



# Holly Park School

## Freedom of Information And Information Access Request About A Child Policy

### **Publication Scheme on Information Available under the Freedom of Information Act 2000**

#### **I. Introduction: what a publication scheme is and why it has been developed**

##### **I.1 This publication scheme has been written with regard to:**

- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

This policy also has due regard to guidance including, but not limited to, the following: Cabinet Office (2018) 'Freedom of Information Code of Practice'

ICO (2013) 'Definition document for the governing bodies of maintained and other state-funded schools in England'

- ICO (2015) 'Model publication scheme'
- ICO (2016) 'Duty to provide advice and assistance (section 16)'
- ICO (2015) 'Time limits for compliance under the Freedom of Information Act (section 10)'

##### **I.2 One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.**

##### **I.3 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.

##### **I.4 The 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 our website to download and print off or available in paper form.**

##### **I.5 Some information which we hold may not be made public, for example personal information.**

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

## **2. Aims and Objectives**

- 2.1 The school aims to:

### build on our

- High standards of social, emotional, academic, creative and physical achievements
- Delivery of stimulating and high quality teaching and learning
- Welcoming and caring school community

### by providing

- A safe and happy school where children are listened to and their contributions valued
- A school where children have a positive and successful learning experience
- An inclusive school, which celebrates diversity and is accessible to all
- A school which promotes excellent behaviour, where bullying, racism and sexual harassment are not tolerated

### by encouraging children to

- Do their best through praise and celebration of effort and achievement
- Have respect for themselves, others and the world in which they live
- Work individually and be effective communicators

### by having effective partnerships with

- All children
- Their parents/carers and other family members
- The local community

### thereby ensuring our leavers take with them

- The desire, curiosity, confidence and skills to continue to learn
- Friendships and the ability to form positive partnerships
- Happy memories, ambitions and dreams

and this publication scheme is a means of showing how we are pursuing these aims.

## **3. Categories of information published**

- 3.1 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.
- 3.2 The classes of information that we undertake to make available are organised into four broad topic areas:
- *School Website* – information published on the school websites.
  - *School Profile and other information relating to the governing body* – information published in the School Profile and in other governing body documents.
  - *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.

- *School Policies and other information related to the school* - information about policies that relate to the school in general.

#### **4. How to request information**

- 4.1 If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

- Email: **office@hollypark.barnetmail.net**
- Tel: **020 8368 1434**
- Contact Address: **Holly Park Primary School  
Bellevue Road  
Friern Barnet  
London  
N11 3HG**
- Website: **www.hollyparkschool.co.uk**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

- 4.2 If the information you’re looking for isn’t available via the scheme [and isn’t on our website], you can still contact the school to ask if we have it.
- 4.3 Under the Freedom of Information Act, we are required to respond to any written request within 20 days. If we are unable to answer your specific question within that time we will write to you to let you know why, and when we will be able to.

#### **5. Paying for information**

- 5.1 Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.
- 5.2 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 in the description box

#### **6. Classes of Information Currently Published**

- 6.1 School Prospectus – this section sets out information published in the school prospectus.

<b>Class</b>	<b>Description</b>
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<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>• information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> </ul>
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6.2 School Profile and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

<b>Class</b>	<b>Description</b>
<b>School Profile</b>	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> <li>• list information included in the school profile e.g. <ul style="list-style-type: none"> <li>○ performance data</li> <li>○ summary of Ofsted report</li> <li>○ school's intentions for the future, etc.</li> </ul> </li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees  <i>[current and last full academic school year]</i></p>

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

**6.3 Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum. These can be found on the website.

<b>Class</b>	<b>Description</b>
Learning and Teaching Policy	Statement of the school's policy and approach to learning and teaching
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Behaviour Policy	Statement of policy with regard to pupil discipline, including rewards and sanctions
Anti-bullying Policy	Information on the school's policy for dealing with incidents of bullying and for preventing bullying from taking place.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Calculation Policy	Outlines the school's approach to the teaching of calculation strategies

