

The Pioneers Academy

Freedom of Information Policy and Publication Scheme

Policy and Procedures • 2026–2027

School	The Pioneers Academy
Policy owner	Headteacher
Effective from	September 2026
Review date	September 2027, or sooner if legislation/guidance changes
Primary statutory/guidance basis	Freedom of Information Act 2000; ICO guidance

1. Purpose and Scope

The Academy recognises the public's right to request recorded information that it holds, subject to applicable exemptions and the legal framework.

2. Policy Statement and Procedures

FOI requests should be directed to the Academy's designated administrative/data protection contact and recorded. The Academy will identify the information requested, determine whether it is held, consider exemptions and respond within the statutory timeframe.

Personal data requests are handled under data protection law rather than FOI where appropriate. Confidential safeguarding information, personal data and other exempt material will not be disclosed where the law prevents disclosure.

The Academy will maintain a publication scheme and publish routinely available information where appropriate.

3. Roles and Responsibilities

The Headteacher has overall responsibility for implementation and review. Relevant designated leads coordinate day-to-day arrangements within their area. All staff are expected to follow the policy, maintain appropriate records and raise concerns promptly. Pupils and parents/carers are expected to follow the Academy's published expectations and cooperate with reasonable procedures.

4. Monitoring, Review and Record Keeping

Implementation will be monitored through appropriate records, audits, pupil/parent feedback, incident information, attendance or participation data and review by senior leaders. The policy will be reviewed at least annually unless a different statutory review period applies, and immediately where significant legal or operational changes require it.

5. Related Policies and Guidance

This policy should be read alongside the Academy's safeguarding and child protection arrangements, behaviour policy, attendance procedures, equality arrangements, data protection arrangements and any relevant individual plans or risk assessments.

6. Approval

Approved by: Headteacher

Next review: September 2027

References

- Department for Education, Keeping Children Safe in Education 2026, where relevant.
- Department for Education statutory guidance and current legislation relevant to this policy.
- The Pioneers Academy's other current policies and procedures.