

# Freedom of Information Procedures



Document Management	
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Responsible For:	Company Secretary

Revision Log	
Date	Version No. Brief Detail of Change
October 2022	V1 - no changes
January 2025	V2 - Clarification of school days -vs- working days

## Introduction

This document outlines Swale Academies Trust's commitment to the principles of openness and transparency by complying with the Freedom of Information Act 2000.

## How do I make a request?

You must make a Freedom of Information request in writing by letter or email.

You should include:

- *Your name*
- *A contact address/email address*
- *A detailed description of the information you want, including dates if relevant*
- *Any preference for the format for receiving the information*

For **postal requests**, please send to the following address:

FOI Request  
Swale Academies Trust  
Ashdown House  
Johnson Road  
Sittingbourne  
Kent ME10 1JS

**Email requests** should be sent to: [hello@swale.at](mailto:hello@swale.at)

## How long does it take?

We will respond to your request within 20 school days, or 60 working days if this is shorter, counting the first school/working day *after* the request is received as the first day.

A 'school day' will be any day on which there is a session and the pupils are in attendance. This does not, therefore, include school holidays or staff development days (inset/teacher training days).

'Working days' means any day other than a Saturday, Sunday or public holiday.

## How much does it cost?

Swale Academies Trust reserves the right to charge large, complicated or time consuming FOI requests and an estimation of costs will be provided.

The method of calculating charges is in accordance with the Freedom of Information and Data Protection (appropriate limits and fees) Regulations 2004.

When estimating the cost of complying with a written request for Information, the Trust will take into account the staff time involved in the following activities:

- Determining whether the information is held;
- Locating the information or a document that may contain the information;
- Retrieving and extracting the information, or a document that may contain the information.

The cost of the above activities will be calculated by applying an hourly rate of £25 per person.

## Where the cost to process a request is below £450

Where the cost of complying with a written request for information is estimated to be below £450, there will be no charge unless the disbursement costs (printing, copying and postage) exceed £5.

Where disbursement costs exceed £5, the applicant will be issued with a fees notice and must pay the costs within a period of three months before the Trust will comply with the request. Disbursement costs applied by the Trust are shown below.

## Where the cost to process a request exceeds £450

In accordance with the Freedom of Information and Data Protection (appropriate Limits and Fees) Regulations 2004, Swale Academies Trust is not obliged to respond to a written request for information, where it estimates that the cost of complying with the request would be in excess of £450 (which equates to 18 hours of work at £25 per hour).

- *Staff costs (£25 per hour) involved in determining whether Swale Academies Trust holds the information*
- *Staff costs (£25 per hour) of locating, retrieving and extracting the information*
- *Disbursement and staff costs (£25 per hour) incurred in informing the applicant that the information is held*
- *Disbursement and staff costs (£25 per hour) incurred in communicating the information to the applicant*
- *In all cases the costs must be 'reasonable'*

## Campaign requests

If the Trust receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.