apply, SAET will require payment before compiling and supplying information.
- If a charge is not paid within the specified time limit of 3 months, the information will not be supplied.

## **7. Review of Charging Policy**

This policy will be reviewed annually.

## **8. Complaints**

If the applicant does not agree with the proposed fee, they can appeal through SAET's complaints procedure.