



## **GOVERNORS' ACCESS TO INFORMATION STATEMENT**

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School Website

## **1. Opening Statement**

Bassaleg School will respond positively to any requests for information made under the Freedom of Information Requirements published in January 2005 (in light of the Freedom of Information Act 2000).

## **2. Requests**

- 2.1 The Headteacher will be the single point of reference for requests.
- 2.2 The school will provide straightforward requests free of charge but reserves the right to charge if costs are significant. The Governors' Finance and Environment Committee will decide this.
- 2.3 The school will comply with requests within 20 days (excluding holidays).
- 2.4 The school will keep records of refusals, including reasons.

## **3. Procedures**

On receipt of the request the school will:

- 3.1 Consult the LEA to determine if the request falls into the parameters of the Freedom of Information Act.
- 3.2 Decide whether the school holds the information or whether it should be transferred to another body.
- 3.3 Provide the information if it has already been made public.
- 3.4 Inform the enquirer if the information is not held.
- 3.5 Consider whether a third party's interests might be affected by disclosure, and if so consult them.
- 3.6 Consider whether any exemptions apply and whether they are absolute or qualified.
- 3.7 Take advice from the LEA in carrying out a public-interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information.
- 3.8 Ensure that the personal information is removed as set out in the guidance for schools if a request is made for a document that contains exempt personal information.
- 3.9 Decide whether the estimated cost of complying with the request will exceed the appropriate limit (£450).
- 3.10 Consider whether the request is vexatious or repeated.