



**Manningham Community  
Nursery Schools  
Federation**

# **Freedom of Information Policy**

Reviewed March 2025  
Approved by Governors 20<sup>th</sup> March 2025

## **1. Introduction**

Under Section 19 of the Freedom of Information Act 2000 (hereafter 'FOIA'), public authorities, including maintained schools, have a legal duty to adopt and maintain a publication scheme for the proactive release of information. This policy also considers obligations under the Environmental Information Regulations 2004 (EIR) where applicable. This policy applies to all recorded information held by the school, regardless of format, storage medium and age.

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

The nursery schools' Publication Scheme can be found at: <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

## **2. Aims and Objectives**

The federation aims to: To empower and support children to live well, reach their full potential and fulfil their dreams.

**“All Different, All Special, All Equal Together”**



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### 3. Categories of Information Published

The federation maintains and publishes information under the following **seven classes** as specified in the ICO Model Publication Scheme:

#### 3.1 Who we are and what we do

- Organisational information, structures, locations and contacts
- Constitutional and legal governance

#### 3.2. What we spend and how we spend it

- Financial information relating to projected and actual income and expenditure
- Procurement, contracts and financial audit

#### 3.3. What our priorities are and how we're doing

- Strategy and performance information
- Plans, assessments, inspections and reviews

#### 3.4. How we make decisions

- Policy proposals and decisions
- Decision making processes
- Internal criteria and procedures

#### 3.5. Our policies and procedures

- Current written protocols for delivering our functions and responsibilities
- Current written protocols for delivering our services

#### 3.6. Lists and registers

- Information held in registers required by law
- Other lists and registers relating to the functions of the school

#### 3.7. The services we offer

- Advice and guidance
- Booklets and leaflets
- Services for which the school is entitled to recover a fee

Each class of information includes:

- The format(s) in which the information is available
- Whether the information is available free of charge or subject to a fee
- The retention period for the information



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

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

Midland Road Nursery School:

Email: [office@midlandroad.co.uk](mailto:office@midlandroad.co.uk) Tel: 01274 546492 Contact Address: Bateman St, Manningham, Bradford BD8 7DJ

Abbey Green Nursery School:

Email: [office@abbeygreen.org](mailto:office@abbeygreen.org) Tel: 01274 722070 Contact Address: Green Lane, Manningham, Bradford, BD8 8HT

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please) If the information you’re looking for isn’t available via the scheme you can still contact the school to ask if we have it.

### **5. Paying for Information**

Single copies of information covered by this publication are provided free. 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.

### **6. Roles and Responsibilities**

The Business Manager holds primary responsibility for the federation's Freedom of Information compliance and operations. This role encompasses coordinating all responses to FOI requests and maintaining the publication scheme in accordance with legal requirements. The Business Manager ensures comprehensive compliance with FOIA and related regulations while providing essential advice and guidance to staff members on FOI matters.

In addition to operational oversight, the Business Manager is tasked with monitoring FOI performance across the school and producing regular compliance reports for senior management. They manage the FOI appeals process, ensuring fair and timely resolution of any disputes. Furthermore, they serve as the primary point of contact with the Information



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Commissioner's Office, maintaining professional relationships and ensuring effective communication on all FOI-related matters.

The Business Manager's role is integral to maintaining transparency and accountability within the school's information management systems, requiring both strategic oversight and hands-on management of day-to-day FOI operations. This includes staying current with FOI legislation and best practices, implementing necessary changes to procedures, and ensuring all staff members are properly trained and supported in their FOI responsibilities.

### **7. Timeframes & Response Procedures**

#### **7.1 Standard Response Times**

The school maintains strict adherence to statutory timeframes for FOIA responses, committing to respond to all valid requests within 20 working days. This response period formally begins on the working day following the receipt of a request. However, in cases where clarification is needed or fees are applicable, the response clock temporarily stops. The countdown resumes only when the school receives the requested clarification or payment, ensuring fair and manageable processing times for all parties involved.

#### **7.2 Extensions**

In certain circumstances, the school may require additional time beyond the standard 20-working-day period. Extensions of up to 20 additional working days may be granted when the school needs to apply the public interest test to a qualified exemption, or when other reasonable and justified circumstances arise. Transparency is maintained by ensuring that the applicant is informed of any such extension within the original 20-working-day timeframe, along with a clear explanation of the reasons for the delay.

#### **7.3 Duty to Provide Advice and Assistance**

Under Section 16 of FOIA, the school acknowledges its statutory duty to provide reasonable advice and assistance to all requesters. This commitment includes actively helping requesters to refine or clarify their requests when necessary, ensuring that they can access the information they seek effectively.