6.4 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>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form <sup>2</sup>	A statement of the governing body's evaluation of the school's performance.
Charging and Remissions Policies	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
Financial Management Policy	Statement of procedures adopted by the governing body relating to the management of the school's finances, detailing processes, roles and responsibilities
Premises Management Policy	Statement of general policy with respect to the school's building, premises and upkeep.
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	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
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal Policy	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
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Curriculum circulars and statutory instruments	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
Admissions Policy	Statement of the school's policy on admissions (Local Authority Code of Practice)

<sup>2</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request
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[\*\* Information available on our website [www.hollyparkschool.co.uk](http://www.hollyparkschool.co.uk)]

## 7. Feedback and Complaints

- 7.1 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 the school office.
- 7.2 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**

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

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

## INFORMATION ACCESS REQUEST ABOUT A CHILD

Please read **PART ONE** and **PART TWO** carefully, before completing the **Application Form** in **PART THREE** and the details of your request in **PART FIVE**.

If you are making the request on behalf of someone else, you will also need to complete the **Proof of Consent** in **PART FOUR**.

### PART ONE: NOTES

1. Please complete this form if you wish to access personal information held by Holly Park School on yourself or the individual on whose behalf you are acting.
2. If the information you request contains wholly or partly an educational record, it is covered by the Education (Pupil Information) (England) Regulations 2005. The School will reply within 15 school days. See Part Six for details of the fee charged for providing a copy of this information.
3. If the information you request does not contain any information from the educational record, your request is classed as a standard Subject Access Request under the Data Protection Act. The School

will respond within 40 calendar days of receiving the request for information and the £10 fee which is payable.

4. The fee should be paid by cash or a cheque made payable to “Holly Park School”.

5. The completed form, together with the relevant supporting information and any fee payable, should be returned to: The Headteacher Holly Park School Bellevue Road Friern Barnet London N11 3HG.

6. If you have any queries about this application, please contact the Head teacher (Data Protection Officer) at the school.

## **PART TWO: INSTRUCTIONS FOR DIFFERENT TYPES OF REQUESTS**

### **REQUESTING YOUR OWN INFORMATION**

**You will need to complete the Application Form only You will need to include**

The request in writing

Proof of your identity

Sufficient details to locate the information

The £10 fee if appropriate (see Notes 2 and 3 above)

### **REQUESTS ON BEHALF OF CHILDREN**

A parent does not have an automatic right to information held about their child. The right belongs to the child and the parent acts on their behalf, providing the parent has Parental Responsibility.

Once the child reached sufficient maturity, the child can exercise their own right, and the parent must act with the child's consent.

Where parents have separated, consideration should be given to the 'best interests' of the child in releasing information to the requesting parent.

The age at which a child reaches sufficient maturity is judged to be 12, but this may vary according to factors particular to a specific child.

**For a child sufficiently mature/over 12 you will need to complete the Application Form and the Proof of Consent Form**

**For a child sufficiently mature/over 12 you will need to complete the Application Form and Section A of the Proof of Consent Form You will need to include**

The request in writing

Proof of identity of the requester (adult)

Proof of the child's consent for the adult to access their information



Proof of identity of the data subject (child)  
Sufficient details to locate the information  
Proof that the requesting adult has Parental Responsibility for the child  
The £10 fee if appropriate (see Notes 2 and 3 above)

**For a child insufficiently mature/under 12 you will need to complete the Application Form and You will need to include**

**For a child insufficiently mature/under 12 you will need to complete the Application Form and Section B of the Proof of Consent Form You will need to include**

The request in writing  
Proof of identity of the requester (adult)  
Proof of identity of the data subject (child)  
Sufficient details to locate the information  
Proof that the requesting adult has Parental Responsibility for the child  
The £10 fee if appropriate (see Notes 2 and 3 above)

## **REQUESTS ON BEHALF OF ADULTS**

For an adult acting on behalf of another adult without capacity you will need to complete the Application Form and Section B of the Proof of Consent Form. ☐

