

Freedom of Information Publication Scheme

The Freedom of Information Act 2000 gives members of the public the right to access official information held by Public Authorities. Requests should be made in writing to South Essex Academy Trust, Beresford Close, Hadleigh, Benfleet, SS7 2SU and will be dealt under normal circumstances within the statutory 20 working days. All correspondence should be clearly marked 'Publication Scheme Request' and include your full name, address and contact details.

As well as responding to requests for information made under the Freedom of Information Act 2000, the school is required to publish information proactively. The Freedom of Information Act requires every School to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. The scheme sets out our commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

South Essex Academy Trust has adopted the Information Commissioner's Model Publication Scheme in its entirety and have produced a guide to information which sets out the information we hold, where it can be obtained and whether a fee is payable.

