



Freedom of Information Policy and Publication Scheme

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Version	Author	Date	Changes
1.0	A Morgan	24/4/25	New, based on ICO template
2.0	Lucy Owen, Trust Manager	11/03/26	No Changes

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1. Purpose

The Board of Trustees of Enlighten Learning Trust (“the trust”) recognises its obligation to publish a freedom of information statement, outlining how it will meet its duties under the Freedom of Information Act 2000 and associated regulations. This policy outlines each school’s procedures for the release and publication of private data and public records, and providing applicants with advice and assistance throughout their requests.

2. Legal Framework

This policy has due regard to the following legislation:

- The General Data Protection Regulation
- The Data Protection Act 2018
- The Freedom of Information Act 2000

- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

It also considers guidance from:

- Cabinet Office (2018) 'Freedom of Information Code of Practice' (including [2018 Section 45 Code of Practice](#) advising public authorities to make datasets available for reuse under the Open Government Licence
- ICO (2013) 'Definition document for the governing bodies of maintained and other state-funded schools in England'
- ICO (2015) 'Model publication scheme'
- ICO (2016) 'Duty to provide advice and assistance (section 16)'
- ICO (2015) 'Time limits for compliance under the Freedom of Information Act (section 10)'

3. Definitions

- **School:** Refers to all public-funded entities across the trust.
- **School days:** Term-time days when the school is open. For trust-wide requests, this refers to days in the Surrey County Council term calendar.
- **Dataset:** Defined in section 11(5) of the Freedom of Information Act (FOIA).
- **Relevant copyright work and specified licence:** Defined in section 19(8) of FOIA.

The terms "not appropriate" and "capable of reuse" are explained in the ICO guidance [Datasets \(sections 11, 19 and 45\)](#)

4. Accepting Requests for Information

Requests must be in writing, state the name of the applicant and an address for correspondence, and adequately describe the information requested. Requests can be submitted via electronic means and must be legible and capable of being used for subsequent reference.

Schools will provide the information requested unless:

- The school/trust does not hold the information;
- the information is exempt under one of the Freedom of Information Act (FOIA) exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute (e.g., UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided either by you or on your behalf. Links are provided for this information in the publication scheme attached;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

5. General Rights of Access to Information Held by the Trust's Schools

Schools will confirm or deny whether they hold the requested information and provide the documentation if held. This will be completed within 20 school days or 60 working days, whichever is shorter. Exceptions include requests that are vexatious, repeated, or exceed the cost limit.

6. The Appropriate Limit

Schools will not comply with requests that exceed the cost limit of £450. Costs are estimated at £25 per person per hour for activities such as locating and retrieving information.

7. Charging Fees

Fees may be charged for disbursements like printing and postage. Charges will not exceed the total cost of informing the applicant whether the information is held and communicating the information.

8. Means of Communication

Schools will respect the applicant's preferred means of communication where practicable, including providing copies, opportunities to inspect records, or summaries of information.

9. Providing Advice and Assistance

Schools will provide advice and assistance to applicants, including informing them of their rights, helping to focus requests, and keeping them informed of progress.

10. Consultation with Third Parties

Schools may consult third parties about information held in scope of a request, particularly if it affects their interests or is subject to contractual obligations.

11. Internal Reviews

Applicants can request an internal review within 40 school days of the initial response. Reviews will be conducted by different staff members and will evaluate the handling of the request.

12. Publication Scheme

Schools will adopt and maintain a publication scheme specifying the information they will publish and whether it will be available free of charge or on payment.

Publishing Datasets for Re-use

The trust/school will publish any dataset that has been requested, along with any updated versions, unless it is deemed inappropriate to do so. These datasets will be published in an electronic format that can be reused.

If the dataset or any part of it is a relevant copyright work and the trust/school is the sole owner, it will be made available for reuse under a specified license. Datasets where the Crown owns the copyright or database rights are not considered relevant copyright works.

13. Contracts and Outsourced Services

Information held by third-party contractors on behalf of the school is subject to the Freedom of Information Act 2000. Contracts will outline how information can be accessed and disclosed.

14. Monitoring and Review

Requests for information should be logged internally to verify compliance with timeliness of response. The policy will be reviewed as necessary by the Board of Trustees.

15. Publication Scheme

The scheme follows the model approved by the ICO and commits the school to make information available to the public as part of its normal business activities. Information will be proactively published and made available in accessible formats.

16. Key Contacts

- **Trust Manager:** Lucy Owen lowen@enlightenlt.education
- **Schools**

See school websites. Links provided here [Enlighten Learning Trust - Our Schools](#)

Appendix - Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	Website	£
Who's who in the school	Trust website	Free
Who's who on the governing board, and the basis of their appointment	Trust website	Free
Articles of Association	Trust website	Free
Contact details for the headteacher	Each school's website Enlighten Learning Trust - Our Schools contact page	Free
Contact details for the governing board	Trust website and each school's website Enlighten Learning Trust - Our Schools	Free
The school prospectus	Now wholly online, see each school's website Enlighten Learning Trust - Our Schools	Free
The Trust's annual report	Each school's website Enlighten Learning Trust - Our Schools	Free
The school's staffing structure	Each school's website Enlighten Learning Trust - Our Schools	Free

