



LORDSWOOD ACADEMIES TRUST

This policy is called:	Publication scheme – Freedom of Information Policy
It applies to:	Lordswood Girls' School & Sixth Form Centre
Person responsible for its revision:	Headteacher
Status:	Statutory, as part of the Freedom of Information policy
Website	On website and staff launch page
Approval by:	Governing Body
Review frequency:	Every two years or as required
Date of approval:	April 2021
Date of next approval:	April 2023

This document sets out what Lordswood Girls' School & Sixth Form Centre will publish as a minimum on the school website.

Documents contained in this scheme will be kept up to date and are free to view on the school website. Single paper copies are also available free of charge to parents and prospective parents of pupils at the school.

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1. School contact details

The school website will include:

- the school's name
- the school's postal address
- the school's telephone number
- the name of the member of staff who deals with queries from parents and other members of the public

2. Admission arrangements

We will publish:

- the school's admission arrangements, explaining how we will consider applications for every age group, including:-
 - arrangements for selecting the pupils who apply
 - our oversubscription criteria (how we offer places if there are more applicants than places)
 - an explanation of what parents should do if they want to apply for their child to attend the school
 - appeals process and timeline
 - details of how parents can find out about the school's admission arrangements through the local authority

3. Ofsted reports

We will publish:

- a copy of the school's most recent Ofsted report
- a link to the webpage where users can find the school's most recent Ofsted report

4. Exam and assessment results

Key Stage 4 (KS4) results

We will publish the following details from the school's most recent KS4 results:

- [Progress 8](#) score
- [Attainment 8](#) score
- percentage of pupils who have achieved grade 5 or above in English and Maths
- percentage of pupils entering for the English Baccalaureate
- percentage of pupils who have achieved the English Baccalaureate

Key Stage 5 (KS5)

We will publish the following details from the school's most recent KS5 results:

- the progress our students have made compared with students across the country
- the average grade our students achieved at KS5
- the progress our students have made in English and Maths
- student retention (the percentage of students who get to the end of their study programme)
- student destinations (the percentage of students who continue in education or training, or move on to employment in the year after the end of Key Stage 5)

5. Performance tables

We will include a link to the school and college performance tables on the Department for Education's website - <https://www.gov.uk/school-performance-tables>

6. Curriculum

We will publish:

- the content of the curriculum the school follows in each academic year for every subject
- the Trust's approach to the curriculum
- a list of the courses available to pupils at KS4, including GCSEs
- how parents or other members of the public can find out more about the curriculum the school is following

7. Safeguarding

We will publish:

- the school's arrangements for safeguarding and promoting welfare
- the school's **Safeguarding Policy**
- the school's **Emergency procedures when a child is not collected Policy**

8. Health and safety

We will publish:

- the school's **Health and Safety Policy**
- the school's **Educational visits and learning outside the classroom Policy**, which covers the health and safety of pupils when on school trips
- the school's **E-safety Policy**

9. Behaviour policy

We will publish:

- the school's **Behaviour Policy** and the **Anti-bullying Policy**

10. Pupil premium

We will publish details of how the school spends its [pupil premium funding](#) and the effect this has had on the attainment of the pupils who attract the funding.

We will include:

- how much pupil premium funding we received for this academic year
- details of how we intend to spend the funding, including our reasons and evidence
- details of how we spent the pupil premium funding we received for last academic year
- how it made a difference to the attainment of disadvantaged pupils

The funding is allocated for each financial year, but the information we publish online will refer to the academic year, as this is how parents and the general public understand the school year. As we will not know how much funding we will receive for the latter part of the academic year (from April to July), we will report on the funding up to the end of the financial year. We will then update this information later in the year when we have all the figures.

11. Year 7 literacy and numeracy catch-up premium

We will publish details of how we spend this funding and the effect this has had on the attainment of the pupils who attract it.

We will include:

- how much year 7 catch-up premium we received for this academic year
- details of how we intend to spend the funding
- details of how we spent our year 7 catch-up premium last academic year
- how it made a difference to the attainment of the pupils who attract the funding

12. Special Educational Needs (SEN) report

We will publish a report on the school's policy for pupils with SEN which will include:

- the types of special needs for which provision is made
- the school's admission arrangements for pupils with SEN or disabilities
- the steps we have taken to prevent pupils with SEN from being treated less favourably than other pupils
- details of the school's access facilities for pupils with SEN
- the accessibility plan the governing body has written in compliance with [paragraph 3 of schedule 10 to the Equality Act 2010](#) (part of the Equality policy)
- we will publish the school's **SEN Policy**

13. Governors' information and duties

We will publish information about the school's governors, including:

- details of each governor's business or financial interests
- governance roles in other schools
- the structure and responsibilities of the governing body and committees

14. Charging and Remissions Policy

We will publish the school's **Charging and Remissions Policy**, including:

- the activities or cases for which the school will charge pupils' parents
- the circumstances where the school will make an exception on a payment we would normally expect to receive under our charging policy

15. Values and ethos

The website will include a statement of the school's ethos and values.

16. Complaints

We will publish the Trust's complaints procedure. This will guide parents if they have a complaint, and detail how the school and governing body will deal with this.

17. Governing Body

We will publish the names of members of the Governing Body, their areas of responsibility and terms of office.

18. Trust

We will publish:

1. The Memorandum and Articles of Association
2. The latest annual accounts
3. The latest annual report
4. The funding agreement
5. A list of the names of the trustees/members
6. A list of the business and pecuniary interests of the trustees
7. Details of the Trust's governance arrangements and scheme of delegation. This will include:
 - the structure and remit of Members, Board of Trustees, its committees and local Governing Bodies;
 - the full names of the chair of Trustees, the Chairs of Committees and the Chairs of local Governing Bodies;
 - for each Trustee who has served at any point over the past 12 months, their full names, date of appointment, date of resignation (if applicable) and relevant business and pecuniary interests, including governance roles in other educational institutions;
 - for each Trustee, their attendance records at Board and Committee meetings over the last academic year

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at www.lordswoodtrust.co.uk

Email: lgs-enquiry@lordswoodtrust.co.uk

Telephone Number: 0121 429 2838

Contact Address: Lordswood Girls' School & Sixth Form Centre
Knightlow Road
Harborne
Birmingham
B17 8QB

To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**' (in **CAPITALS** please)