

Freedom of Information Policy (TRUST)



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Statement of intent

As an educational provider, our Trust has an obligation to publish a freedom of information statement, outlining how we will meet our duties under the Freedom of Information Act 2000 and associated regulations. The development and effective implementation of this policy fulfils that requirement.

More specifically, this policy outlines our Trust's policy and procedures for:

- The release and publication of private data and public records.
- Providing applicants with advice and assistance throughout the duration of their requests.

It also clarifies our position regarding the appropriate limit to the costs incurred by the Trust in obtaining any requested information, and on charging fees for its provision.

For the purpose of this policy, the 'Trust' incorporates Inspire Learning Trust and all of its establishments. Where 'pupil' is used this will be taken to mean a pupil or student – unless otherwise stated. Where 'school' is used this will be taken to mean school or college – unless otherwise stated.

1. Legal framework

1.1. This policy has due regard to the following legislation:

- UK GDPR
- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

1.2. This policy also has due regard to guidance including, but not limited to, the following:

- Cabinet Office (2018) 'Freedom of Information Code of Practice'
- ICO (2021) 'Definition document for the governing bodies of maintained and other state-funded schools in England'
- ICO (2015) 'Model publication scheme'
- ICO (2016) 'Duty to provide advice and assistance (section 16)'
- ICO (2015) 'Time limits for compliance under the Freedom of Information Act (section 10)'

1.3. This policy will be viewed in conjunction with the:

- Trust Data Protection Policy
- Freedom of Information Publication Scheme
- Records Retention Schedule

2. Accepting requests for information

- 2.1. There are three different types of information which may be requested from the Trust or individual establishment:

Data Protection enquiries (or Subject Access Requests) - where the enquirer asks for personal information the Trust may hold about the enquirer. These requests are dealt with under the Data Protection Policy (available on the website).

Environmental Information Regulations enquiries - where the information requested is related to the natural or built environment. Further information is available on the [ICO website](#)

Freedom of Information enquiries - where the information requested is not related to data protection or environmental regulations, as outlined above. FOI enquiries do not have to explicitly state that they are a FOI request to be dealt with under the FOI policy.

- 2.2. The Trust will only accept a request for information which meets all of the following criteria:

- It is in writing (this includes requests sent to the Trust's official social media accounts)
- It states the name of the applicant (not a pseudonym) and an address for correspondence
- It adequately describes the information requested

- 2.3. A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means
- It is received in legible form
- It is capable of being used for subsequent reference

- 2.4. Where a request is submitted in a foreign language, the Trust is not expected to obtain a translation of the request. For the request to be processed, the Trust will ask the applicant to provide their request in English.

- 2.5. The Trust will publish details of its procedures for dealing with requests for information on the website, which includes the following:

- A contact address and email address
- A telephone number

- A named individual to assist applicants with their requests
- 2.6. An education record covers information that comes from a teacher or other employee of a local authority or school, the pupil or you as a parent, and is processed by or for the school's governing body or teacher. This is likely to cover information such as; the records of the pupil's academic achievements as well as correspondence from teachers, local education authority employees and educational psychologists engaged by the school's governing body. It may also include information from the child and from you, as a parent, carer or guardian. Information provided by the parent of another child or information created by a teacher solely for their own use would not form part of a child's education record.

Access to education records is a separate right and is not covered by Data Protection legislation. Unlike the right to access under Data Protection legislation, this right does not extend to pupils.

In England, schools are regulated by The Education (Pupil Information) (England) Regulations 2005. Those with parental authority can apply to the school to view an education record or receive a copy.

In England, this right only applies to all local authority schools, and all special schools, including those which are not maintained by a local authority.

Independent schools, academies and free schools are not obliged to respond to a request for access to a pupil's education record under this legislation.

However, all reasonable requests by a parent, carer or guardian will be considered.

