



**ASHLAWN SCHOOL**  
*'A High Performing Specialist Academy'*

**FREEDOM OF INFORMATION  
ACT PUBLICATION SCHEME**

|  |          |
|--|----------|
| Policy & Procedure Number              | AP022    |
| School Link                            | S Urding |
| <b>PRINTED COPIES ARE UNCONTROLLED</b> |          |

# **On information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

## **Introduction**

One of the aims of the Freedom of Information Act 2000 is that schools should be clear about the information they will make public. To do this we must produce 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; and
- Whether the information is available free of charge or on payment

The scheme covers information already published and information that will be published in the future.

The information in our publication scheme will be available for you on our website to download and print off and is available in paper form.

Some information that we hold is confidential and will not be made public.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **This publication scheme is a means of showing how we are pursuing these aims**

### **Categories of Information Published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future.

This is split into categories of information known as ‘classes’. These are contained in section 6 of this scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

- **School Prospectus** – Information published in the school prospectus
- **Trust Members & Governor’s Documents** – Trust and Governing body documents
- **Statement of Financial Accounts** – the published audited statement of accounts of the Trust
- **Students and Curriculum** – Information about policies that relate to students and the school curriculum
- **School Policies and other information related to the school** – Information about policies that relate to the school in general
- **Website**

### **How to Request Information**

If you require a paper version of any of the documents within the scheme, please contact the school in writing by email, fax or letter.

#### **Contact details are set out below:**

Web Address: [www.ashlawn.org.uk](http://www.ashlawn.org.uk)

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

Fax: **01788 536159**

Contact Address: **Ashlawn School, Ashlawn Road, Rugby, CV22 5ET**

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in **CAPITALS** please). If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

### **Paying for Information**

Information published on our website is free, although you may incur costs from your Internet Service provider. If you do not have internet access, you can access our website using a local library or an Internet Café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign. For charges please refer to Ashlawn School Charging and Remissions Policy.

## Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus

| Class                    | Description   |
|--------------------------|---|
| <b>School Prospectus</b> | <p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>● Name, address and telephone number of the school, and the type of school</li> <li>● Names of the Head Teacher and Chair of Governors</li> <li>● Information on the school policy on Admissions</li> <li>● Statement of the schools ethos and values</li> <li>● Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents right to withdraw their child from religious education and collective worship and the alternative provision for those students</li> <li>● Information about the schools policy on providing for students with Special Educational Needs</li> <li>● Number of students on roll and rates of students authorised and unauthorised absences</li> <li>● National Curriculum assessment results for appropriate Key Stages, with national summary /figures</li> <li>● GCSE/GNVQ results in the school, locally and nationally</li> <li>● The number of students studying for a percentage achieving other vocational qualifications</li> <li>● The destinations of school leavers<sup>1</sup></li> <li>● The arrangements for visits to the school by prospective parents</li> <li>● The number of places for students of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places</li> </ul> |

(1) *Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this.*



**Trust Members and Governors' Documents** – this section sets out information published in various Trust and Governor Documents.

| <b>Class</b>  | <b>Description</b>  |
|---|---|
| <b>Instrument of Governance</b>                               | <ul style="list-style-type: none"> <li>• The name of the Trust and school(s)</li> <li>• The category of the school(s)</li> <li>• The name of the Trust and governing body</li> <li>• The manner in which the Trust and governing body is constituted</li> <li>• The term of office of each category of trustee and governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• The date the instrument takes effect</li> </ul> |
| <b>Minutes of meeting of the MAT &amp; Governing Body (2)</b> | Agreed minutes of the MAT meetings and of the governing body  |

*(2) Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this.*

**Trust Statement of Financial Accounts** – this section sets out information published through Companies House

| <b>Class</b>  | <b>Description</b>  |
|---|---|
| <b>Statement of Accounts</b><br>(Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts) | <ul style="list-style-type: none"> <li>• The name of the Trust and its associated subsidiaries</li> <li>• The company number</li> <li>• The name of the Accounting Officer</li> <li>• Registered officers, directors and company secretaries</li> <li>• Trustees report and financial statements</li> </ul> |

**Students and Curriculum Policies**- this section gives access to information about policies that relate to students and the school curriculum.

| <b>Class</b>                   | <b>Description</b>   |
|--------------------------------|--|
| <b>Home school - agreement</b> | Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its students for example homework |
| <b>Curriculum Policy</b>       | Statement on following the policy for the secular curriculum subjects and religious education and schemes  |

|                                       |   |
|---------------------------------------|---|
|                                       | of work and syllabuses currently used by the school   |
| <b>Sex Education Policy</b>           | Statement of policy with regard to sex and relationship education   |
| <b>Special Education Needs Policy</b> | Information about the school's policy on providing for students with special educational needs  |
| <b>Accessibility Plans</b>            | Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information of disabled students |
| <b>Race Equality Policy</b>           | Statement of policy for race equality   |
| <b>Collective Worship</b>             | Statements of arrangements for the required daily act of collective worship   |
| <b>Careers Education Policy</b>       | Statement of the programmes of careers education provided for Key 4   |
| <b>Child Protection Policy</b>        | Statement of policy for safeguarding and promoting welfare of students at the school  |
| <b>Student Discipline</b>             | Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying   |

**School Policies and other information related to the school** – this section gives access to information about policies that relate to the school in general.

| <b>Class</b>   | <b>Description</b>  |
|--|---|
| <b>Published reports of Ofsted referring expressly to the school</b> | Published report of the latest inspection of the school and the summary of the report   |
| <b>Post-Ofsted Inspection Action Plan</b>                            | A plan setting out the actions required following the last Ofsted Inspection  |
| <b>Charging and Remissions Policy</b>                                | A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips and Freedom of Information Act |
| <b>School Session times and Term Dates</b>                           | Details of school session and dates of school terms and holidays  |
| <b>Health and Safety Policy and Risk Assessment</b>                  | 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   |
| <b>Complaints Procedure</b>  | Statement of procedures for dealing with complaints   |
| <b>Performance Management of staff</b>                               | Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Head Teacher on the effectiveness of appraisal procedures  |

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|---|--|
| <b>Staff Conduct, Discipline and Grievance</b>        | Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance  |
| <b>Curriculum Circulars and Statutory Instruments</b> | Any Statutory Instruments, Departmental Circulars and Administrative Memoranda sent by the Department of Education and Skills to the Head Teacher or Governing Body relating to the Curriculum |

## Comment and Complaint

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to David Gadsby, the Chair of the Governing Body.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane,  
Wilmslow, Cheshire SK9 5AF or**

**Enquiry/Information Line: 01625 545 700**

**Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

Additional information held by the school may be made available from time to time.

|                                    |                   |                           |  |
|------------------------------------|-------------------|---------------------------|--|
| <b>Responsibility for Review:</b>  | Business Manager  | <b>Last Review</b>        |  |
| <b>Governor Committee:</b>         | Finance governors | <b>Next Review</b>        |  |
| <b>Date Ratified by Governors:</b> |                   | <b>Chair of Governors</b> |  |



**This policy is to be read in conjunction with the  
Safeguarding Policy.**