



FREEDOM OF INFORMATION PUBLICATION SCHEME

Reviewing Member of Staff: Mr B Freeman / Mrs M Wall

Date Updated: 28/02/2025

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Review Date: Spring Term 2027

**Committee: Safeguarding, Audit, Risk, Finance, Estates and General Purposes
(SARFEG)**

FREEDOM OF INFORMATION PUBLICATION SCHEME

Since January 2005 when the Freedom of Information Act (FOIA) came fully into force, there is a legal right for any person to ask a school for access to information held by that school. NB the request does not have to specify that information is being sought under the FOIA.

The Act presumes openness, but recognises the need to protect sensitive information and provides exemptions to publication. Governing Bodies may charge a fee for publishing information. This fee must be calculated according to FOIA regulations.

It is the policy of the Governing Body of Prince Henry's High School to publish information arising from straightforward and routine enquiries free of charge, presuming that the costs are not significant. For more complicated enquiries, the school will refer to the prevailing guidance issued by the Department for Education and a charge may be made.

The Governing Body which delegates the day-to-day management of such enquiries to the Headteacher, will respond to requests which are made in writing, by fax or by email.

In keeping with current guidance, the Governors will not comply with requests under the following circumstances:

1. The information requested is not held (although reasonable searches will be made to establish that this is the case)
2. The cost threshold as defined within the FOIA regulations has been reached
3. The request(s) is considered to be vexatious or repeated
4. One or more ground(s) for exemption applies (eg security; court order; requests that run counter to Data Protection - eg information on a specific third party)

The school will respond within the legally prescribed time limit of twenty working days, excluding school holidays.

When responding to requests, the school will at all times be mindful of the Department for Education guidance for maintained schools which can be found at:

<https://ico.org.uk/for-organisations/education/>

If an individual is dissatisfied with the handling of their request and the school's application of the FOIA requirements, they have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to their original request and should be addressed to: Mrs M Wall, Data Protection Officer, Prince Henry's High School, Victoria Avenue, Evesham WR11 4QH, secreatry@princehenrys.worcs.sch.uk

If the individual is not content with the outcome of the internal review, they have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF