



UNIVERSITY OF  
**LINCOLN**

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ACADEMY TRUST

# **Freedom of Information Publication Scheme**

**Approved:    October 2025**

**Renewal:     October 2026**

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## Terminology

Where the word 'Trust' is used in this document it refers to University of Lincoln Academy Trust.

Where the abbreviation 'AGC' is used it refers to Academy Governing Committees (AGC) of an individual academy within the Trust.

The term 'Executive Management Board' (EMB) comprises, the Chief Executive Officer, Chief Finance Officer, Directory of Primary Education and Academy Principals.

Where the word 'users' is used it refers to staff, future staff issued with ICT access and/or hardware, AGC members, volunteers and regular visitors.

Where the phrase 'Senior Leader' is used, this refers to the EMB, Academy Leads or Business Services Leads within the Trust.

Where the phrase 'Principal' is used, this also refers to Executive Principals and Academy Leads.

## Related Policies and Procedures

- Biometric Information Policy
- Freedom of Information Policy
- Charging Policies
- Health, Safety and Security Policy
- ICT Acceptable Use Policy
- Code of Conduct
- Safeguarding and Child Protection Policy
- Privacy Notices (Pupil, Parent/Carer, Recruitment)
- Freedom of Information Policy
- Data Protection Policy

## 1.0 Policy Statement

- 1.1 Through this policy the Trustees aim to support the general values, mission, and aims of the Trust by making information about the Trust generally available to those with an interest in our work. The publication scheme under the Freedom of Information Act aims to make public, how we are trying to achieve the mission, aims and objectives of University of Lincoln Academy Trust.

## 2.0 Scope and Principles

- 2.1 The publication scheme commits University of Lincoln Academy Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.
- 2.2 The Scheme commits the Trust:
- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
  - To specify the information which is held by the Trust and falls within the classifications below.
  - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the scheme.
  - To produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
  - To review and update on a regular basis the information the Trust makes available.
  - To make this publication scheme available to public.
  - To publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Trust is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of Freedom of Information Act section 19.
- 2.3 The term 'dataset' is defined in section 11 (5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19 (8) of that Act.

## 3.0 Classes of Information

- 3.1 The publication scheme lists the information which is currently published or which will be publishing in the future. This is organised into categories of information known as 'classes'. These are contained within Appendix 1 of this publication scheme. The classes of information that are published are organised into seven broad areas:

**Class 1 - Who we are and what we do** – Organisational information, locations and contacts, constitutional and legal governance.

**Class 2 – What we spend and how we spend it** – Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**Class 3 – What our priorities are and how we are doing** – Strategy and performance information, plans, assessments, inspections and reviews.

**Class 4 – How we make decisions – Policy proposals and decisions** – Decision making processes, internal criteria and procedures and consultations.

**Class 5 – Our policies and procedures** – Current written protocols for delivering our functions and responsibilities.

**Class 6 – List and registers** – Information held in registers required by law and other lists and registers relating to the functions of the authority.

**Class 7 – The service we offer** – Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

3.2 The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## 4.0 Publication methods

- 4.1 The Trust will indicate to the public what information is covered by the scheme and how it can be obtained.
- 4.2 Where it is within the capability of the Trust, information will be provided on the website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust will indicate how information can be obtained by other means and provide those means.
- 4.3 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 4.4 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with the scheme.

## 5.0 Charges

- 5.1 The purpose of the scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust for routinely published materials will be justified and transparent and kept to a minimum.
- 5.2 Material which is published and accessed on a website will be provided free of charge.
- 5.3 Charges may be made for information subject to a charging regime as specified in legislation.
- 5.4 Charges may be made for actual disbursements incurred such as:
  - Photocopying.
  - Postage and packaging.
  - The costs directly incurred as a result of viewing information.
- 5.5 Charges may also be made for information provided under this scheme where they are legally authorised and are justified in accordance with the published schedule or schedule of fees which is readily available to the public.
- 5.6 Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act 2000 or other enactments.

