



Enable Trust

Freedom of Information Publication Scheme

Our Vision

Achieving More Together

Our Mission

Working together passionately to achieve the best outcomes for our SEND children and young people

Ratified by:	Achievement Support & Outreach Committee
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Related Policies:	Freedom of Information Policy

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Version Control

Version No.	Amendments	Date
V1.1	Review of ICO Publication Scheme	Nov'20/Nov'22
V1.2	Reviewed – format amended, content remains the same	Nov'23

1. Introduction

This Publication Scheme is based on the model publication scheme prepared and approved by the Information Commissioner and commits Enable Trust (the Trust) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.

2. Publication Scheme

This Scheme commits Enable Trust:

- To proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information that is held by the Trust and falls within the classifications below.
- To proactively publish, or otherwise make available as a matter of routine, information in line with statements contained within this Scheme.
- To produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update, on a regular basis, the information the Trust makes available under this scheme.
- To produce a schedule of fees charged for access to information which is made proactively available.
- To make this Publication Scheme available to the public.
- To publish any dataset held by the trust that has been requested, and any updated versions it holds, unless the trust 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 the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term

‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

2.1 Classes of Information

I. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

II. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

III. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

IV. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations

V. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

VI. Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the Trust.

VII. The Services we Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

2.2 The method by which information published under this scheme will be made available

Enable Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained. See Appendix A.

Where it is within the capability of the Trust, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust will indicate how information can be obtained by other means and provide it by those means.

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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Trust is legally required to translate any information, it will do so.

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.

2.3 Charges which may be made for Information published under this scheme

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 by the Trust for routinely published material will be justified and transparent and kept to a minimum. 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.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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.

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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

2.4 Written Requests

Information held by the Trust 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 FOIA)

2.5 Responding to Requests

Our FOI Policy includes the full procedure for responding to FOI requests.

In summary, 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.

The request may be refused for the following reasons:

- the information is not held;
- the cost threshold is reached (£450);
- the request is considered vexatious or repeated;
- one or more of the exemptions apply

The Trust reserves the right to make a charge for providing a response. Where the Trust has notified the enquirer that a charge is to be made, the time period stops until payment is received and then continues again once payment 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 email or letter. Contact details are set out below or you can visit the individual schools' websites at:

<https://www.culverhillschool.org.uk/>

<https://www.newsiblands.org.uk/>

or Enable Trust website at:

<https://www.enabletrust.org.uk/>

Email to info@enabletrust.org.uk

In writing to:

Enable Trust
New Siblands School
Gillingstool
Thornbury
South Glos.
BS35 2EG

To help us process requests quickly, any correspondence should be clearly marked "Publication Scheme Request".

3. Monitoring and Evaluation

This document together with our FOI Policy will be promoted and implemented throughout the Trust. The Trustees will review this policy at least every two years and assess its implementation and effectiveness by:

- Ensuring that all staff are aware of this policy
- Ensuring a log is kept of all written requests for information under this policy which is monitored by the Head of Business
 - Ensuring that the Trust's websites are monitored for compliance annually and that a record is kept including notes of any amendments which is checked by the Head of Business Operations.

Appendix A - Guide to information available from Enable Trust under the publication scheme

Information published	Availability
<u>Who we are and what we do</u> Organisational information, locations and contacts, constitutional and legal governance	
Who's who in the Academy	Trust website (Executive Leadership Team)
Trust members and trustees	Trust website (members and trustees)
Local Governing Board Members	Individual School's websites
Governance structure, Statement of Intent and Articles of Association and Supplemental Funding Agreements	Trust Website
Contact details of the Head teacher of each School	Individual School's websites
School session times and term dates	Individual School's websites
Contact details of the trust	Trust website

Information published	Availability
<u>What we spend and how we spend it</u> Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.	
Annual Accounts	Trust Website
Use of Pupil Premium and PE/Sports Premium Funding	Individual School's websites
Procurement and contracts – details of procedures used for the acquisition of	Hard copy – chargeable.

goods and services. Details of contracts that have gone through a formal tendering process	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy – chargeable.
Pay policy	Hardcopy - chargeable
Staffing Structure	Hardcopy -chargeable

Information published	Availability
<u>What our priorities are and how we are doing</u> Strategy and performance information, plans, assessments, inspections and reviews.	
School Profile Latest Ofsted report Government supplied performance data	Individual school websites/ Hard copy - chargeable
Enable Trust – Ethos/Vision Statement/Aims and Objectives	Trust Website or Hard copy – chargeable.
School Aims, Goals and Vision	Individual School's websites
Safeguarding policies and procedures	Trust website and individual school websites

Information published	Availability
<u>How we make decisions</u> (Decision making processes and records of decisions) Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations	
Admissions policy statement	Trust website. Decisions available in hard copy – chargeable.
Trustee and Governing body meeting dates	Trust and Individual School's websites
Minutes of meetings Trustee and Governing body meetings (excluding confidential items)	Hard copy - chargeable

Information published	Availability
<u>Our policies and procedures</u>	
Current written protocols for delivering our functions and responsibilities	
Trust and School Policies including:	
Charging and Remissions Policy	Trust Website
Health and Safety Policy	Trust Website
Complaints Procedure	Trust Website
Charging & Remissions Policy	Trust Website
Whistleblowing Policy	Trust Website
Equality Objectives	Trust Website
Recruitment and Selection Policy	Hard copy - chargeable
Accessibility Policy	Individual schools' websites
Pupil Behaviour Policy Anti-Bullying Policy	Individual school's websites
Records Management and Data Protection Policies including Privacy Notices and Freedom of Information Policy and Procedure	Trust Website & Hard copy - chargeable

Information published	Availability
<u>Lists and Registers</u>	
Information held in registers required by law and other lists and registers relating to the functions of the Trust.	
Curriculum circulars and statutory instruments	Hard copy - chargeable
Any information Enable Trust is currently legally required to hold in publicly available registers. This does not include the attendance register	Hard copy - chargeable
Asset register	Hard copy - chargeable

Information published	Availability
<u>The Services we Offer</u> Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.	
Academies/Schools	Individual school's websites
Post 16	New Siblands School website
Outreach	Trust/Individual school's websites
School leaflets and newsletters	Individual school's websites

Schedule of charges

Types of Charges	Description	Basis of Charge
Disbursement Cost	Printing/photocopying charges: Black and White – 4p per copy Colour – 6p per copy	Actual charge
	Postage – 2 nd class	
Statutory Fee		In accordance with the relevant legislation