

Ofsted publication scheme

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The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects registered childcare and children's social care, including adoption and fostering agencies, residential schools, family centres and homes for children. It also inspects all state maintained schools, non-association independent schools, pupil referral units, further education, initial teacher education, and publicly funded adult skills and employment-based training, the Children and Family Court Advisory and Support Service (Cafcass), and the overall level of services for children in local authority areas (through annual performance assessments and joint area reviews).

Alexandra House
33 Kingsway
London WC2B 6SE
T 08456 404040

www.ofsted.gov.uk

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Who we are and what we do

Ofsted regulates and inspects registered childcare and children's social care, including adoption and fostering agencies, residential schools, family centres and homes for children. We also inspect all state-maintained schools, non-association independent schools, pupil referral units, further education, initial teacher education, publicly funded adult skills and employment-based training, the Children and Family Courts Advisory Service (Cafcass), and the overall level of services for children in local authority areas (through annual performance assessments and joint area reviews).

Ofsted (the Office for Standards in Education, Children's Services and Skills) was established by the Education and Inspections Act 2006. It came into being on 1 April 2007. It brought together the expertise, experience and skills of four predecessor inspectorates:

- the Adult Learning Inspectorate (ALI)
- the Commission for Social Care Inspection (CSCI)
- Her Majesty's Inspectorate of Court Administration (HMICA)
- the Office of Her Majesty's Chief Inspector of Schools (the former Ofsted).

Christine Gilbert is Her Majesty's Chief Inspector of Education, Children's Services and Skills (HMCI), and leads Ofsted.

Roles and responsibilities

Below you will find links to:

What we do: www.ofsted.gov.uk/Ofsted-home/About-us

Ofsted's vision: www.ofsted.gov.uk/Ofsted-home/About-us/Our-Vision

Ofsted's organisational structure

The Education and Inspections Act 2006 created a Board, known in the Act as 'the Office' to provide strategic oversight and direction for the inspectorate. The Board is made up of a Chairman, the Chief Inspector and between five and ten non-executive members appointed by the Secretary of State for Children, Schools and Families.

Ofsted's Board Members: www.ofsted.gov.uk/Ofsted-home/About-us/Our-structure-and-leadership/The-Ofsted-board

Ofsted currently has five Directorates: Children, Education, Learning and Skills, Corporate Services and Finance. Each Directorate is led by a Director, with support from a Deputy Director and Divisional Managers. The five Directors and HMCI make

up the Corporate Management Team which is responsible for making collective and corporate decisions on key matters effecting Ofsted.

Ofsted's structure: www.ofsted.gov.uk/Ofsted-home/About-us/Our-structure-and-leadership

Ofsted's Departmental Report 2007–08 contains further information about our structure, including an organisational chart: *Departmental Report 2007–08*: www.ofsted.gov.uk/publications/20080020

The **Children's Directorate** is responsible for Ofsted's programme of inspection and regulation of childcare and children's social care:

- adoption and fostering services
- the assessment and inspection of children's services in local authorities
- childcare on domestic and non-domestic premises, including childminders
- Children and Family Court Advisory and Support Service
- children's residential care homes (including the secure estate)
- family centres
- welfare in boarding and independent schools.

The Children's Directorate also includes the Children's Rights Director, who has a statutory duty to promote and protect the rights and welfare of children who live away from home, or who are living at home but receiving support from social care services.

The **Education Directorate** is responsible for Ofsted's programme of inspection of:

- maintained schools
- some independent schools
- initial teacher education providers
- the assessment and inspection of children's services in local authority areas
- Ofsted's programme of subject and thematic surveys to report on and evaluate education initiatives and aspects of the curriculum.

The **Learning and Skills Directorate** is responsible for Ofsted's inspection of education and training in England for learners over the age of 16, including:

- general further education colleges
- work-based learning providers
- sixth form colleges
- learndirect

- Department of Work and Pensions provision
- judicial services provision
- nextstep
- European Social Funded provision
- dance and drama colleges
- adult and community learning
- independent specialist colleges
- inspection on behalf of the Ministry of Defence and the Home Office.

The legislative basis for Ofsted's business

The Education and Inspection Act 2006, which established the Office for Education, Children's Services and Skills, sets out three overriding considerations which we are required to bear in mind in everything we do. Our purpose is to promote improvement in the services we inspect or regulate; to ensure that these services focus on the interests of the children, parents, adult learners and employees who use them; and to see that these services are efficient, effective and promote value for money.