**You will need to include**

The request in writing  
Proof of identity of the requester (adult)  
Proof that the requester may act on behalf of the data subject  
Proof of identity of the data subject (adult without capacity)

**For an adult acting on behalf of another adult with capacity you will need to complete the Application Form and either Section A or Section C of the Proof of Consent Form.**

**You will need to include**

☐

The request in writing

Proof of identity of the requester – if a solicitor, a letter on headed paper will normally be sufficient

Proof that the requester may act on behalf of the data subject

Proof of identity of the data subject

Sufficient details to locate the information

The £10 fee if appropriate (see Notes 2 and 3 above)

### **PART THREE: APPLICATION FORM**

#### **SECTION A: Your details**

Full name

Address

Contact telephone number

Email address (if available)

Date of birth

Any other names you are/were known by

#### **SECTION B: Details of the person whose records you want to see**

Name (if different from above)

Address (if different from above)

Contact telephone number

Email address (if available)

Date of birth

Any other names the person is/was known by

#### **SECTION C: Current contact with Holly Park**

Are you or the person      Yes      No

whose records you want

to see **currently** in

contact with Holly Park

School (please tick as appropriate)

If **no**, please give details of when you, or the person whose records you want to see, was in contact with Holly Park School

If **no**, please give details of where you, or the person whose records you want to see, lived when in contact with Holly Park School

Educational record ONLY	See Table One for charges
Personal information ONLY i.e. no information from the educational record	£10 fee
BOTH the educational record and personal information	See Table One for charges

A copy of the information to be sent to my address by special delivery  
To come in and view the information with a member of staff present  
A copy of the information (tick) (email address)  
emailed to me at the  
following address

## SECTION F: Declaration

Current Passport

Current Driving Licence (both card and paper)

A combination of two different utility bills and/or bank statements no more than 3 months old

Signed:

Date:

**SECTION A: To be completed when acting on behalf of a child over 12 or an adult with capacity**

Name of person on whose behalf you are making this subject access request

My relationship to them is (e.g. partner, parent, legal guardian, advocate etc)

I enclose the following  
proofs of identity  
(please tick as appropriate)

## Myself

**The person on whose behalf the request is being made**

## Passport

## Driving Licence

Combination of utility bills and/or bank statement less than 3 months old

Other (please specify)

*Declaration by person on whose behalf the subject access request is being made*

I, the subject, confirm that I am happy for the above named person to undertake this subject access request on my behalf

Signed

Date

**SECTION B: To be completed when acting on behalf of a child under 12 or an adult without capacity**

Name of person on whose behalf you are making this subject access request

My relationship to them is (e.g. partner, parent, legal guardian, advocate etc)

I enclose *EITHER* a copy of

*Proof of responsibility (please tick as appropriate)*

The relevant birth certificate to confirm the child is under 12 years old OR

My personal Welfare Power of Attorney for the subject

I enclose the following proof of my identify

Passport

Driving licence

Combination of utility bills and/or bank statement less than 3 months old

Other (please specify)

I confirm that I am the subject's main carer

Signed

Date

**SECTION C: To be completed by the data subject if the request is being made by a legal representative**

Name of the legal representative

Name of the legal firm

I enclose the following proof of my identify

Passport

Driving licence

Combination of utility bills and/or bank statement less than 3 months old

Other (please specify)

I confirm that the legal representative named above has permission to undertake this subject access request on my behalf

Name

Signed

Date

## **PART FIVE**

### **DETAILS OF THE INFORMATION YOU WANT TO REQUEST**

Please give details

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### **PART SIX: FEES**

If a request is made simply to view the relevant educational records, no charge will be made.

If a copy of the relevant educational records is requested, a fee will be charged for the cost of providing the information in accordance with the sliding scale set out in the Information Commissioner's guidance, as follows: Number of pages

	Maximum fee	Number of pages	Maximum fee
1-19	£1	100-149	£10
20-29	£2	150-199	£15
30-39	£3	200-249	£20
40-49	£4	250-299	£25
50-59	£5	300-349	£30
60-69	£6	350-399	£35
70-79	£7	400-449	£40
80-89	£8	450-499	£45
90-99	£9	500+	£50

If the subject access request is made just for personal information outside the educational records, a fee of £10 is required. The fee is required even if the searches do not result in any information being provided.