3. General rights of access to information held by the Trust

- 3.1. Provided that the request meets the requirements set out in section 2 of this policy, the Trust will comply with its duty to:
- Confirm or deny to any person making a request for information to the Trust, whether it holds information of the description specified in the request.
 - Provide the documentation, if the Trust confirms that it holds the requested information.
- 3.2. The duties outlined in 3.1 will be completed no later than 20 school days, or 60 working days if this is shorter, from receipt of the request.
- 3.3. Where a fee is charged, the timeframe within which the Trust has to respond to the request begins from the day the fee is received.
- 3.4. The Trust will not comply with section 3.1 of this policy where:

- The Trust reasonably requires further information to meet a freedom of information request, has informed the applicant of this requirement, but was not subsequently supplied with that further information.
 - The information 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.
 - A request for information is exempt under section 2 of the Freedom of Information Act 2000.
 - A request is subject to the public interest test, and as a result it is decided that the request is not in the public interest.
 - The cost of providing the information exceeds the appropriate limit.
 - The request is vexatious.
 - The request is a repeated request from the same person made within 60 consecutive working days of the initial one.
 - A fee notice was not honoured.
 - The requested information is not held by the Trust for the purposes of the Trust's business.
- 3.5. Where information is, or is thought to be, exempt, the Trust will, within 20 school days, give notice to the applicant which:
- States that fact.
 - Specifies the exemption in question.
- 3.6. If information falls within scope of a qualified exemption and the Trust needs additional time to consider the public interest test, the Trust may extend the deadline. In most cases, the extension will exceed no more than a further 20 school days; however, the actual length of the extension will be decided on a case-by-case basis.
- 3.7. Where a public interest test extension is required, the Trust will write to the applicant to inform them of this, stating the following information:
- Which exemption(s) the extension relies on and why
 - A revised deadline for when the applicant will receive their response
- 3.8. Where a deadline has to be further extended, the Trust will write to the applicant again, stating the information outlined in 3.7.
- 3.9. Requests for information that is not recorded by the Trust (e.g. requests for explanations, clarification of policy and comments on the Trust's business) will not be considered valid requests. In these cases, the applicant will be provided with an explanation of why their request will not be treated under the Freedom of Information Act 2000 and the Trust will respond to the applicant through other channels as appropriate.

- 3.10. The information provided to the applicant will be in the format that they have requested, where possible.
- 3.11. Where it is not possible to provide the information in the requested format, the Trust will assist the applicant by discussing alternative formats in which it can be provided.
- 3.12. The information provided will also be in the language in which it is held, or another language that is legally required.
- 3.13. If, under relevant disability and discrimination regulations, the Trust is legally obliged to provide the information in other forms and formats, it will do so.
- 3.14. In some cases, a request may be dealt with under more than one access regime, e.g. if the request involves both information about the Trust and personal information, it will be dealt with under the Freedom of Information Act 2000 and the Data Protection Act 2018.
- 3.15. Staff are made aware that it is a criminal offence to alter, deface, block, erase, destroy or conceal any information held by the Trust with the intention of preventing disclosure following a request.

4. The appropriate limit

- 4.1. The Trust will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450.
- 4.2. When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the Trust will take account only of the costs we reasonably expect to incur in relation to:
 - Determining whether it holds the information.
 - Locating the information, or a document which may contain the information.
 - Retrieving the information, or a document which may contain the information.
 - Extracting the information from a document containing it.
 - Costs related to the time spent by any person undertaking any of the activities outlined in section 4.2 of this policy on behalf of the Trust, are to be estimated at a rate of £25 per person per hour.
- 4.3. The Trust is not required to search for information in scope of a request until it is within the cost limit.
- 4.4. If responding to one part of a request would exceed the cost limit, the Trust does not have to respond to any other parts of the request.

- 4.5. Where multiple requests for information are made to the Trust within 60 consecutive working days of each other, either by a single person or by different persons who appear to be acting in concert, the estimated cost of complying with any of the requests is to be taken to be the total costs to the Trust of complying with all of them.

5. Charging fees

- 5.1. The Trust may, within 20 school days, give an applicant who has requested information from the Trust, a written notice stating that a fee is to be charged for the Trust's compliance.
- 5.2. Charges may be made for disbursements, such as the following:
- Production expenses, e.g. printing and photocopying
 - Transmission costs, e.g. postage
 - Complying with the applicant's preferences about the format in which they would like to receive the information, e.g. scanning to a CD
- 5.3. Fees charged will not exceed the total cost to the Trust of:
- Informing the person making the request whether we hold the information.
 - Communicating the information to the person making the request.
- 5.4. Where a fee is to be charged, the Trust will not comply with section 3 of this policy unless the requested fee is paid within a period of three months, beginning with the day on which the fees notice is given to the applicant.
- 5.5. Where a fee is paid by cheque, the Trust has the right to wait until the cheque is cleared before commencing work.
- 5.6. Once a fee is received, the Trust will inform the applicant of the revised response deadline, i.e. an additional 20 school days (or 60 working days).
- 5.7. Where the Trust has underestimated the cost to be charged to an applicant, a second fees notice will not be issued; instead, the Trust will bear the additional costs.
- 5.8. The Trust will not take into account any costs which are attributable to the time spent by persons undertaking any of the activities mentioned in section 5.3 above.
- 5.9. When calculating the 20th school day in which to respond to a freedom of information request, the period beginning the day on which the fee notice is given to the applicant and ending with the day on which the fee is received will be disregarded.

6. Means of communication

- 6.1. Where, on making a request for information, the applicant expresses a preference for communication by any one of the following means, the Trust will, as far as is practicable, give effect to that preference:
- The provision to the applicant of a copy of the information in permanent form or in another form acceptable to the applicant.
 - The provision to the applicant of a reasonable opportunity to inspect a record containing the information.
 - The provision to the applicant of a digest, or summary of the information, in permanent form or in another form acceptable to the applicant.
- 6.2. Where a preference is not stated by the applicant, the Trust will communicate by any means which are reasonable under the circumstances. For example, where an applicant uses Twitter to make a request, the Trust may respond via an alternative medium as Twitter restricts the length of a response.

7. Providing advice and assistance

- 7.1. The Trust will meet its duty to provide advice and assistance, as far as is reasonable, to any person who proposes to make, or has made, requests for information to the Trust.
- 7.2. The Trust may offer advice and assistance in the following circumstances:
- If an individual requests to know what types of information the Trust holds and the format in which it is available, as well as information on the fees regulations and charging procedures.
 - If a request has been made, but the Trust is unable to regard it as a valid request due to insufficient information, leading to an inability to identify and locate the information.
 - If a request has been refused, e.g. due to an excessive cost, and it is necessary for the Trust to assist the individual who has submitted the request.
- 7.3. The Trust will provide assistance for each individual on a case-by-case basis; examples of how the Trust will provide assistance include the following:
- Informing an applicant of their rights under the Freedom of Information Act 2000, but will not advise on the full scope of the Freedom of Information Act 2000 itself.

- Assisting an individual in the focus of their request, e.g. by advising of the types of information available within the requested category
 - Advising an applicant if information is available elsewhere and directing them to that source of information
 - Keeping an applicant informed on the progress of their request
- 7.4. Where the Trust wishes to ask a different public authority to deal with a request by transferring it to them, this will only be done with the agreement of the applicant.
- 7.5. In order to provide assistance as outlined above, the Trust will engage in the following good practice procedures:
- Make early contact with an individual and keep them informed of the process of their request.
 - Accurately record and document all correspondence concerning the clarification and handling of any request.
 - Give consideration to the most appropriate means of contacting the applicant, taking into account their individual circumstances.
 - Discuss with the applicant whether they would prefer to receive the information in an alternative format, in cases where it is not possible to provide the information requested in the manner originally specified.
 - Remain prepared to assist an applicant who has had their request denied due to an exemption.
- 7.6. The Trust will give particular consideration to what level of assistance is required for an applicant who has difficulty submitting a written request.
- 7.7. In circumstances where an applicant has difficulty submitting a written request, the Trust will:
- Within reason, make a note of the application over the telephone and then send the note to the applicant to confirm and return – the statutory time limit for a reply would begin here.
 - Direct the individual to a different agency that may be able to assist with framing their request.
- NB.** This list is not exhaustive, and the Trust may decide to take additional assistance measures that are appropriate to the case.
- 7.8. Where an applicant's request has been refused either because the information is accessible by other means, or the information is intended for future publication or research, the Trust, as a matter of good practice, will provide advice and assistance.
- 7.9. The Trust will advise the applicant how and where information can be obtained, if it is accessible by other means.

- 7.10. Where there is an intention to publish the information in the future, the Trust will advise the applicant of when this publication is expected.
- 7.11. If the request is not clear, the Trust will ask for more detail from the applicant in order to identify and locate the relevant information, before providing further advice and assistance.
- 7.12. If the Trust believes the applicant has not provided their real name, the Trust will inform the applicant that the request will not be responded to until further information is received from the applicant.
- 7.13. If the Trust is able to clearly identify the elements of a request, it will respond following usual procedures and will provide advice and assistance for the remainder of the request.
- 7.14. If any additional clarification is needed for the remainder of a request, the Trust will ensure there is no delay in asking for further information.
- 7.15. Applicants are given two months to provide any requested clarification. If an applicant decides not to follow the Trust's advice and assistance and fails to provide clarification, the Trust is under no obligation to contact the applicant again.
- 7.16. If the Trust is under any doubt that the applicant did not receive the advice and assistance, the Trust will re-issue it.
- 7.17. The Trust is not required to provide assistance where an applicant's request is vexatious or repeated, as defined under section 14 of the Freedom of Information Act 2000.
- 7.18. Where the Trust has already sent a refusal request in relation to a previous vexatious request, the Trust is not obliged to send another notice for future vexatious requests.
- 7.19. An ongoing evidence log is kept, recording relevant correspondence or behaviour that has been taken into account when a request has been classed as vexatious.
- 7.20. The Trust is not required to provide information where the cost of complying with a request exceeds the limit outlined in the Freedom of Information Act 2000. In such cases, the Trust will firstly provide the applicant with advice and assistance to help them reframe or refocus their request with a view of bringing it within the cost limit. Then the Trust will consider whether any information can be provided free of charge if the applicant refuses to pay the fee.
- 7.21. If a request is refined, it will be treated as a new request.

7.22. A record will be kept by the Headteacher/Principal/CEO of all the advice and assistance provided.

8. Consultation with third parties

- 8.1. The Trust may need to consult third parties about information held in scope of a request to consider whether it would be suitable to disclose the information. Situations where third parties may need to be consulted include the following:
- When requests relate to persons or bodies who are not the applicant and/or the Trust
 - When the disclosure of information is likely to affect the interests of persons or bodies who are not the applicant or the Trust
- 8.2. The Trust will consider if a third party needs to be directly consulted about a request, particularly, if there are contractual obligations that require consultation before information is disclosed.
- 8.3. Third parties will also be consulted where the Trust is proposing to disclose information relating to them or information that is likely to affect their business or private interests.
- 8.4. The views of third parties will be given appropriate weighting when deciding how to respond to a request. For example, if the third party created or provided the information, they may have a better understanding of its sensitivity.
- 8.5. It is ultimately the Trust's decision as to whether information in scope of a request will be released following any relevant consultation.
- 8.6. Where the Trust decides to release information following consultation with a third party, the third party will be informed in advance that the information is going to be disclosed.
- 8.7. Where the Trust intends to release information that relates to a large number of third parties, the Trust will consider whether it would be more appropriate to contact a representative organisation who can express views on behalf of the third parties, rather than contacting each party individually. If no representative organisation exists, the Trust may also consider only notifying or consulting a sample of the third parties relating to the disclosure.
- 8.8. Decisions made in line with 8.7 will be made on a case-by-case basis.

9. Internal reviews

- 9.1. When responding to requests for information, the details of the Trust's internal review process will be set out, including information about how applicants can request an internal review. Applicants will also be informed of their right to complain to the ICO if they are still dissatisfied following the outcome of the Trust's internal review.
- 9.2. Requests for an internal review should be made in writing to the Trust.
- 9.3. For a request for an internal review to be accepted, it must be made within 40 school days from the date the Trust issued an initial response to the request.
- 9.4. Upon receipt of an application, the Trust will acknowledge an application and inform the applicant of the intended response date. Responses will usually be delivered within 20 school days of receipt of the application.
- 9.5. If an internal review is complex, requires consultation with third parties or the relevant information is of high volume, the Trust may need to extend the usual response timeframe. In these cases, the Trust will inform the applicant and provide an alternative response date. In most cases, the extension will exceed no more than a further 20 school days; however, the actual length of the extension will be decided on a case-by-case basis.
- 9.6. Where clarification is needed from an applicant regarding the review, the normal response period will not begin until clarification is received.
- 9.7. Wherever possible, the review will be undertaken by a different member of staff than the person who took the original decision.
- 9.8. During a review, the Trust will evaluate the handling of the request; particular attention will be paid to concerns raised by the applicant.
- 9.9. The applicant will be informed of the outcome of the review and a record will be kept of such reviews and the final decision that is made.
- 9.10. If the outcome of the review is to disclose information that was previously withheld, the information will be provided to the applicant at the same time they are informed of the response to the review, where possible. If this is not possible, the applicant will be informed of when the information will be provided.
- 9.11. Within the response to a review, the applicant will be informed again of their right to complain to the ICO.

10. Publication scheme

- 10.1. The Trust will meet its duty to adopt and maintain a publication scheme (See Trust Freedom of Information Publication) which specifies the information which

it will publish on the Trust's website, and whether the information will be available free of charge or on payment.

10.2. The publication scheme will be reviewed and, where necessary, updated on a biennial basis.

11. Contracts and outsourced services

11.1. The Trust will make clear what information is held by third party contractors on behalf of the Trust.

11.2. Where a contractor holds information relating to a contract held with the Trust on behalf of the Trust, this information is considered in the same way as information held by a public authority and so is subject to the Freedom of Information Act 2000.

11.3. When entering into a contract, the Trust and contractor will agree what information the Trust will consider to be held by the contractor on behalf of the Trust, this will be indicated in the contract.

11.4. Appropriate arrangements will be put in place for the Trust to gain access to information held by the contractor on the Trust's behalf, in the event that a freedom of information request is made. These arrangements will be set out in a contract or service level agreement or other such document, and will cover areas including the following:

- How and when the contractor should be approached for information and who the points of contact are
- How quickly information should be provided to the Trust
- How any disagreement about disclosure between the Trust and contractor will be addressed
- How requests for internal reviews and appeals to the ICO will be managed
- The contractor's responsibility for maintaining record keeping systems in relation to the information they hold on behalf of the Trust
- The circumstances under which the Trust must consult with the contractor about disclosure and the process for doing so
- The types of information which should not be disclosed and the reasons for this confidentiality, where appropriate

11.5. In some situations, the Trust may offer or accept confidentiality arrangements that are not set out within a contract with a third party. The Trust and the third party will both be aware of the legal limits placed on the enforceability of expectations of confidentiality and the public interest in transparency.

- 11.6. Such expectations outlined in 11.5 will only be created where it is appropriate to do so.
- 11.7. Contractors must comply with requests from the Trust for access to information they hold on behalf of the Trust .
- 11.8. Requests for information held by a contractor on behalf of the Trust will be responded to by the Trust. If a contractor receives a request, this will be passed onto the Trust for consideration.

12. Complaints

- 12.1. If a member of the public is unhappy with the service they have received in relation to their request and wish to make a complaint or request a review of the decision, they should be informed to put it in writing to the following contact details. This information should be provided in the letter sent out in response to the request:

Inspire Learning Trust
CEO
C/O Winterhill School
High Street
Kimberworth
Rotherham
South Yorkshire
S61 2BD

- 12.2. The Trust will aim to respond to all complaints within 10 days of receipt. The complaint will be dealt with by the CEO, or the Trust Board if the CEO is involved in the original request.
- 12.3. If on investigation the original decision is upheld, then the Trust has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office, which will be detailed in the response letter. Appeals should be made in writing to the Information Commissioner's Office. They can be contacted at:

FOI/EIR Complaints Resolution
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Policy Monitoring and Review

Policy Review	Biennial
Policy to be approved by	Executive Leadership Team (ELT)
Date of Review	September 2023
Approved by Chair of ELT	David Naisbitt
Next Review	September 2025
Lead Professional	Jill Bartlett, LRC and Information Services Manager
Communication	Via HR System, staff Handbook.
Document Location	Every Compliance System, Document Library, Staff Handbook
PA/HR Officer	Leah Carr

APPENDIX 1 Standard Response Letters

1.1 Responding to an information request with the requested information

Inspire Learning Trust
C/O Winterhill School
High Street
Kimberworth
Rotherham
South Yorkshire
S61 2BD

{Applicant Address}
{Date}
{FOI Ref}

Dear {Name},

Thank you for your request for information received on {date}.
Your request for information has now been considered and the following information requested is enclosed:

If you have any queries or concerns then please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should email foi-ceo@inspiretrust.uk

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 08456 30 60 60 or 01625 54 57 45
www.ico.gov.uk

Yours sincerely,
{Name}
{Title}

1.2 To inform the enquirer the Trust does not hold the requested information

Inspire Learning Trust
C/O Winterhill School
High Street
Kimberworth
Rotherham
South Yorkshire
S61 2BD

{Applicant Address}
{Date}

Dear {Name},

Thank you for your request for information received on {date}.

We have conducted a thorough search of our records and unfortunately we are unable to locate the information you requested. This may be because the Trust has never held this information or that the information is older than the statutory requirements for retention and has been legally destroyed in accordance with our retention schedules.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should email foi-ceo@inspiretrust.uk

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 08456 30 60 60 or 01625 54 57 45
www.ico.gov.uk

Yours sincerely,
{Name}
{Title}

1.3 To inform the enquirer we are transferring the request to another public body

Inspire Learning Trust
C/O Winterhill School
High Street
Kimberworth
Rotherham
South Yorkshire
S61 2BD

{Applicant Address}
{Date}

Dear {Name},

Thank you for your request for information, received on {date}.
To the best of our knowledge the requested information is not held. However, we believe that {Name and address of organisation} may hold the information you require. We will therefore need to transfer the request to them. If you have an objection to this transfer you should let us know as soon as possible by writing to Inspire Learning Trust at the address above, or telephoning {phone number} and asking for {Name of Officer dealing with the request}.

If you have any comments relating to how your request has been handled, you should email foi-ceo@inspiretrust.uk

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 08456 30 60 60 or 01625 54 57 45
www.ico.gov.uk

Yours sincerely,
{Name}
{Title}

1.4 To seek clarification of a request

Inspire Learning Trust
C/O Winterhill School
High Street
Kimberworth
Rotherham
South Yorkshire
S61 2BD

{Applicant Address}
{Date}

Dear {Name},

Thank you for your request for information received on {date}.
From the information described, we have been unable to identify the information you require.
Could you please give us more information relating to: {Include specific information you require, try to ensure that terms that may be unfamiliar to the requestor are explained}.

The Freedom of Information Act 2000 requires that we deal with requests such as this within 20 working days. We are not required to include any time whilst waiting for clarification of a request. We will endeavour to proceed with your request as soon as you supply the information required. If we have not received a reply within three months we will treat this request as cancelled.

If you have any comments relating to how your request has been handled, you should email foi-ceo@inspiretrust.uk

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 08456 30 60 60 or 01625 54 57 45
www.ico.gov.uk

Yours sincerely,

{Name}
{Title}

1.5 To inform the enquirer that the information they want is already publicly available

Inspire Learning Trust
C/O Winterhill School
High Street
Kimberworth
Rotherham
South Yorkshire
S61 2BD

{Applicant Address}
{Date}

Dear {Name},

Thank you for your request for information, received on {date}.

The information which you requested is already available to the public via our publication scheme, which is available on our website www.inspiretrust.uk

If you have any comments relating to how your request has been handled, you should email foi-ceo@inspiretrust.uk

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 08456 30 60 60 or 01625 54 57 45
www.ico.gov.uk

Yours sincerely,
{Name}
{Title}

1.6 To inform an enquirer of any charges to be made for complying with their request

Inspire Learning Trust
C/O Winterhill School
High Street
Kimberworth
Rotherham
South Yorkshire
S61 2BD

{Applicant Address}
{Date}

Dear {Name},

Thank you for your request for information received on {date}.

It is estimated that the time to find this information will be {number} hours. The cost of this search will exceed the statutory ceiling of £450.00 for free searching time allowed under the Freedom of Information Act 2000 (The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004).

To proceed with your request we will require a fee of £ {cost}, which can be paid by contacting our Accounts department on 01709 300600 or accounts@inspiretrust.uk. We will continue with the search on receipt of payment, however if we have not received a reply within three months we will cancel the request.

If you have any comments relating to how your request has been handled, you should email foi-ceo@inspiretrust.uk

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 08456 30 60 60 or 01625 54 57 45
www.ico.gov.uk

Yours sincerely,

{Name}
{Title}

Appendix 2

FOI Request Evidence Log

Date of request	Format (e.g. email or in writing)	Location (Where is the correspondence stored?)	Requester	Repeated request? (Yes/No)	Deemed vexatious or repeated? (Yes/No)	Comments