

The Freedom of Information Act

The Freedom of Information Act 2000 (the Act) gives a general right of access to recorded information held by public authorities and obliges them to disclose information, subject to a range of exemptions. Applicants have the right:

- To be told whether the information exists
- To receive the information within **20 working days**.

The details on how Westminster Academy will respond to requests can be found in our Freedom of Information Policy, and can be read in full [here](#).

Making a request for information

One of the aims of the Act is that we should be clear and proactive about the information we make available. To that end, Section 19 of the Act requires the preparation of a [Publication Scheme](#). Our publication scheme can be viewed online or made available in hard copy from pages printed from the website

Additionally, under the Act you can apply to see information that is not listed in the Publication Scheme. To do this, please send us a letter, fax, or email (details below) requesting the information and, provided it is not covered by one of the exemptions in the Act, we will provide you with that information as soon as possible or in any event within **20 working days**.

When making a request for information please **ensure FOI is contained in the title, or marked clearly on the envelop**, and include the following details:

- Your name and address
- The information would you like to see
- The format you would prefer to have the information in. We will make every effort to send you the information in the requested format, although in some cases may not be able to do this.

Please send your request to:

Westminster Academy
The Naim Dangoor Centre
255 Harrow Road
London W2 5EZ

Tel: 0207 121 0600

Fax: 0207 121 0601

Or email us at: admin@westminsteracademy.biz.

What does it cost?

Most requests are free, although you might be asked to pay a small amount for photocopies or postage. Additionally, if we think that it will cost more than £450 to find the information and prepare it for release, then we can turn down your request, or we may ask you to narrow down your request by being more specific in the information you are looking for.

Exemptions under the Act

Although you may request any information we hold, there are a few exemptions under the Act that mean that we may not be able to disclose the information you need. If we decide that we cannot release the information requested, we will explain which exemption is relevant for your case.

Feedback

We should be grateful for any comments you may have about our Publication Scheme. Please email us at admin@westminsteracademy.biz or contact us at the above address.

Complaints and appeals procedure

If your request for information is refused, or if you are dissatisfied with our response, you have the right to ask us to review our decision. In this instance we will ensure that somebody who was not connected with the initial decision will do this. You should appeal to us directly by contacting:

The Principal
Westminster Academy
The Naim Dangoor Centre
255 Harrow Road
London W2 5EZ

We seek to ensure that all complaints are resolved as soon as possible. However, if you are still dissatisfied with the outcome, you may appeal directly to the Information Commissioner by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF