Freedom of Information Publication Scheme

Academic year 2026 to 2027

Love • Respect • Service • Ambition

Review completed 26 October 2026. Next planned review October 2027, or earlier following relevant change.

Policy owner: Headteacher and Trust Information Governance Lead. Approval authority: Local Governing Body under the Trust scheme of delegation.

Status: Revised for approval. Approval date and effective date are to be recorded by the authorised body on ratification.

This edition updates the supplied policy for 2026–27. Existing legal duties apply irrespective of the policy approval date. Staff must follow current safeguarding and safety procedures while approval is completed.

1. Purpose and legal framework

Sacred Heart Catholic Academy is committed to openness, accountability and service. The Academy, within Pope Francis Catholic Multi Academy Trust, adopts the Information Commissioner's model publication scheme in full and without amendment under section 19 of the Freedom of Information Act 2000. The ICO model, available through https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/, is incorporated by reference and will be published alongside this local guide. This local guide describes the classes of information routinely available, how to obtain them and any permitted charges. It will be kept current and reviewed annually.

The scheme operates with FOIA, the Environmental Information Regulations 2004, UK GDPR and Data Protection Act 2018 and UK GDPR as amended, including applicable commenced provisions of the Data (Use and Access) Act 2025 as amended, the Trust Data Protection Policy and the Complaints Procedure. Publication duties do not override exemptions, confidentiality or safeguarding protections. The headteacher coordinates school publication and the Trust's information-governance lead advises on requests and exemptions.

2. Information routinely available

The Academy will maintain a website guide identifying the information below, where it can be found, its availability and any charge. Trust-wide records may be published through the Trust website. Personal, security-sensitive, legally privileged or otherwise exempt information will be withheld or redacted only where the relevant law permits, with reasons recorded.

A. Who we are and what we do

- Academy contact details, school organisation, session times, term dates and curriculum information.
- Trust constitution and governance information, Local Governing Body membership, roles and responsibilities and the school staffing structure, subject to lawful privacy limits.

B. What we spend and how we spend it

- Trust annual accounts and published financial information, funding agreements and financial governance information.
- Pupil premium allocations, strategy and impact; other grant information where applicable. Primary PE and sport premium information is published only where the Academy receives that funding.

- Procurement and contract information where held and publishable, including the Academy's existing commitment to information on contracts above £5,000, subject to lawful exemptions and applicable procurement duties. This threshold is a local publication commitment, not a universal statutory tender threshold.

C. What our priorities are and how we are doing

- School improvement priorities or plan summary, inspection reports and published performance information, with relevant explanation of the reporting period.

D. How we make decisions

- Admissions arrangements and criteria, governance decision-making and consultation arrangements, and approved non-confidential governing-body minutes.

E. Our policies and procedures

- Published statutory policies, including safeguarding, behaviour, complaints, data protection and health and safety, alongside other school policies made available on the website.

F. Lists and registers

- Published registers of governors' and trustees' interests and other required governance registers, and curriculum information by year group. Personal pupil and staff records are not public registers under this scheme.

G. The services we offer

- Clubs and enrichment, pastoral support and chaplaincy, community links, newsletters and information about school services and any published charges.

3. Access and contact

The school website is https://www.sacredheartcatholicacademy.org/. Use its Policies, Curriculum and Governance pages or contact the school office for assistance, an accessible format or the relevant Trust link. Requests may be sent to the Headteacher, Sacred Heart Catholic Academy, Liverpool Road, Crosby, Liverpool L23 5TF, using the current contact details on the school website. The school office will route requests to the responsible Trust or school officer.

Information on the website is free. Parents may request a free paper copy of website information that the Academy is required to provide free of charge. Assistance and accessible formats will be provided where required by equality law; disability-related adjustments will not be used to create a barrier to access.

4. Charges

No charge will be levied unless a lawful published schedule states its basis and amount; in the absence of such a schedule, supply is free. Any permitted copying, printing or postage charge will reflect actual reasonable costs, follow that schedule and be explained before supply. No blanket charge is imposed on information that must be provided free. Inspection and electronic publication are normally free. Charges for individual FOI or environmental-information requests must follow their separate statutory rules; a publication-scheme charge is not an automatic fee for a statutory request.

5. Requests outside the scheme

FOI requests must be in writing, state a real name and an address for correspondence and describe the recorded information sought. Staff must route requests promptly, record receipt and offer reasonable advice and assistance. A request need not mention FOIA.

Respond promptly and normally within 20 school days or 60 working days following receipt, whichever is sooner, applying the statutory school-time calculation. Any lawful extension, clarification, fees notice or exemption must be assessed and explained; school holidays do not permit indefinite delay. Requests for the requester's own personal data follow data-protection rights and deadlines, not this FOI timetable. Environmental-information requests follow the EIR, including the normal 20-working-day deadline, rather than automatically using the school-day variation.

Search proportionately for information held, consider partial disclosure and redaction, and give a written refusal notice with the relevant legal basis where required. The scheme does not require creation of information not held. Safeguarding information may be shared lawfully with authorised agencies without making it publicly available under FOIA.

6. Review and complaints

A person dissatisfied with a response or access under this scheme may request an internal review through the school office for the headteacher or Trust information-governance lead. An uninvolved reviewer will consider the handling and decision, normally within 20 working days, with any justified delay explained. The response will explain the right to complain to the Information Commissioner's Office at https://ico.org.uk/ after internal review.

7. Monitoring

The headteacher will check the publication guide and website at least annually and after changes in responsibilities, fees or publication requirements. Governors will receive assurance on accessibility, request handling and overdue items. Next planned policy review is October 2027, or sooner if law or guidance changes.

Review sources and related guidance

ICO model publication scheme and publication scheme guidance

ICO time limits for compliance under FOIA section 10

Information sharing to safeguard children and young people September 2026

Guidance checked on 26 October 2026. Use the current version on the official source page and review this policy sooner if relevant requirements change.