Freedom of Information Policy and Publication Scheme

Vita Multi Academy Trust

2026-2027

Freedom of Information Policy and Publication Scheme

This Policy incorporates the Trust's Publication Scheme under the Freedom of Information Act 2000. It has been updated to ensure compliance with the ICO Model Publication Scheme and current data protection legislation, including the Data Protection Act 2018 and UK GDPR.
Personal data is not available under this scheme. Requests for personal data will be handled in accordance with the Data Protection Act 2018 and UK GDPR.

The Trustees are responsible for the maintenance of this information scheme.

Adoption of the ICO Model Publication Scheme

Vita Multi Academy Trust formally adopts the ICO Model Publication Scheme, as approved by the Information Commissioner's Office. The Trust commits to:

- Proactively publishing information it holds that falls within the ICO's defined "classes of information".
- Reviewing and updating published information regularly.
- Making the scheme available publicly via the Trust website.

The ICO's Model Publication Scheme can be viewed at http://www.ico.org.uk.

Aims

Vita Multi Academy Trust is committed to making information available to the public as part of its normal business activities. The Trust will:

- Publish or otherwise make available as a matter of routine information falling within the classes below.
- Specify the information that is held and how it can be accessed.
- Ensure information is easy to identify and access.
- Review and update information regularly.
- Explain any fees associated with providing information.
- Publish datasets in a reusable electronic format where reasonably practicable.

Categories of Information (ICO Classes)

1. Who we are and what we do
   Organisational information, structures, locations, governance.
2. What we spend and how we spend it
   Financial information on budget, income, procurement, contracts.
3. What our priorities are and how we are doing
   Strategies, plans, assessments, performance indicators, inspections.
4. How we make decisions
   Decision-making processes and records.

5. Our policies and procedures
   Current written protocols for delivering Trust functions.
6. Lists and registers
   Information legally required to be held in public registers.
7. The services we offer
   Advice, guidance, publications, and transactional services.

How to Request Information

If you require a paper or electronic copy of any document within this scheme, please contact:

Email: info@vitatrust.org.uk

Telephone: 01962 734361

Address: Vita Multi Academy Trust, Pound Hill, Alresford, Hampshire, SO24 9BS

We aim to respond to all reasonable requests within **20 trust days.**

Paying for information

Single copies of information are normally provided free of charge. Charges may apply if:

- Significant photocopying or printing is required
- Large postage costs are incurred
- The request relates to priced publications or media

We will notify you of any charges before fulfilling your request.

Right to refuse a request

Requests may be refused if:

- The cost of compliance would exceed the statutory cost limit
- The request is vexatious or repeated
- Information is exempt under the Act

If a request is refused, we will provide:

- The exemption applied and justification
- Public interest considerations (where applicable)
- Your right to complain to the Information Commissioner's Office

Refusal notices will be issued in writing.

Feedback and Complaints

Feedback is welcomed and should be directed to the Clerk to the Governors.

If you are dissatisfied with the Trust's handling of your request, you may contact:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Website: https://www.ico.org.uk

1. **Review**
   - This policy and publication scheme will be reviewed annually

Information Commission, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303123113 or 01625545745

www.ico.org.uk

Vita Multi Academy Trust Publication Scheme

The method by which information published under this scheme will be made available

Information to be published	How the information can be obtained
a) Who we are and what we do	
Academy Funding Agreement	info@vitatrust.org.uk
Articles Of Association	Trust website
Trust staff and structure	Trust website
Governing body – names and contact details and the basis of their appointment	Trust website
Trust session times, term dates and holidays	Trust website
Location and contact information – address, telephone number and website for trust and Headteacher	Trust website
Trust Prospectus	Trust website

Information to be published	How the information can be obtained
b) What we spend and how we spend it	
Annual budget plan and financial statements	Trust website
Capital funding – details of capital funding allocated to the trust along with information on related building projects and other capital projects	info@vitatrust.org.uk
Financial audit reports	info@vitatrust.org.uk
Additional funding – income generation schemes and other sources of funding	info@vitatrust.org.uk
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	info@vitatrust.org.uk
Pay Policy	info@vitatrust.org.uk
Staff allowances and expenses of senior staff	info@vitatrust.org.uk
Trustee and Governors allowances	Trust website

Information to be published	How the information can be obtained
c) What our priorities are and how we are doing	
Latest Ofsted report with a link to the Ofsted website	Trust website
Performance data as supplied to the government	Trust website with link to Department for Education
Performance Management policies and procedures adopted by the Governors	info@vitatrust.org.uk
Any major proposals for the future of the trust, involving, for example, consultation on a change in trust status.	info@vitatrust.org.uk
Safeguarding and child protection – policies and procedures on safeguarding and promoting the welfare of children	Trust website

Information to be published	How the information can be obtained
d) How we make decisions	
Admissions policy – arrangements and procedures and right of appeal including information on application numbers and the number of successful applicants by each oversubscription criteria where appropriate.	**Trust website**
Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	**Clerk to the Trust clerk@vitatrust.org.uk**

Information to be published	How the information can be obtained
e) Our policies and procedures	
Charging and remissions	Trust website
Health and safety and risk assessment	Trust website
Complaints procedure	Trust website
Staff conduct policy	info@vitatrust.org.uk
Discipline and grievance policies	info@vitatrust.org.uk

Staffing structure implementation plan	info@vitatrust.org.uk
Staff recruitment policies	info@vitatrust.org.uk
Home-trust agreement	Student diaries
Curriculum	Trust website
Sex Education	Trust website
Special Educational Needs	Trust website
Accessibility	Trust website
Race equality	Trust website
Collective worship	info@vitatrust.org.uk
Careers education	info@vitatrust.org.uk
Behaviour Policy	Trust website
Equality and diversity policies procedures and plans	Trust website
Policies and procedures for the recruitment of staff	info@vitatrust.org.uk
Charging regime	info@vitatrust.org.uk

Information to be published	**How the information can be obtained**
f) Lists and registers	
Curriculum circulars and statutory instruments	info@vitatrust.org.uk
Disclosure logs	info@vitatrust.org.uk
Asset register	info@vitatrust.org.uk
Any information the Academy is currently legally required to hold in publicly available registers	info@vitatrust.org.uk

Information to be published	**How the information can be obtained**
g) The services we offer	
Extra-curricular activities	Trust website
Out of trust clubs	Trust website
Trust publications	Trust website
Services for which the Academy is entitled to recover a fee, together with those fees	info@vitatrust.org.uk
Leaflets, booklets and newsletters	Trust website

Review Cycle

This Policy and Publication Scheme will be reviewed **annually** by the Trust Board.