



Internal Review procedure for Freedom of Information Act (FOIA) and Environmental Information Regulations (EIR) requests

The Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) provide you with the right of access to information held by Kingsdale Foundation School. We will make every effort to ensure that requests are answered promptly and professionally. However, if you are not satisfied, you have the right to request a review into the response that you have received regarding your request for information or to complain about our handling of your request.

There is a legal requirement under the EIR for public authorities to have an internal review procedure in place. The Information Commissioner's Office (ICO) recommends that it is good practice for authorities to also have a review process for FOIA requests, and consequently the School has adopted the same procedure for dealing with reviews into, or complaints about, requests dealt with under the FOIA.

In this procedure, 'complaint' refers to an expression of dissatisfaction with the School's compliance with the above legislation or a request for an internal review of the decision to withhold information in response to a request to access recorded information held by the School.

What can you request a review about?

Complain about the way we handled your request -	Our failure to respond within 20 working days following the date of receipt, excluding any day which is not a school day (equates to a period of 20 school days) or 60 working days, whichever is the shorter period; or to explain why longer than this timescale was required. Our failure to provide proper advice and assistance. Our failure to provide information in the requested format. Our failure to properly explain any reasons for refusing the request.
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	If you disagree with our interpretation of your request.
Request an internal review about a decision to -	Refuse access to information. Withhold some or all of the information requested.

What can't you request a review about?

Not liking the answer you have received – for example, a report shows the School's expenditure, and you think more / less should have been spent on some items.	If you are unhappy with the implications of the information provided to you, you will need to consider whether you wish to take this up with the School management, including potential recourse to the School's Concerns and Complaints procedure of the FOIA / EIR process. You can access a copy of the Concerns and Complaints procedure here .
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How do I request a review or complain about your handling of my request?

You must put your request for an internal review or complaint about our handling of your request in writing. Please contact Mr S. Morrison C/O Kingsdale Foundation School in writing if you would like to make a complaint. We will carry out the internal review within a maximum of 40 working days after we receive your complaint.

Your request should be made within 40 working days after receipt of our response. Unless there are extenuating circumstances, requests made more than 40 working days after the response will not be considered.

Please clearly explain the reasons why you disagree with our response or are dissatisfied with our handling of your request. You may provide supporting evidence if applicable, and any information provided will be used to help assess your request.

What can I expect?

- Your request for a review of our response, or the handling of it, will be considered free of charge.
- It will be acknowledged promptly and within 5 school days of receipt.

- You will be informed of the target date for a response.
- Requests for review of responses to, or the handling of, requests will be dealt with as soon as possible, and in any event, within 20 working days following the date of receipt, excluding any day which is not a school day (this effectively equates to a period of 20 school days); or 60 working days, whichever is the shorter period, in accordance with the FOI Code of Practice.
- In exceptional circumstances (for example, the review is complex, requires consultation with third parties or the relevant information is of a high volume) it may be necessary to extend the deadline for response. Any extension will be for no more than an additional 20 working days. If this is the case, you will be informed and given an explanation of the delay, and a new deadline will be confirmed.
- The review of responses to, or the handling of, requests, will be dealt with in a fair and impartial manner.
- Reviews will make a fresh decision based on all available evidence at the date of your request. As part of this process, the Reviewer may need to consult with the member of staff that provided the information originally.
- The Reviewer will make a decision about the validity of the exemptions applied, and whether the School has complied with its statutory duties. The Reviewer will let the requester know, in writing, the outcome of the review, giving a full explanation.

Possible Outcome	Action that will be taken
Information should be disclosed which was previously withheld.	The information in question will be provided as soon as practicable and you will be informed how soon this will be.
Procedures have not been properly followed by the School.	An apology will be provided. Appropriate steps will be taken to prevent similar errors occurring in future. Any recommendations to improve our internal processes to prevent a future occurrence will be made and implemented as required.
The initial decision to withhold information is upheld, or otherwise, in the School's favour.	You will be informed of the decision and the reasons for this, and told about your right to appeal to the ICO.

- Please note that abuse of the review procedure, such as repeated requests for review, where there are insufficient grounds, following every request made, may be considered vexatious or unreasonable behaviour.

What can I do if I am not satisfied with the response?

If your request for a review of our response, or handling of this, is not resolved to your satisfaction, you have the right of appeal to the ICO for a decision.

The ICO can be contacted as follows:

Customer Contact
The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: <https://ico.org.uk/>

Email: casework@ico.org.uk

Tel: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number)

Reviewed: June 2025

Next Review: Summer 2026