- 5.7 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

## 6.0 Written requests and contact details

- 6.1 Information held by the Trust that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

- 6.2 Contact details:

University of Lincoln Academy Trust  
University Academy Holbeach  
Park Road  
Holbeach  
Spalding  
Lincolnshire  
PE12 7PU

Telephone number: 01406 423042

Email: [dpo@uolat.co.uk](mailto:dpo@uolat.co.uk)

- 6.3 The Trust and Academy websites can be found here: [www.uolat.co.uk](http://www.uolat.co.uk)

## 7.0 Appendices

- 7.1 Class 1: who we are and what we do:

| Information to be published                                                                             | How the information can be obtained |
|---------------------------------------------------------------------------------------------------------|-------------------------------------|
| Information about the Trust's legal and financial constitution                                          | Trust website                       |
| Members & Trustees – names, contact details, declarations of interest and meeting attendance            | Trust website                       |
| Academy Governance Committees – names, contact details, declarations of interest and meeting attendance | Academy websites                    |
| Academy staff and structure – names of key personnel                                                    | Academy websites                    |
| Location and contact information – address, contact email, telephone number                             | Trust & Academy Websites            |
| School Prospectus (including curriculum information)                                                    | Academy websites                    |
| Academy session times and terms dates                                                                   | Academy websites                    |
| Exams & assessments                                                                                     | Academy websites                    |

## 7.2 Class 2 – Who we spend and how we spend it:

| Information to be published                                                                                                                                       | How the information can be obtained |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Academy funding agreement                                                                                                                                         | Trust website                       |
| Annual report and financial statements                                                                                                                            | Trust website                       |
| Capital funding - details of capital funding allocated to the academy along with information on related building projects and other capital projects              | On request                          |
| Additional funding – income generation schemes and other sources of funding                                                                                       | On request                          |
| Value for money statement                                                                                                                                         | Trust website                       |
| Procurement and contracts – detail of procedures used for acquisition of goods and services; details of contracts that have gone through formal tendering process | On request                          |
| Staffing and grading structure (anonymised)                                                                                                                       | On request                          |
| Pay Policy                                                                                                                                                        | On request                          |
| Governors' Allowances Policy                                                                                                                                      | On request                          |

## 7.3 What our priorities are and how we are doing

| Information to be published                                                                                                                      | How the information can be obtained |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| School profile: <ul style="list-style-type: none"> <li>DfE supplied performance data</li> <li>Ofsted report – summary and full report</li> </ul> | Academy websites                    |
| Performance Management Policy                                                                                                                    | On request                          |
| Academies Trust Improvement Plan                                                                                                                 | On request                          |

## 7.4 Class 4 – How we make decisions (*current and previous three years as a minimum*)

| Information to be published                                                                              | How the information can be obtained |
|----------------------------------------------------------------------------------------------------------|-------------------------------------|
| Scheme of Delegated Authority                                                                            | Trust website                       |
| Admissions Policy                                                                                        | Academy websites                    |
| Information on application numbers and number of successful applicants by each oversubscription criteria | On request                          |

|                                                                                                                                                                           |                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Academy Governing Committees meeting agendas, papers and minutes.<br><i>NB: this will exclude information that is properly considered to be private and confidential.</i> | On request via the Governance Professional<br><a href="mailto:enquiries@uolat.co.uk">enquiries@uolat.co.uk</a> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

