



Manningham Community
Nursery Schools
Federation

Freedom of Information Policy

Reviewed March 2026
Approved by Governors: March 2026

1. Introduction

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

This version incorporates the latest ICO guidance updates issued between 2024 and 2026, including revisions to Sections 10, 22 and 41. The policy applies to all recorded information held by the federation, regardless of format, storage medium or age.

The federation follows the ICO Model Publication Scheme for Schools.

The Publication Scheme can be found at:

<https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/>

2. Aims and Objectives

The federation aims 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 publishes information under the seven classes defined 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

Paper copies of documents within the publication scheme can be requested via telephone, email or letter.

Midland Road Nursery School

Email: office@midlandroad.co.uk

Tel: 01274 546492

Address: Bateman St, Manningham, Bradford BD8 7DJ

Abbey Green Nursery School

Email: office@abbeygreen.org

Tel: 01274 722070

Address: Green Lane, Manningham, Bradford BD8 8HT

Please mark correspondence **“PUBLICATION SCHEME REQUEST”**.

If the information you require is not listed in the scheme, you may still contact the school to ask whether it is held.

5. Paying for Information

Single copies of information are provided free of charge. If a request involves significant photocopying, printing, postage or a priced publication, the school will notify the requester of any costs before fulfilling the request.

6. Roles and Responsibilities

The Business Manager holds primary responsibility for FOI compliance, including:

- Coordinating responses to FOI requests
- Maintaining the publication scheme
- Monitoring FOI performance and reporting to senior leaders
- Managing the FOI appeals process
- Acting as the main contact with the ICO
- Ensuring staff receive appropriate FOI guidance and support



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7. Timeframes & Response Procedures

7.1 Standard Response Times

The school will respond to all valid FOIA requests within **20 school working days**, starting the day after receipt.

The response clock pauses if clarification or a fee is required.

7.2 Extensions

Where a qualified exemption requires a public interest test, the school may extend the deadline by up to **20 additional school working days**.

In line with updated ICO guidance (May 2025), any extension must be clearly justified, and the requester must be informed within the original 20-school working day period with an explanation of the reasons.

7.3 Duty to Provide Advice and Assistance

Under Section 16 FOIA, the school will provide reasonable advice and assistance to help requesters access the information they seek.

8. Exemptions

Information may be withheld where a FOIA exemption applies. Decisions are made case-by-case, applying the public interest test where required.

Recent ICO guidance updates include:

- **Section 22 (Information Intended for Future Publication):**
Requires clear evidence of a genuine intention to publish and transparent reasoning for withholding.
- **Section 41 (Information Provided in Confidence):**
Updated guidance (April 2025) includes considerations relating to information about deceased individuals and requires a more detailed confidentiality assessment.



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9. Complaints and Appeals

If dissatisfied with the handling or outcome of an FOI request, individuals may submit a written appeal.

A review will be conducted by someone not involved in the original decision, normally within **20 working days**.

If still dissatisfied, the requester may contact the Information Commissioner's Office (ICO):

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.

11. Training and Awareness

The federation provides regular FOI training for staff, covering:

- Identifying and handling requests
- Applying exemptions
- Maintaining the publication scheme



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12. Records Management

The federation maintains comprehensive records of all FOI requests and decisions. Records are retained for at least **three years** after closure.

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 Federation 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.

13. Third-Party Information

The federation will consider the impact of disclosure on third parties and consult them where appropriate.

This process follows the updated Section 41 confidentiality guidance.

14. Proactive Disclosure

The Federation will regularly review the publication scheme to identify opportunities for proactive publication in line with FOIA principles and open data best practice.



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15. Performance Monitoring

FOI performance is monitored regularly, including:

Compliance with statutory timeframes

- Application of exemptions
- Effectiveness of processes

Findings inform continuous improvement.

16. Summary

This policy outlines the federation's commitment to FOIA compliance, transparency and accountability. It sets out responsibilities, procedures, exemptions, appeals processes and expectations for records management and proactive disclosure.

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