



# The Henrietta Barnett School

## Freedom of Information Policy and Publication Scheme

### 1. Introduction

The Henrietta Barnett School ("the School") is committed to the Freedom of Information Act 2000 ("FOIA") and to the principles of accountability and the general right of access to information, subject to legal exemptions. This Policy outlines our response to the Act and a framework for managing requests.

### 2. Requests made under the FOIA

Any request for information that is outside of the Publication Scheme of the School, and outside of the normal course of business for the School will be dealt with under the FOIA, whether or not the Act is specifically mentioned. It is important to remember that the FOI Act does not cover personal data as this is covered by the GDPR and Data Protection Act 2018. Access to personal data is made via a Subject Access Request and not a Freedom of Information Request. Please see the Privacy Notice Policy.

### 3. Procedure

All requests that are to be dealt with under FOIA should:

- Be submitted in writing (e.g. in a letter, an email)
- Include the requester's real name or the name of the person or organisation they're acting on behalf of
- Include an address for correspondence (e.g. a residential or work postal or email address)
- Describe the information requested, even if this description is broad or unclear
- Whilst the school will not normally request verification of requester identity, it reserves the right to do so if it is clear the requester is using a pseudonym; or there are legitimate grounds for refusing their request and you suspect they're trying to avoid this happening

All requests that are to be dealt with under FOIA should be sent to marked for the attention of the School Business Manager who will respond to the request or direct another member of staff to do so. FOIA requests relating to school admissions are likely to be passed directly to the Admissions team for processing.

Telephone: 020 8458 8999  
Fax: 020 8455 8900  
Email: [office@hbschool.org.uk](mailto:office@hbschool.org.uk)  
Website: <http://www.hbschool.org.uk>

Contact Address: The Henrietta Barnett School  
Central Square  
Hampstead Garden Suburb  
London  
NW11 7BN

The School Business Manager will assess the request, and decide whether the information should be released, or if any of the exemptions set out in FOIA may apply to the whole or part of the information requested.

Should the School Business Manager determine that an exemption set out in FOIA may apply to the whole or part of the information requested, then the School Business Manager, in some cases together with the Headteacher or Deputy Headteacher, will conduct a public interest test to determine whether an exemption should be employed and information withheld.

The School Business Manager/ member of staff designated by them will contact the person who made the request as soon as possible, and in any event, within 20 working days of receipt of the request, either providing the information, or stating that some or all of the information is being withheld. Where information is withheld, the response shall state the exemption relied upon, and a summary of why the School is of the view that the exemption cited applies to that information. Where the application of an exemption requires the application of the public interest test, the School Business Manager will also provide a summary of the factors taken into account when forming the view that withholding the information is in the public interest.

The FOIA only covers recorded information held by the school. If the school does not already have the relevant information in recorded form, we will let the requester know in writing. If we believe that another public authority may hold the information instead, we will advise the requester to redirect their request or assist them in transferring their request.

#### **4. Applying Exemptions**

A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified.

Even if the school decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to determine whether the public interest in disclosure outweighs the objection to disclosure. If it does, the information must be disclosed.

Advice will be sought from the school's legal advisors if there is any doubt as to whether information should be disclosed.

#### **5. Calculation of time limit**

In accordance with The Freedom of Information (Time for Compliance with Requests) Regulations 2010 (SI 2010/2768), the 20 working days' time limit shall include only days when pupils are in school, and therefore excludes school holidays and INSET days, provided always that a response should be received within 60 days of the original request.

#### **6. Charges**

Where the School incurs charges for producing the information requested, this will be outlined in an initial response to the requester. The 20 day time limit for response will be effectively paused until the school receives the fee.

Under a £450 limit, we will recover our communication costs only from the requester e.g. money spent on photocopying, printing, postage. Current indicative charges as of May 2025 include 10p/ black and white printed or photocopied sheet and the cost of second class postage.

Above the £450 limit, we will also charge a staff time rate of £25/hour for the cost of compliance.

To calculate the cost of compliance, we take into account the cost of:

- Determining whether we hold the information
- Finding the requested information, or records containing the information
- Retrieving the information or records
- Extracting the requested information from records

The school can refuse a request if:

- we estimate the cost of complying with the request will exceed the £450 limit
- The cost of finding out whether we hold the information would exceed the £450 limit (e.g. if we would have to do an extensive search in a number of locations)

However, we will still say whether we hold the information, and give the requester the option of refining their request rather than paying extra.