School session times and term dates	Each school's website Enlighten Learning Trust - Our Schools	Free
The school's address	Each school's website Enlighten Learning Trust - Our Schools	Free
The school's contact details	Each school's website Enlighten Learning Trust - Our Schools	Free
The school's email address	Each school's website Enlighten Learning Trust - Our Schools	Free
The school website	Each school's website Enlighten Learning Trust - Our Schools	Free
The names of key personnel	Each school's website Enlighten Learning Trust - Our Schools	Free

Class 2: What we spend and how we spend it		
Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	Website	£
Annual budget plan and financial statements	Please see the Annual Report and Financial Statements Enlighten Learning Trust - ELT Statutory Documents	Free
Capital funding	Please see the Annual Report and Financial Statements Enlighten Learning Trust - ELT Statutory Documents	Free
Financial audit reports	Please see the Annual Report and Financial Statements Enlighten Learning Trust - ELT Statutory Documents	Free
The pay policy	Available on request. Contact: Enlighten Learning Trust - Contact Us	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	Available on request. Contact: Enlighten Learning Trust - Contact Us	Free
The staffing, pay and grading structure	Available on request. Contact: Enlighten Learning Trust - Contact Us	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Available on request. Contact: Enlighten Learning Trust - Contact Us	Free

Class 3: What our priorities are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	£
Performance data supplied to the government	Each school's website Enlighten Learning Trust - Our Schools	Free
The latest Ofsted summary	Each school's website Enlighten Learning Trust - Our Schools	Free
The latest Ofsted full report	Each school's website Enlighten Learning Trust - Our Schools	Free
The performance management policy and procedures	Not available online. Contact the Trust Office Enlighten Learning Trust - Contact Us	Free
The latest performance data	Each school's website Enlighten Learning Trust - Our Schools	Free
The school's future plans	Each school's website Enlighten Learning Trust - Our Schools . If applicable	Free
The safeguarding and child protection policies statement	Enlighten Learning Trust - Policies and each school's website Enlighten Learning Trust - Our Schools	Free

Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years		£
Admissions policy	Each school's website Enlighten Learning Trust - Our Schools	Free
Information pertaining to admissions decisions	Each school's website Enlighten Learning Trust - Our Schools	Free
The governing board and its committees' agendas and meeting minutes	Not available online. Contact the Chair of Governors via each school's School Office or email Enlighten Learning Trust - Our Schools	Free
Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website	£
Charging and remissions policy	Each school's website Enlighten Learning Trust - Our Schools	Free
School behaviour policy	Each school's website Enlighten Learning Trust - Our Schools	Free
Relationships and sex education policy	Each school's website Enlighten Learning Trust - Our Schools	Free
Special educational needs (SEN) – SEN information report	Each school's website Enlighten Learning Trust - Our Schools	Free
Health and safety policy	Enlighten Learning Trust - Policies and each school's website Enlighten Learning Trust - Our Schools	Free
Admissions arrangements	Each school's website Enlighten Learning Trust - Our Schools	Free

Accessibility plan	Each school's website Enlighten Learning Trust - Our Schools	Free
Complaints procedure statement	Enlighten Learning Trust - Policies	Free
Freedom of information procedures	Enlighten Learning Trust - Policies	Free
Governing board and committee meeting minutes, and papers considered at meetings	Not available online. Contact the clerk to the LGB/Trust Board via email, contact details on the Governance page of each school's website Enlighten Learning Trust - Our Schools	Free
Equality information and objectives statement for publication	Enlighten Learning Trust - Policies and each school's website Enlighten Learning Trust - Our Schools	Free
Staff discipline, conduct and grievance (procedures for addressing)	Not available online. Contact the Trust Office Enlighten Learning Trust - Contact Us	Free
Safeguarding policy and procedures	Enlighten Learning Trust - Policies and each school's website Enlighten Learning Trust - Our Schools	Free
Primary schools only Early years foundation stage (EYFS) policy and procedures	Each primary school's website Enlighten Learning Trust - Our Schools	Free
Statement of procedures for dealing with allegations of abuse against staff	Not available online. Contact the Trust Office Enlighten Learning Trust - Contact Us	Free
Supporting pupils with medical conditions policy	Each school's website Enlighten Learning Trust - Our Schools	Free
Secondary schools Provider access policy statement	Each secondary school's website Enlighten Learning Trust - Our Schools	Free

<p>Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including:</p> <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Information sharing policies 	<p>Not available online. Contact the School Office. Enlighten Learning Trust - Our Schools</p>	<p>Free</p>
<p>Charging regimes and policies</p>	<p>Each school's website Enlighten Learning Trust - Our Schools</p>	<p>Free</p>

Class 6: The services we offer		
Information about the services we offer including, leaflets, guidance and newsletters produced for the public and businesses – current information only	Hard copy or website (Some information may only be available by inspection)	£
Extra-curricular activities	Each school's website Enlighten Learning Trust - Our Schools	Free
Out of school clubs	Each school's website Enlighten Learning Trust - Our Schools	Free
Services for which the school is entitled to recover a fee (and details of the fees)	Each school's website Enlighten Learning Trust - Our Schools via 'Charging & Remissions' policy	Free
School publications, leaflets, books and newsletters	Each school's website Enlighten Learning Trust - Our Schools	Free

17. Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at 10p per sheet (black and white)	The actual cost incurred by the school
	Photocopying/printing charged at 25p per sheet (colour)	The actual cost incurred by the school
	Postage	Actual costs of Royal Mail standard 2 nd class