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### **8. Exemptions**

In some cases, the federation may be required to withhold certain information in accordance with the exemptions provided under the Freedom of Information Act. The decision to apply exemptions will be made on a case-by-case basis, considering the public interest test where applicable.

### **9. Complaints and Appeals**

If you are dissatisfied with the handling of your Freedom of Information request or the outcome, you have the right to appeal. Initially, you should submit your appeal in writing to the nursery school, outlining the reasons for your dissatisfaction. Clearly state the grounds of your appeal. The review will be conducted by someone not involved in the original decision. We aim to complete internal reviews within 20 working days. You will receive a written response detailing the outcome.

If you are still dissatisfied after the internal appeal process, you have the right to contact the Information Commissioner's Office (ICO) for an independent review. The ICO can be contacted at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**

### **10. Policy Review**

This Freedom of Information Policy undergoes a rigorous annual review process to ensure it remains current, effective, and compliant with all statutory requirements. This systematic review ensures that our policy continues to serve the needs of both the federation and those seeking information under the Freedom of Information Act.

Throughout the year, the policy is actively monitored and updated to reflect any changes in legislation that may affect our information management practices. Similarly, modifications are made in response to new guidance issued by the Information Commissioner's Office (ICO), ensuring our procedures align with current best practices in freedom of information management.



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The review process also incorporates practical insights gained through the implementation of the policy. Lessons learned from handling information requests, managing appeals, and receiving feedback from stakeholders are carefully considered and integrated into policy revisions. This approach ensures that our policy evolves based on real-world experience and practical application.

All updates and amendments to the policy undergo formal approval by the governing body, ensuring proper oversight and governance of our information management practices. This multi-layered review and approval process demonstrates our commitment to maintaining a robust and effective Freedom of Information Policy that serves both the federation and the public interest.

### **11. Training and Awareness**

The federation will provide regular training and awareness programs for all staff to ensure they understand their responsibilities under the Freedom of Information Act and this policy. This will include guidance on identifying and handling requests, applying exemptions, and maintaining the publication scheme.

### **12. Records Management**

The federation maintains a robust and comprehensive records management system that forms the foundation of our Freedom of Information compliance framework. At its core, this system includes maintaining detailed records of all FOI requests received and processed by the school, alongside comprehensive logs documenting how each request is handled throughout its lifecycle.

Central to our records management approach is the thorough documentation of all decisions made during the FOI process, including specific details about any exemptions applied. These records are retained for a minimum period of three years from the date of request closure, ensuring a clear audit trail and enabling effective review of our FOI practices. This retention period allows us to demonstrate compliance, track patterns in information requests, and improve our procedures over time.

The school is committed to the continuous improvement of its records management procedures through regular reviews and updates. This includes ensuring all staff members receive appropriate training in records management practices, enabling them to effectively contribute to the maintenance of our information systems. Additionally, we maintain a detailed information asset register, providing a clear overview of all information held by the school and supporting efficient request handling.



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Through these comprehensive records management practices, we ensure transparency, accountability, and efficiency in our handling of Freedom of Information requests while maintaining compliance with statutory requirements and best practices in information management.

### **13. Third-Party Information**

When responding to Freedom of Information requests, the federation will consider the potential impact on third parties whose information may be disclosed. Appropriate consultation and notification processes will be followed before releasing any third-party information.

### **14. Proactive Disclosure**

The federation will regularly review and update the publication scheme to identify opportunities for proactively publishing information of public interest, in line with the principles of the Freedom of Information Act and best practices in transparency and open data.

### **15. Performance Monitoring**

The federation will maintain records and regularly monitor their performance in responding to Freedom of Information requests, including compliance with statutory timeframes, the application of exemptions, and the overall effectiveness of the process. This information will be used to identify areas for improvement and ensure ongoing compliance with the Freedom of Information Act and this policy.

### **16. Summary**

This Freedom of Information Policy outlines the federation commitment to complying with the Freedom of Information Act 2000 and promoting transparency through the proactive publication of information. It defines the roles and responsibilities for handling requests, the timeframes for responding, the categories of information available through the publication scheme, and the processes for applying exemptions and handling appeals.

The policy emphasises the importance of effective records management, staff training and awareness, and regular performance monitoring to ensure compliance and continuous



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improvement. It also addresses considerations around third-party information and encourages the proactive disclosure of information whenever possible.

By adhering to this policy, the federation aims to foster a culture of openness, accountability, and public trust, while also protecting sensitive information when necessary. The federation is dedicated to upholding the principles of the Freedom of Information Act and will review this policy annually to ensure it remains up-to-date and aligned with best practices.