## 6. Appeal

Any complaints regarding Freedom of Information requests must firstly be addressed by the school under the terms of the published Complaints procedure. If, once the school has had opportunity to reconsider our decision, we believe the initial response was correct, the applicant shall be entitled to take the matter to the Information Commissioner's Office. They can be contacted as follows:

ICO helpline: open between the hours of 9.00am and 5.00pm, Monday to Friday, 0303 1231113 or outside the UK on +441625 545700

Enquiry/Information Line: 01625 545745 Fax: 01625 524510

By post:       The Information Commissioner's Office  
                   Wycliffe House  
                   Water Lane  
                   Wilmslow  
                   Cheshire  
                   SK9 5AF.

By email:       casework@ico.org.uk  
 Website:       www.ico.org.uk

## 7. Repeated and/or vexatious requests

The school reserves the right to refuse to comply with any part of request which may be considered vexatious, including confirming or denying whether you hold the information.

Such a refusal would only take place in extraordinary circumstances, taking into account the context and history of a request, including the identity of the requester and the school's previous contact with them.

The school also reserves the right to refuse repeated requests, whether or not they are also vexatious, if there is a complete or substantial overlap between information sets requested by the same person. If the school does refuse a request for this reason, we will notify the requester of our decision and keep a record of the reasons for our decision.

## 8. Review and Update

This policy will be reviewed annually.

Updated May 2025



# The Henrietta Barnett School

## Freedom of Information Publication Scheme

### 1. Introduction

The Henrietta Barnett School is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions.

### 2. What a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 ("FOIA") is that public authorities, including Academies, should be clear and proactive about the information they will make public. To do this the School must produce a publication scheme, setting out:

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

The publication scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on the School's website to download and print off. Some information which is held by the School may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### 3. Aims and Objectives

The School aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child
- Help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this publication scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the School makes available under this publication scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the School that has been requested, and any updated versions it holds, unless the School is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the School is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

#### 4. 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'. The classes of information that we undertake to make available are organised into the following topic areas:

(i) **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

The following are all available on the school website, free of charge: *details of key personnel and staff structure, contact details, Articles of Association, Funding Agreement, term dates and session times, key information about curriculum*

(ii) **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

The following are available by application to the school, hard copy, subject to communications/compliance charges (some of this is available on the website): *Annual audited accounts and financial statements, details of expenditure items over £5000 including costs, supplier and transaction information, Staff/support staff pay policy, staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories, details of contracts entered into by/on behalf of the school, Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors*

(iii) **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

The following are available by application to the school, hard copy, subject to communications/compliance charges (some of this is available on the website): *school profile, performance data, the latest Ofsted summary/ full report, the performance management policy and procedures, the school's future plans, the safeguarding and child protection policies and procedures*

(iv) **How we make decisions**

Policy proposals and decisions. decision-making processes, internal criteria and procedures, consultations.

The following are available by application to the school, hard copy, subject to communications/compliance charges (some of this is available on the website): *Admissions policy, Information pertaining to admissions decisions [Not individual admission decisions.] School governing board and its committees' agendas and meeting minutes [This excludes information that is regarded as private to the meetings.]*

(v) **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

*Most statutory policies for academies are to be found on the school website, free of charge. Where this is not the case, they can be supplied as hard copies, free of charge.*

(vi) **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the School.

The following are available to be viewed by appointment in school:

*Curriculum circulars and statutory instruments, Asset register,*

any information the Trust/school is currently legally required to hold in publicly available registers

(vii) **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The following are available on the school website, free of charge: *Extra-curricular activities, Out of school clubs, Services for which the school is entitled to recover a fee (and details of the fees), Trust/School publications, leaflets, books and newsletters*

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under FOIA, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that 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.

## 5. How to Request Information

If you require a paper version of any of the documents within the publication scheme, or to view any registers, please contact the School by email or letter marked for the attention of the School Business Manager. Contact details are set out below.

Telephone: 020 8458 8999  
Fax: 020 8455 8900  
Email: [office@hbschool.org.uk](mailto:office@hbschool.org.uk)  
Website: <http://www.hbschool.org.uk>

Contact Address: The Henrietta Barnett School  
Central Square  
Hampstead Garden Suburb  
London  
NW11 7BN

## 6. Paying for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have the internet, you can access our website using a local library or an Internet café. Single copies of information covered by this publication scheme are provided free unless stated otherwise. 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 printed publications or videos, we will let you know the cost before fulfilling your request; please see the section on 'Charges' in the above Freedom of Information policy.

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the publication scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to the Head at The Henrietta Barnett School.

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 FOIA and that deals with formal complaints. They can be contacted as follows:

ICO helpline: open between the hours of 9.00am and 5.00pm, Monday to Friday, 0303 1231113 or outside the UK on +441625 545700

Enquiry/Information Line: 01625 545745

Fax: 01625 524510

By post: The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF.

By email: [casework.ico.org.uk](mailto:casework.ico.org.uk)

Website: [www.ico.org.uk](http://www.ico.org.uk)

## **8. Review and Update**

This policy will be reviewed annually.

Updated May 2025