## 7.5 Class 5 – Our policies and procedures

| Information to be published                                             | How the information can be obtained |
|-------------------------------------------------------------------------|-------------------------------------|
| Financial Regulations and Policy                                        | Trust website                       |
| Charging and Remissions                                                 | Trust website                       |
| Anti-Fraud, Bribery and Corruption                                      | Trust website                       |
| Expenses                                                                | Trust website                       |
| Eye Care                                                                | Trust website                       |
| Treasury                                                                | Trust website                       |
| Accessibility Plan                                                      | Trust website                       |
| Critical Incident Plan                                                  | Trust website                       |
| First Aid in Schools                                                    | Trust website                       |
| No Smoking                                                              | Trust website                       |
| Health and Safety                                                       | Trust website                       |
| Fire Safety                                                             | Trust website                       |
| Fire Emergency Plan                                                     | Trust website                       |
| Supporting Pupils With Medical Conditions & Administration of Medicines | Academy websites                    |
| Bomb Threat                                                             | Academy websites                    |
| Premises Management                                                     | Academy websites                    |
| Security Incident Policy                                                | Academy websites                    |
| Business Continuity Plan and Lockdown Procedure                         | Academy websites                    |
| Absence Management                                                      | Trust website                       |
| Adoption Leave Provisions for Teachers                                  | Trust website                       |
| Adoption Leave Provisions for Support Staff                             | Trust website                       |
| Adverse Weather Conditions                                              | Trust website                       |
| Appraisal and Capability                                                | Trust website                       |
| Support Staff Capability                                                | Trust website                       |
| Code of Conduct                                                         | Trust website                       |
| Confidentiality                                                         | Trust website                       |

|                                                                   |                  |
|-------------------------------------------------------------------|------------------|
| Confidentiality                                                   | Trust website    |
| Discipline                                                        | Trust website    |
| DBS Checks                                                        | Trust website    |
| Equality and Diversity in Employment                              | Trust website    |
| Flexible Working                                                  | Trust website    |
| Behaviour and Grievance                                           | Trust website    |
| Leave of Absence                                                  | Trust website    |
| Lone Working                                                      | Trust website    |
| Managing Allegations (also included within Safeguarding Policies) | Trust website    |
| Managing Change                                                   | Trust website    |
| Maternity and Paternity Provisions for Teachers                   | Trust website    |
| Maternity and Paternity Provisions for Support Staff              | Trust website    |
| Menopause                                                         | Trust website    |
| Pay                                                               | Trust website    |
| Recruitment Selection and Induction                               | Trust website    |
| Retirement (Including Flexible Retirement)                        | Trust website    |
| Staff Wellbeing                                                   | Trust website    |
| Whistleblowing                                                    | Trust website    |
| Early Career Teacher (ECT) Induction                              | Academy websites |
| Data Protection                                                   | Trust website    |
| Data Retention                                                    | Trust website    |
| General Data Protection Regulations                               | Trust website    |
| Freedom of Information Publication Scheme                         | Trust website    |
| Protection of Biometric Information (Secondary Academies)         | Trust website    |
| Data Protection in Exams                                          | Academy websites |
| Information Security Policy                                       | Academy websites |
| Domestic Abuse and Violence                                       | Academy websites |
| Anti-Drugs                                                        | Academy websites |
| Anti-Bullying                                                     | Academy websites |
| Banned items                                                      | Academy websites |
| Behaviour                                                         | Academy websites |
| Safeguarding, Child Protection and Prevent                        | Trust website    |

