



CARLTON
ACADEMY TRUST

Freedom of Information (FOI) Publication Scheme

Date:

September 2025

Next Review Date:

September 2026



Publication Scheme

The trust has adopted this scheme to demonstrate its commitment to making information available to the public when requested. Where possible and appropriate, the trust will publish statutory information on its' website. Other information can be obtained by contacting the Trust Data Protection Officer (DPO) who will provide copies. Some special categories of data may only be viewed in person, with an appointment made by the DPO to do this. Reasonable requests will be considered to cater for language needs or disabilities.

Fees Statement

Our fees accord with the scheme as outlined in the Freedom of Information Act (FOIA), and can be made for administrative costs such as photocopying, postage, and packing, or labour costs directly incurred in sourcing information in accordance with requests. In accordance with the Act, labour is charged at a flat rate of £25 per hour which will be charged for determining where the information is held, locating and retrieving it, and extracting the information from any documents containing it. Photocopying will be made at the prevailing contract rate at the school processing the request. As such costs may vary according to each request but indicatively are 10p per A4 side for black and white printing and 15p for colour.

In accordance with the Act, we won't charge for requests costing less than £450. However, the right to access information needs to be balanced by our need to carry out trust operational duties economically, efficiently and effectively and as such will charge for any requests over the £450 cost threshold. If you decide not to pay, we won't release the information.

Should we receive two or more requests from the same person, or from different persons appearing to us to be acting in concert or as part of a campaign, we may take the cost of complying with any one of them to be the cost of complying with all of them jointly. For example, if we receive three related requests costing £400 each, we can treat them as costing a total of £1,200, and we're entitled to refuse to process the requests.



Summary of Where Information Can Be Obtained

Information to be published	Where the information can be obtained Website (W) or Request (R)
Trust Board Membership	W
Instrument of Government/Articles of Association	W
Academy prospectus and curriculum	W
Academy session times and term dates	W
Location and contact information	W
Statutory Accounts	W
Capital funding	R
Procurement and contracts	R
Pay policy	W
Staff allowances and expenses	W
Staffing and grading structures	R
Government supplied performance data	W
Latest Ofsted report	W
Performance management information	R
Safeguarding Policies and Procedures	W
Admissions policy	W
Minutes and Actions of Trust Meetings	R
Policies	W
Curriculum circulars and statutory instruments	R
Asset register	R
Any information the school is legally required to hold in publicly available registers	R
Extra-curricular activities	W
School publications	W
Services for which the school is entitled to recover a fee, together with those fees	W
Leaflets, booklets, and newsletters	W

Contact details for viewing information by inspection:

Address: Trust Data Protection Officer (DPO)
 Carlton Academy Trust,
 Undercliffe Lane
 Bradford
 BD3 0DU

Tel: 01274 633111

Email: contact@catrust.uk

