



**LEVI ALTERNATIVE PROVISION**

# **FREEDOM OF INFORMATION POLICY**

*Policy approved by: Management Committee*

*Date: September 2023*

*Next review date: **September 2027 (four years)***

**Management Committee**

## Introduction

The **Levi Alternative Provision** complies with the Freedom of Information Act 2000 (FOIA). We are committed to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests.

Any person has a legal right to ask for access to information held by the centre. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

## How to make a FOI request

All requests should be made in writing to the Headteacher. They can be made in writing by post or by email.

### In writing:

Director/Business Manager  
Levi Alternative Provision  
New Horizon Centre,  
South Lodge Ave,  
Mitcham,  
London CR4 1LT

### By email:

Please email [admin@levialternativeprovision.co.uk](mailto:admin@levialternativeprovision.co.uk) for the attention of the Director/Business Manager.

Please provide us with as much detail as you can regarding the request. Requests must include the enquirers name and address.

## How we treat your requests

**Levi AP** recognises its duty to provide advice and assistance to anyone requesting information. Staff at **Levi AP** have been informed of the procedures involved in dealing with requests.

In all cases, we will respond to your request within the legally prescribed limit of 20 working days, excluding school/centre holidays.

We have a duty to respond to all requests and will inform the enquirer whether or not the information is held and will supply the information, except where exceptions apply.

## Exceptions: Absolute Exemptions

There are a number of absolute exemptions listed in the FOI Act.

Below are those relevant to schools/centres:

- **Information accessible to the enquirer by other means (Section 21).**  
If information is reasonably accessible to the applicant by another route than the Act, it is exempt information.
- **Personal Information (Section 40)**  
Where enquirers ask to see information about themselves, this is exempt under the Act because it is covered by the Data Protection Act (General Data Protection Regulation (GDPR) from May 28<sup>th</sup> 2018)
- **Information Provided in Confidence (Section 41)**  
This relates to information obtained from a person if its disclosure would constitute a breach of confidence actionable by that, or another person.

### **Exceptions: Qualified Exemptions**

With qualified exemptions, even if it is decided that an exemption applies, there is a duty to consider public interest in confirming or denying that the information exists and in disclosing information.

Below are those relevant to schools/centres:

- **Investigations and proceedings conducted by public authorities (section 30)**  
Information is exempt if it has at any time been held by the school/centre for the purposes of criminal investigations or proceedings.
- **Law enforcement (Section 31)**
- **Health & Safety (Section 38)**
- **Environmental Information (Section 39)**
- **Personal Information (Section 40)**
- **Legal Professional Privilege (Section 42)**
- **Commercial Interests (Section 43)**

### **Charging**

We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

We will respond to most requests free of charge, and will only charge where significant costs are incurred.

### **Complaints**

Any comments or complaints will be dealt with through **Levi AP** complaints procedure.