

Fairburn View Primary School

Freedom of Information Policy

October 2026

Prepared By: Craig Tyson

Date Taken to Governors: 6th October 2026

Signed by: _____

Head Teacher – A Webb

Signed by: _____

Chair of Governors – Nichola Smith

Review Date: October 2027

Fairburn View Primary School will comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, along with any subsequent relevant legislation, to ensure all information held by the school is treated in a manner that is fair and lawful.
This policy should be used in conjunction with Fairburn View Primary School's Internet Use Policy and Data Protection Policy.

Data Gathering and Storage
Information will only be gathered and stored for specified purposes.
In order to be able to respond to requests for information, Fairburn View will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.
Information held by Fairburn View will be regularly reviewed with a view to archiving or destruction, where appropriate.

Publication Scheme
Fairburn View will adopt and publish the appropriate model publication scheme, as recommended by the Department for Education (DfE), Information Commissioner and Wakefield District Council, and approved by school governors.

Dealing with Requests for Information
Theoretically, any request for information is a request under the Freedom of Information Act. However, Wakefield District Council has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests that are considered to be outside the normal remit of the service provided will be recorded as Freedom of Information requests. Fairburn View will assist applicants in making their request to have access to information held by the school.

Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g., another school, Local Authority, NHS trust). Fairburn View will also exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.

The school will supply data requested within 20 working days—or 20 school days (or 60 working days, whichever is shorter) if the request falls across school holidays, in line with the Information Commissioner's regulations—subject to any exemptions that may apply and provided the estimated cost of complying with the request falls within the statutory appropriate limit (£450). All requests for information should still be dealt with in compliance with the deadline, whether they are recorded as Freedom of Information requests or not.
If a response will take longer than ten working days to provide, an acknowledgement should be sent to the person making the request, informing them when the information will be supplied. This acknowledgement **does not** allow the school to exceed the overall statutory deadline.
The Headteacher will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database.
Persons requesting data will be supplied with a copy of our complaints procedure.

Copies of data supplied should be retained for two years from the date it was put into the public domain.

Applying Exemptions

A full list of exemptions can be found on the Information Commissioner's website. There are two types of exemption: absolute and qualified. In practice, there are very few which are likely to be applied by the education sector.

The decision to apply absolute exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other Governors, Headteacher, Deputy Headteacher.

Even if the group decides information should not be disclosed, a public interest test should be carried out when applying qualified exemptions to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does, the information must be disclosed.

Advice should be sought from Learning and Culture's Data Protection and Freedom of Information Manager or Legal Services if there is any doubt as to whether information should be disclosed.

Logging Requests Received

Fairburn View will keep a confidential record (See Appendix 1) of all requests received for monitoring purposes, noting:

- The date the request was received
- Name and contact details of the person or organisation making the request
- The date the request was fulfilled or refused
- The reason for any exemption being applied
- The reason for any failure to meet the deadline

This policy will be included in the Policy Folder and reviewed annually.