Wembley Multi-Academy Trust

ACHIEVEMENT FOR ALL

FREEDOM OF INFORMATION

(FOI)

POLICY

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Policy owner	CEO
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Date updated	October 2025
Approved by	Board of Trustees
Date approved	October 2025
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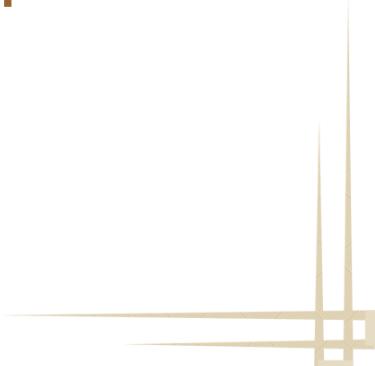
1. Scope of the Policy

This policy applies to all schools and entities operating under the Wembley Multi-Academy Trust (WMAT). It outlines how WMAT complies with the Freedom of Information Act 2000 (FOI) and sets out the procedures for accessing public information held by WMAT.

2. Publication Scheme

WMAT adopts the Information Commissioner's Office (ICO) Model Publication Scheme and is committed to making information available to the public in accordance with its provisions.

WMAT's Board of Trustees is responsible for the maintenance and periodic review of this publication scheme.

3. How to Request Information

Requests for information under the FOI should be submitted in writing to: Email**:** info@wmat.co.uk

Please include your name, a contact address (email or postal), and a clear description of the information you are requesting.

4. Response Times

WMAT will make every effort to respond to all FOI requests within **20 working days** from the date of receipt, in accordance with the statutory timeframe.

In cases where clarification, payment, or additional information is required, the 20-day response period will pause until the necessary information or payment is received.

Example Timeline:
- Request received: 1 July
- Fee notice issued: 9 July
- Fee received: 15 July
- Days elapsed before payment: 6 working days
- Days remaining to respond: 14 working days from 15 July

5. Charges for Information

WMAT is committed to transparency and will make information available free of charge wherever possible. However, in accordance with the FOI and ICO guidance, WMAT reserves the right to levy charges in the following circumstances:

5.1 Disbursement Costs: Charges may be applied to cover the cost of:

- Photocopying and printing
- Postage and packaging
- Use of materials or equipment for specific tasks (e.g., redaction)

These costs will be calculated at standard rates and communicated to the requester in advance. Indicative costs are as follows:

- Photocopying/printing: £0.10 per A4 sheet (black and white)
- Postage: at cost (usually standard delivery, up to £10)

5.2 Staff Time: If the cost of locating, retrieving, and extracting the requested information exceeds the statutory threshold of £450 WMAT may:

- Refuse the request on cost grounds; or
- Offer to provide the information subject to payment of the full cost

In such cases, the requester will be informed and given the opportunity to refine their request to bring it within the cost limit.

5.3 WMAT will notify the requester of any applicable charges before processing the request. The request will be placed on hold until payment is received and if payment is not received within three months, the request will be deemed withdrawn.

Request for Pupil Records:
If requesting a copy of your child's records, a **£30** fee is required to cover photocopying, administration, and postage. Payment must be made at the relevant school's reception before the request is processed. Records will be dispatched within the statutory timeframe once payment has been received.

6. Feedback and Complaints

WMAT values feedback and aims to provide high-quality information services. If you have comments, suggestions, or wish to raise a concern regarding this policy or a specific FOI request, please contact:

Chief Executive Officer
Wembley Multi-Academy Trust
Email: info@wmat.co.uk
If you are not satisfied with the outcome of your complaint or how your request was handled, you may escalate the matter to the **Information Commissioner's Office (ICO)**:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Website: www.ico.org.uk

7. Review of Policy

This policy will be reviewed every three years or earlier if there are changes in relevant legislation or guidance.