



ASCENSION
CATHOLIC ACADEMY TRUST

Ascension Catholic Academy Trust (ACAT)

Freedom of Information Policy

Policy:	Freedom of Information
Date of publication:	July 2023
Date of approval by the ACAT Board:	18th July 2024
Date of next review:	As required
Committee responsible:	Audit and Risk

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all academies, should be clear and proactive about the information they will make public.

Below is the guide to information available from the Ascension Catholic Academy Trust (ACAT) under the model publication scheme prepared and approved by the Information Commissioner's Office (ICO).

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the 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 authority makes available under this scheme.
- To produce a schedule of any 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 authority that has been requested, and any updated versions it holds, unless the authority 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

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

Information	How to obtain the information
CLASS ONE	
Who we are and what we do	
Organisational information, locations and contacts, constitutional and legal governance	
Who we are	ACAT website: https://ascensioncat.org/ More detailed information is available via each individual school website, which can be accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
What we do	ACAT website: https://ascensioncat.org/ More detailed information is available via each individual school website, which can be accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Who's who: teachers and admin team	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Who's who: governors and the basis of their appointment	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Contact details	ACAT website: https://ascensioncat.org/ More detailed information is available via each individual school website, which can be accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Named contact details	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
school session times and term dates	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/

Address of school and contact details, including email address	<p>ACAT website: https://ascensioncat.org/</p> <p>More detailed information is available via each individual school website, which can be accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/</p>
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CLASS TWO	
What we spend and how we spend it	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	
Annual budget plan and financial statements	<p>schools' financial benchmarking service from Department for Education (DfE): https://schools-financial-benchmarking.service.gov.uk/</p> <p>Note that this is the first year of the Trust and published financial statements are not currently available.</p>
Capital funding	<p>School capital funding report from DfE: School capital funding - GOV.UK</p>
Financial audit reports	Note that this is the first year of the Trust and audit reports have not been published.
Procurement and contracts the school has entered into	Via ACAT - Please contact admin@ascensioncat.org for more information.
Pay policy	Via ACAT - Please contact admin@ascensioncat.org for more information.
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual members of the Senior Leadership Team	Via ACAT - Please contact admin@ascensioncat.org for more information.
Staffing, pay and grading structure (in bands of £10k for SLT and by salary range for more junior posts)	Via ACAT - Please contact admin@ascensioncat.org for more information.
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Via ACAT - Please contact admin@ascensioncat.org for more information.

CLASS THREE	
Our priorities and how we are doing	
Strategies and plans, performance indicators, audits, inspections and reviews	
<i>school profile</i>	<p><i>Get Information about schools service from DfE:</i> Get Information about Schools - GOV.UK (get-information-schools.service.gov.uk)</p>
Performance data supplied to the Government	<i>Get Information about schools service from DfE:</i>

	Get Information about Schools - GOV.UK (get-information-schools.service.gov.uk)
Latest Ofsted reports	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Post-inspection action plans	Via ACAT - Please contact admin@ascensioncat.org for more information.

Performance management policy and procedures	Via ACAT - Please contact admin@ascensioncat.org for more information
Performance data	Find and Compare schools service from DfE: Get Information about Schools - GOV.UK (get-information-schools.service.gov.uk)
The school's future plans, i.e. proposals and consultations on the future of the school	Available on request via ACAT - Please contact admin@ascensioncat.org
Safeguarding and child protection	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/

CLASS FOUR	
How we make decisions	
Decision making processes and records of decisions	
Admissions policy	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Agendas and minutes of meetings of the governing body and its committees (excluding information that is properly regarded as private to the meetings)	Available on request via ACAT - Please contact admin@ascensioncat.org

CLASS FIVE	
Policies and procedures	
Current written protocols, policies and procedures for delivering our services and responsibilities	
Records management and personal data policies	ACAT website: https://ascensioncat.org/ More detailed information is available via each individual school website, which can be accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Charging regimes and policies	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/

CLASS SIX	
Lists and Registers Currently maintained lists and registers only (excluding the attendance register)	
Curriculum circulars and statutory instruments	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Disclosure logs	Via ACAT - Please contact admin@ascensioncat.org for more information.
Asset register	Via ACAT - Please contact admin@ascensioncat.org for more information.
Any information the school is currently legally required to hold in publicly available registers	Via ACAT - Please contact admin@ascensioncat.org for more information.

CLASS SEVEN	
Services we offer Services we offer, including leaflets, guidance and newsletters produced for the public and businesses	
Extra-curricular activities	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Out of school clubs	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Services for which the school is entitled to recover a fee, together with those fees	See above re. charging policy.
school publications, leaflets, books and newsletters	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/

Additional information information not itemised in the lists above	
SEND information	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
Pupil Premium information	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/
PE and Sports Premium information	This information is available on each school website accessed via the following ACAT website page: https://ascensioncat.org/Our-Schools/

Guide to information available from the school under the model publication scheme

REQUESTING INFORMATION

The school aims to put as much information as possible online so, if you are looking for information, in the first instance please consult the ACAT or individual school websites.

If you require a paper version of any of the documents within the scheme, please contact the ACAT via admin@ascensioncat.org.

If the information you are looking for is not available via the scheme and is not on our website, please contact the school office to assess whether it is available.

Contact details:

Email: admin@ascensioncat.org

Tel: 020 8325 4630

Address: Ascension Catholic academy Trust, % St Richard Reynolds Catholic College. Clifden Road, Twickenham, Middlesex, TW1 4LT

SCHEDULE OF CHARGES

Information published on our website is free, although you may incur costs from your Internet service provider (ISP). If you do not have Internet access, you can access our website using a local library or an Internet café.

If you require a paper copy of the information on our website, we will provide this at a cost of £0.10 per sheet for black and white copies. Colour copying costs are considerably more expensive so please contact the office for a specific price. The cost of copying is based on the cost per sheet and machine rental prices from our provider plus the cost of paper. The cost of any postage will be recharged at cost.

If the provision of information incurs significant costs, or if help is needed to provide information in another format, we will discuss charges, including a possible allowable administration fee, before fulfilling the request.

COMPLAINTS:

If you are not satisfied with the assistance that you get, please raise this with us in the first instance.

To make a complaint, please contact our independent data protection officer David Coy via

admin@ascensioncat.org

Alternatively, you can refer a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF