Abbey Multi Academy Trust

Policies & Procedures

Freedom of Information Publication Scheme: **Guide to information we publish**

Approved on	18 March 2026
Approved by	Abbey MAT Board of Trustees
Next review due	31 March 2027

In Partnership to
Educate, Nurture and Empower

Freedom of Information Publication Scheme: Guide to Available Information

Introduction

This guide outlines the information Abbey Multi Academy Trust (Abbey MAT) publishes in compliance with the Freedom of Information Act 2000. It is published alongside the Information Commissioner's Office (ICO) Model Publication Scheme adopted by the Trust and Abbey Multi Academy Trust's Freedom of Information Policy.

Together, these documents provide a comprehensive framework for accessing information held by the Trust, ensuring compliance with FOIA requirements and promoting transparency. By adhering to the ICO's model, the Trust aligns its practices with regulatory standards, facilitating ease of access for all stakeholders interested in its operations, governance, and educational performance.

This guide is regularly updated to reflect legislative requirements and best practices, ensuring the Trust's operations remain open and accountable.

Date last updated: 07 October 2024

Guide to Available Information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures, and contacts). Current information only.		
Trust Prospectus	**Website:** https://www.abbeymat.co.uk/ **Hard copy:** on request – contact Trust	Free online. Hard copies charged per page
Articles of Association and Scheme of Delegation	**Website:** https://www.abbeymat.co.uk/governance/trust-documentation **Hard copy:** on request – contact Trust	Free online. Hard copies charged per page
Funding Agreement	**Website:** https://www.abbeymat.co.uk/governance/financial-accounts **Hard copy:** on request – contact Trust	Free online. Hard copies charged per page
Who's who in the Trust	**Website:** https://www.abbeymat.co.uk/about-us/central-trust-staff **Hard copy:** on request – contact Trust	Free online. Hard copies charged per page
Who's who on the Trust Board and the basis of their appointment	**Website:** https://www.abbeymat.co.uk/governance/governance-structure and https://www.abbeymat.co.uk/governance/board-of-trustees **Hard copy:** on request – contact Trust	Free online. Hard copies charged per page
Contact details for the Co-CEOs and Trustees via the Trust	**Website:** https://www.abbeymat.co.uk/contact **Hard copy:** on request – contact Trust	Free online. Hard copies charged per page
Staffing structure	**Website:** https://www.abbeymat.co.uk/about-us/central-trust-staff	Free online. Hard

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures, and contacts). Current information only.		
	Hard copy: on request – contact Trust	copies charged per page
Who's who in the Academy	**Website:** School website: https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact School Office	Free online. Hard copies charged per page
Who's who on the Governing Board and the basis of their appointment	**Website:** School website: https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact School Office	Free online. Hard copies charged per page
Contact details for the Principal/Headteacher and Governors via the Academy	**Website:** School website: https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact School Office	Free online. Hard copies charged per page
Address of schools and contact information, including email addresses	**Website:** https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact School Office	Free online. Hard copies charged per page
School session times, term dates and holidays	**Website:** https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact School Office	Free online. Hard copies charged per page
School prospectus and curriculum	**Website:** https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact School Office	Free online. Hard copies charged per page

Information	How the information can be obtained	Cost
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). Current and previous financial year as a minimum.		
Financial Statements	**Website:** https://www.abbeymat.co.uk/ **Hard copy:** on request – contact Trust	Free online. Hard copies charged per page
Capital Funding	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Financial Audit Reports	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Annual Budget Plan	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Details of expenditure items over £5,000 – published at least annually	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Procurements and contracts the Trust has entered into	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Pay Policy	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Staff allowances and expenses that can be incurred or claimed, with total paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic annual salary is at least £60,000 per annum) by reference to categories	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £5,000; for more junior posts, by salary range)	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Trustee/Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors or trustees	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page

Information	How the information can be obtained	Cost
Class three: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews). Current information, as a minimum		
School profile and Performance data or a direct link to the data	**Website:** Available on school website: https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact School Office	Free online. Hard copies charged per page
Latest Ofsted report	**Website:** Available on school website: https://www.abbeymat.co.uk/our-academies **Email or Hard copy:** on request – contact School Office	Hard copies charged per page
Post-inspection action plan	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
The Trust's and its schools' future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	**Website:** Available on the Trust and school websites: https://www.abbeymat.co.uk/our-academies **Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Safeguarding and child protection - policies and procedures on safeguarding and promoting the welfare of children	**Website:** Available on the Trust and school websites: https://www.abbeymat.co.uk/our-academies **Email or Hard copy:** on request – contact School Office	Hard copies charged per page
Performance Management policy and procedures	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page

Information	How the information can be obtained	Cost
Class four: How we make decisions (decision making processes and records of decisions). Current and previous three years, as a minimum.		
Admissions policy / decisions (not individual admission decisions	**Website:**	Free online. Hard copies