### **PART SEVEN: Collection of Records**

**On collection of information from the school, the requester will need to complete a request for information form below.**



## Request for Access to information

### For a child under 12 for a request being made by a parent

Name of child you are making the request for \_\_\_\_\_

Relationship to the child \_\_\_\_\_

I confirm I am the child's main carer \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

The request in writing	Tick as appropriate
Confirm the identity of the requester (adult)	
Confirm the identity of the subject (child)	
Sufficient details to locate the information	
Does the adult have parental responsibility for the child	

Information given (Date) \_\_\_\_\_

Signed for on behalf of the school \_\_\_\_\_

## Monitoring



The Full governing body is responsible for maintenance of this scheme.  
This policy will be reviewed annually.

## Document Control

### Revision History

Version	Revision Date	Revised By	Revision
1.0	Spring 2014	Full Govs	Reviewed & Ratified
1.1	Spring 2015	Full Govs	Reviewed & Ratified
1.2	Spring 2016	Full Govs	Reviewed & Ratified
1.3	Spring 2018	Full Govs	Reviewed & Ratified
1.4	Spring 2019	Full Govs	Reviewed & Ratified
1.5	Spring 2020	Full Govs	Reviewed & Ratified
1.6	Spring 2021	Full Govs	Reviewed & Ratified
1.7	Spring 2022	Full Govs	Reviewed & Ratified
1.8	Spring 2023	Full Govs	Reviewed & Ratified

### Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		March 2023
Chair of Governors	Clare Hegarty		March 2023

### Distribution

Shared with
<ul style="list-style-type: none"><li>• Staff via school server</li><li>• Parents via Website</li><li>• Governors via committee meetings</li></ul>

Date for next review
Spring 2024





# **HOLLY PARK PRIMARY SCHOOL**

## **Freedom of Information Publication Scheme**

### **Annex A – Further documents held by the school**

Name of Document

Description



Information Commissioner's Office  
Promoting public access to official information  
and protecting your personal information

## **Data Protection Good Practice Note Taking Photographs in Schools**

### **Aim of this guidance**

This Good Practice Guidance is aimed at Local Education Authorities and those working within schools, colleges and universities. It gives advice on taking photographs in educational institutions and whether doing so must comply with the Data Protection Act 1998.

### **Recommended Good Practice**

The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide many with much pleasure.

Where the Act does apply, a common sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.

- Photos taken for official school use may be covered by the Act and pupils and students should be advised why they are being taken.
- Photos taken purely for personal use are exempt from the Act.

### **Examples**

#### **Personal use:**

- A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.
- Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and the Data Protection Act does not apply.

#### **Official school use:**

- Photographs of pupils or students are taken for building passes. These images are likely to be stored electronically with other personal data and the terms of the Act will apply.

- A small group of pupils are photographed during a science lesson and the photo is to be used in the school prospectus. This will be personal data but will not breach the Act as long as the children and/or their guardians are aware this is happening and the context in which the photo will be used.

**Media use:**

- A photograph is taken by a local newspaper of a school awards ceremony. As long as the school has agreed to this, and the children and/or their guardians are aware that photographs of those attending the ceremony may appear in the newspaper, this will not breach the Act

**Further Information**

If you need any more information about this or any other aspect of data protection, please contact us.

Phone:        08456 30 60 60  
                  01625 54 57 45

E-mail:        please use the online enquiry form on our website

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

## FREEDOM OF INFORMATION - CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under DPA, EIR or FOI
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (still to be agreed but expected to be around £500)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

### **Remember**

Schools are under a duty to provide advice and assistance to anyone requesting information.

The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well managed records and management information system is essential to help schools to meet requests.

Requests should be dealt with within 20 days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction should be handled through the school's existing complaints procedure.