



**Grange
Academy**
Belong • Believe • Achieve

Article 16: *You have the right to privacy.*

Freedom of Information Policy

Policy Status: Statutory

Review Cycle: 2 Year

Owner: Headteacher – Rachel Timms

Date: March 2026

Approved by: Local Governing Body (LGB)

Date: March 2026

Review Date: March 2028

Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that educational establishments should be clear and proactive about the information they make public. To do this we must produce a publication scheme, setting out:

- The categories of information that we intend to publish
- How this information can be obtained
- Whether this information is free of charge or chargeable

The publication scheme will cover all information already published and any information that will be published in the future. Any information in the publication scheme is available in a paper form at a charge of 5p per sheet. Some information which we hold will not be made public for confidentiality and safeguarding reasons.

Aims and objectives

The publication scheme has been adopted by Grange Academy as a way to assist in efficiently handling the data we hold and to provide transparency in the way we manage the Academy's aims and objectives.

Categories of information available

This scheme advises on the information we currently publish and the information we intend to publish in the future. There are three main headings under which the information is available:

- General academy information
- Pupil documentation and policies
- Local Governing Body documentation

How to request documentation

You may find the information you require on our website: www.grange.beds.sch.uk. All requests under the Freedom of Information Act must be made in writing. If you cannot find the information you are looking for, please email the academy on grange@biltt.org marking the subject line 'Freedom of Information Request'. If you require a paper copy of any of this documentation, it will be made available at a cost of 5p per sheet along with the appropriate postal charges. By law we are required to provide a full response within 20 working days if we hold the information requested, subject to these exemptions:

- The information contains personal information
- The information is subject to the Academy's safeguarding procedure
- The information could harm a current criminal investigation
- The information could harm another person
- The information is not available
- The timescale involved would exceed 18 staff hours
- The information has been requested previously by the same individual
- Other exemptions as covered by the FOIA

You have the right to appeal a non-disclosure of information by writing to the Academy within 20 working days from receipt of the Refusal Notice. Information currently published includes:

General academy information

- Term dates
- Name, address and telephone number of the Academy
- The name of the Head of School and Chair of Local Governing Body
- Grange Academy vision and aims statement
- Information on the support services available within the Academy
- Information, advice and guidance for prospective pupils, parents and carers

Pupil documentation and policies:

- Statements of the impact of additional funding
- Positive Behaviour Management Policy
- Equality Policy
- Child Protection (Safeguarding) Policy and Procedure
- Health and Safety Policy
- Special Educational Needs Policy
- Recent Ofsted Reports
- Annual Report and Financial Statement
- Various other policies

Local Governing Body documentation:

- The names and roles of LGB
- LGB's attendance at key meetings during the previous year

This policy has been written in conjunction with guidance from then Information Commissioner's office which can be accessed at [model-publication-scheme.pdf \(ico.org.uk\)](https://ico.org.uk/for-organisations/data-protection-policy-toolkit/model-publication-scheme.pdf)