Information	How the information can be obtained	Cost
Class four: How we make decisions (decision making processes and records of decisions). Current and previous three years, as a minimum.		
	Available on the school website: https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact Trust	charged per page
Agendas and minutes of meetings of the Trust Board, its committees, or local governing boards (N.B. this will exclude information that is properly regarded as private to the meetings)	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page

Information	How the information can be obtained	Cost
Class five: Our policies and procedures (current written protocols, policies, and procedures for delivering our services and responsibilities). Current information only; as a minimum these must include policies, procedures or documents that the Trust or its academies are required to have by statute or by its funding agreement, or by the English government. These will include procedures for handling information requests.		
Records management and personal data policies, including: • Information security policies • Record retention, destruction and archive policies • Data protection (including information sharing policies)	**Website:** Available on the Trust and school websites: www.abbeymat.co.uk/governance/data-protection-personal-information **Hard copy:** on request – contact Trust	Free online. Hard copies charged per page
Charging regimes and policies	**Website:** Available on the Trust and school websites: https://www.abbeymat.co.uk/governance/amat-policies **Hard copy:** on request – contact Trust	Hard copies charged per page

Information	How the information can be obtained	Cost
Class six: Lists and registers. Currently maintained lists and registers only; this does not include the attendance register		
Curriculum circulars and statutory instruments	**Website:** Available on the school websites: https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact School Office	Free online. Hard copies charged per page
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Asset registers	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page
Any information we are currently legally required to hold in publicly available registers	**Email or Hard copy:** on request – contact Trust	Hard copies charged per page

Information	How the information can be obtained	Cost
Class seven: The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.		
Extra-curricular activities	**Website:** Available on the school websites: https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact School Office	Free online. Hard copies charged per page
Out of school clubs	**Website:** Available on the school websites: https://www.abbeymat.co.uk/our-academies **Hard copy:** on request – contact School Office	Hard copies charged per page
Services for which the Trust or academy is entitled to recover a fee, together with those fees	**Website:** Available on the Trust and school websites: https://www.abbeymat.co.uk/our-academies **Email or Hard copy:** on request – contact Trust	Hard copies charged per page

Information	How the information can be obtained	Cost
Class seven: The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.		
School publications, leaflets, books, and newsletters	**Website:** Available on the Trust and school websites: https://www.abbeymat.co.uk/our-academies **Email or Hard copy:** on request – contact Trust	Hard copies charged per page

Schedule of Charges

A guide to charges that may be levied by Abbey Multi Academy Trust and its academies under the publication scheme.

Statutory basis

The Freedom of Information Act and the associated Fees Regulations stipulate that we cannot levy a fee for information unless there is a statutory basis for doing so, or the amount of time taken to locate the information exceeds 18 hours. However, we are allowed to charge for disbursements related to the provision of information and any reformatting requested by the applicant provided we ensure that applicants are aware of any charges that may be made.

Disbursement costs

Information published on academy and Trust websites is free to obtain. However, charges may be made for information that is provided in hard copy for the following:

- Photocopying or printing
- Postage and packaging
- Providing DVDs/CDs and other media
- Costs directly incurred as a result of viewing information

In such instances, and where there are no statutory provisions, charges will be calculated in accordance with the following schedule of charges:

Type of charge	Description	Basis of charge
Disbursement costs	Photocopying/ printing @3p pence per A4 page (black and while)	Actual cost plus administration
	Photocopying/ printing @7p pence per A4 page (colour)	Actual cost plus administration
	Postage	Actual cost of Royal Mail standard 2nd class
	Electronic media (DVD, etc.)	Actual cost
	Costs directly incurred in making information available for viewing	Actual cost
Statutory fees		In accordance with the relevant legislation

Requestors will be notified of any applicable charges in advance in writing. Please refer to 'If a fee is payable' below for further information.

When the cost of responding to a request will exceed £450

By law, we are not obliged to respond to a written request for information if the cost would be more than £450; equal to 18 hours' work at £25 per hour.

When estimating the cost of complying with a written request for Information, we will consider the staff time involved in:

- finding out whether the information is held
- locating the information
- getting the information

Costs are worked out at an hourly rate of £25 per person, as set by government, and must be reasonable.

Although we will refuse to provide information in these cases, we will offer to discuss whether you would like to modify the request to reduce the cost.

If you do not agree with the Trust's decision that the cost of complying with the request would exceed the appropriate limit, you can ask the Information Commissioner to investigate.

If a fee is payable

If there is a fee to pay, you will be notified in writing of the total cost with an explanation of how those costs have been calculated (a 'fees notice'). The 20-day compliance time for responding to a request will be suspended and then will be reactivated when we receive your payment.

When we have issued a fees notice, you have three months to pay. We do not have to answer the request until payment has been received (section 9(2) of the Freedom of Information Act) and will consider the request to have been cancelled if payment has not been received within three months after the fees notice is issued.