



# Freedom of Information Act 2000 Publication Scheme

Adopted February 2011



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## Freedom of Information Act 2000

### Ashcroft Technology Academy Publication Scheme

The Executive Board is responsible for the maintenance of this Scheme.

#### 1. What a Publication Scheme is and why it has been developed.

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this Ashcroft Technology Academy (ATA) has produced a Publication Scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment

The Scheme covers information already published and information which is to be published in the future. All information in the ATA Publication Scheme is available in paper form. Some information which ATA holds may not be made public, for example personal information.

The Publication Scheme takes account of the model Scheme for schools approved by the Information Commissioner.

#### 2. Categories of information published:

The Publication Scheme gives guidance on information which the Academy currently publishes (or has recently published) or which ATA will publish in the future. This is split into categories of information known as “classes”. These are contained in section 5 of this Scheme.

The classes of information that ATA undertakes to make available are organised into four broad topic areas:

**Academy Prospectus:** Information published in the Academy prospectus.

**Governing Documents:** Information relating to the strategic operation of the Academy.

**Students & Curriculum:** Information about policies that relate directly to students and the Academy curriculum.

**Academy Policies and other information related to the Academy:**  
Information and policies that relate to the Academy in general.

#### 3. How to request information:

If you require a paper version of any of the documents within the Scheme, please contact the Academy by telephone, email, fax or letter. Contact details are set out below.

Email: [info@ashcroftacademy.org.uk](mailto:info@ashcroftacademy.org.uk)

Tel: 020 8877 0357

Fax: 020 8877 0617

Contact Address: 100 West Hill, London SW15 2UT

Alternatively you may view documents within the Publication Scheme available electronically through our website [www.ashcroftacademy.org.uk](http://www.ashcroftacademy.org.uk)

To help ATA process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS). If the information you are looking for is not available via the Scheme you can still contact the Academy to ask if we have it.

#### **4. Paying for information:**

It is Academy policy to charge disbursement costs only when they reach or exceed £2 in total charges.

Information publicised on the ATA website is free, although you may incur costs from your internet provider and for printing charges.

#### **5. Classes of information currently published:**

##### **Academy Prospectus**

The statutory contents of the Academy prospectus are as follows, (other items may be included in the prospectus at the Academy's discretion):

- the name, address and telephone number of the Academy
- the names of the Principal and Chair of Executive Board
- information regarding the Academy policy on admissions
- a statement of the Academy's ethos and values
- information about the Academy's policy on providing for students with special educational needs
- the number of students on roll and rates of students authorised and unauthorised absences

For Sixth Form

- Application Form
- information about subjects
- blocking for choices
- copy of Sixth Form agreement
- code of conduct and dress code
- examination results

#### **Governing documents**

##### **Academy Profile**

- details of the membership of the Board of Trustees and the Executive Board, including name and contact details of the Chairman of the Executive Board and the Clerk to the Executive Board
- the latest Ofsted inspection report
- the latest filed Annual Report and Accounts
- a description of the Academy's arrangements for the security of students staff and the premises
- information about the implementation of the Executive Board's policy on students with special educational needs (SENCO) and any changes to the policy during the last year
- a description of the arrangements for the admission of students with disabilities and details of steps to prevent disabled students being treated less favourably than other students
- details of existing facilities to assist access to the Academy by students with disabilities
- the Accessibility Plan covering future policies for access by those with disabilities to the Academy
- a statement of policy on whole staff development identifying how professional development impacts on teaching and learning

##### **Instruments of Government**

- the name of the Academy Trust
- the Academy Trust Funding Agreement
- the Memorandum and Articles of Association
- the Scheme of Management
- the manner in which the Executive Board is constituted

- the term of office of each category of Executive Board member
- details of any additional trust
- the date the instrument takes effect

**Minutes of meetings of the Board of Trustees and its Committees:** Signed minutes of meetings of the Board of Trustees and its committees [current and last full academic Academy year]. Some information might be confidential or otherwise exempt from the publication by law – the Academy therefore cannot publish this.

**Minutes of meetings of the Executive Board:** Agreed minutes of meetings of the Executive Board [current and last full academic Academy year]. Some information might be confidential or otherwise exempt from the publication by law – the Academy therefore cannot publish this.

## **Students & Curriculum Policies**

This section gives access to information about policies that relate to students and the Academy curriculum.

**Home – Academy Agreement:** Statement of the Academy's aims and values, the Academy's responsibilities, the parental responsibilities and expectations and the Academy's expectations of its students for example, homework arrangements.

**Curriculum Policy:** Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the Academy.

**Sex Education Policy:** Statement of policy with regard to sex and relationship education.

**Special Education Needs Policy:** Information about the Academy's policy on providing for students with special educational needs.

**Accessibility Plans:** Plan for increasing participation of disabled students in the Academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.

**Race Equality Policy:** Statement of policy for promoting race equality.

**Collective Worship:** Statement of arrangements for the required daily act of collective worship.

**Child Protection Policy:** Statement of policy for safeguarding and promoting welfare of students at the Academy (from March 2004).

**Student Discipline:** Statement of general principles on behaviour and discipline and of measures taken by the Principal to prevent bullying.

**Guidance for Admissions:** Guidance for parents of Year 6 students seeking to start at the Academy.

## **Academy Policies and other information related to the Academy**

This section gives access to information about policies that relate to the Academy in general.

**Published reports of Ofsted referring expressly to the Academy:** Published report of the last inspection of the Academy and the summary of the report.

**Charging and Remissions Policies:** A statement of the Academy's policy with respect to charges and remissions for any optional extra, board or lodgings, for which charges are permitted, for example school publications, music tuition, trips.

**Academy session times and term dates:** Details of Academy session and dates of Academy terms and holidays.

**Health and Safety Policy and risk assessment:** Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.

**Complaints Procedure:** Statements of procedures for dealing with complaints.

**Performance Management of Staff:** Statement of procedures adopted by the Executive Board relating to the performance management of staff.

**Staff Conduct, Discipline and Grievance:** Statement of procedure for regulating conduct and discipline of Academy staff and procedures by which staff may seek redress for grievance.

**Exam Appeals Procedure:** Copies of the appeals procedures for all aspects of examinations can be obtained from the Academy Examinations Office.