|                                                                          |                  |
|--------------------------------------------------------------------------|------------------|
| Ex-Offenders Recruitment                                                 | Trust website    |
| Suspension and Exclusion                                                 | Trust website    |
| Photography and Videos in School                                         | Academy websites |
| Child on Child Abuse                                                     | Academy websites |
| Behaviour                                                                | Academy websites |
| Child Protection and Safeguarding for Exams Policy (Secondary Academies) | Academy websites |
| Visitors                                                                 | Academy websites |
| Volunteers                                                               | Academy websites |
| Intimate Care                                                            | Academy websites |
| Online Safety                                                            | Academy websites |
| Remote Learning                                                          | Academy websites |
| Physical Intervention                                                    | Academy websites |
| Equal Opportunities                                                      | Academy websites |
| Work Experience (Primary Academies)                                      | Academy websites |
| Work Experience (Secondary Academies)                                    | Academy websites |
| Looked After Children (LAC)                                              | Academy websites |
| ICT Acceptable Use                                                       | Academy websites |
| Mobile Devices - Staff and Pupils                                        | Academy websites |
| Children With Health Needs Who Cannot Attend School                      | Academy websites |
| Attendance                                                               | Academy websites |
| Attendance Policy Statement                                              | Trust website    |
| Behaviour Principles Written Statement                                   | Academy websites |
| Collective Worship and Assemblies                                        | Academy websites |
| Pastoral Care                                                            | Academy websites |
| Separated Parents Policy                                                 | Academy websites |
| Educational Visits                                                       | Academy websites |
| Motorcycles and Mopeds (University Academy Holbeach)                     | Academy websites |
| Relationship and Sex Education                                           | Academy websites |
| Uniform*                                                                 | Academy websites |
| Autism (Gosberton House Academy)                                         | Academy websites |
| Pupil Premium                                                            | Academy websites |
| Sensory Inclusion                                                        | Academy websites |

|                                                                              |                  |
|------------------------------------------------------------------------------|------------------|
| Special Educational Needs and Disability                                     | Academy websites |
| Feedback and Assessment                                                      | Academy websites |
| Home-School Communication                                                    | Academy websites |
| Home-School Agreement                                                        | Academy websites |
| Homework                                                                     | Academy websites |
| Marking                                                                      | Academy websites |
| Non-Examination Assessment (Secondary Academies)                             | Academy websites |
| Physical Activity and Sport Policy                                           | Academy websites |
| Religious Education                                                          | Academy websites |
| Remote Learning                                                              | Academy websites |
| Teaching and Learning                                                        | Academy websites |
| Curriculum and Subject                                                       | Academy websites |
| Early Years Foundation Stage (EYFS) (Primary Academies)                      | Academy websites |
| Careers Guidance: Provider Access Policy Statement                           | Academy websites |
| Assessment and Malpractice (Secondary Academies)                             | Academy websites |
| Early Years Foundation Stage (EYFS) (Primary Academies)                      | Academy websites |
| Equality and Diversity Policy (Including Public Sector Equality Duty)        | Trust website    |
| Admissions Arrangements                                                      | Academy websites |
| Complaints                                                                   | Trust website    |
| Examinations - Including Complaints, Appeals, Evacuations and Considerations | Academy websites |

## 7.6 Lists and registers

| Information to be published                                                                                                             | How the information can be obtained |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Curriculum circulars and statutory instruments                                                                                          | On request                          |
| Disclosure logs                                                                                                                         | On request                          |
| Asset register                                                                                                                          | On request                          |
| Any information the Trust is currently required to hold in publicly available form ( <i>this does not include Attendance Register</i> ) | On request                          |

7.7 Class 7 – The service we offer (*current information only*)

| Information to be published       | How the information can be obtained |
|-----------------------------------|-------------------------------------|
| Extra-curricular activities       | Academy websites and on request     |
| Leaflets, booklet and newsletters | Academy websites                    |

7.8 Schedule of Charges

| Type of Charge    | Description                                                                                                                 | Basis of Charge                             |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Disbursement cost | Photocopying / printing @ 3p per A4 sheet (black & white)<br>Photocopying / printing @ 10p per A4 sheet (colour)<br>Postage | Actual cost incurred                        |
| Statutory Fees    |                                                                                                                             | In accordance with the relevant legislation |

## Version Control

| Version | Author(s)                                                                                                             | Approval date | Approving body    | Changes     |
|---------|-----------------------------------------------------------------------------------------------------------------------|---------------|-------------------|-------------|
| 1.0     | <ul style="list-style-type: none"><li>Stuart Anderson (CEO)</li><li>Donna Allen (Senior Vice Principal UAH)</li></ul> | 08/10/2025    | Board of Trustees | First draft |