For more information on Ofsted's current remit, purpose, values and strategic objectives, please refer to our *Strategic Plan 2007–2010*:

www.ofsted.gov.uk/publications/070179

From the link below you can find out how we regulate and inspect services by clicking on the area you are interested in. For example, by selecting 'schools' you can find out what the law says about school inspections and how we carry out our work.

<http://www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance>

Partner organisations

We work in partnership with a range of organisations to deliver inspections:

www.ofsted.gov.uk/Ofsted-home/About-us/Our-partners

Management board members and senior executives

The Board

Ofsted's Board is listed here.

[http://www.ofsted.gov.uk/Ofsted-home/About-us/Our-structure-and-leadership/The-Ofsted-board/\(language\)/eng-GB](http://www.ofsted.gov.uk/Ofsted-home/About-us/Our-structure-and-leadership/The-Ofsted-board/(language)/eng-GB)

Corporate Management Team

Christine Gilbert, Her Majesty's Chief Inspector, is the Accounting Officer for Ofsted and leads the Corporate Management Team.

[http://www.ofsted.gov.uk/Ofsted-home/About-us/Our-structure-and-leadership/HMCI-and-corporate-management-team/\(language\)/eng-GB](http://www.ofsted.gov.uk/Ofsted-home/About-us/Our-structure-and-leadership/HMCI-and-corporate-management-team/(language)/eng-GB)

Locations and contact details

Ofsted's offices are based in London, Bristol, Nottingham and Manchester. All enquiries should be addressed in the first instance to:

Enquiries
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

Tel: 08456 404040
18001 prefix for Typetalk
0161 618 8524 for textphone/Minicom users
These helplines are available from 08.00 to 20.00, Monday to Friday.
Email: enquiries@ofsted.gov.uk

Tel: 08456 404045 for questions about education, adult skills, or local authority children's services

For more information, please see the Contact us section of our website:
www.ofsted.gov.uk/Ofsted-home/About-us/Contact-us

What we spend and how we spend it

Financial statements, budgets and variance reports

Detailed information on Ofsted's annual expenditure is provided in the *Annual Resource Accounts*.

Ofsted Resource Accounts 2007–08 and reports for previous years:

www.ofsted.gov.uk/content/advancedsearch/summary?SearchText=resource+accounts

Information is also provided in the Departmental Report which provides details of Ofsted's performance against its annual targets.

Ofsted's Departmental Report for 2007–08 and reports for previous years:

www.ofsted.gov.uk/content/advancedsearch/summary?SearchText=Departmental+report&Search

Capital programme

The nature of Ofsted's business means that it is not asset or capital intensive. Consequently, we have a small capital allocation, representing about 0.5% of our total budget.

Spending reviews, financial audit reports and staff and board members allowances and expenses

Other financial details are also available in the Annual Resource Accounts.

Ofsted Resource Accounts 2007–08 and reports for previous years:

www.ofsted.gov.uk/content/advancedsearch/summary?SearchText=resource+accounts

Ofsted Department Report 2007–08 and reports for previous years:

www.ofsted.gov.uk/content/advancedsearch/summary?SearchText=departmental+report

Ministerial expenditure

Ofsted is a non-Ministerial Government Department

Pay and grading structures

We operate a single salary pay arrangement across Ofsted's grades and job families.

Availability: by post. Email: enquiries@ofsted.gov.uk

Cost: free.

Procurement procedures

Ofsted publishes all contracts with a value above the European Union threshold through the Official Journal of the European Union (OJEU). During 2009 we intend to develop a section on our website for the publication of other contract opportunities.

Ofsted's Procurement Code is for all staff involved in buying goods and services. It provides information on the legal framework that applies to all procurement in the public sector, and Ofsted's policies and procedures on procurement and the responsibilities of managers.

Availability: by post. Email: enquiries@ofsted.gov.uk

Cost: extracts provided free.

Lists of contracts awarded and their value

Contracts with a value above the European Union threshold that are advertised through the Official Journal of the European Union (OJEU) will also have an OJEU award notice published, at the end of the procurement exercise. In 2009 we will develop a section on our website for the publication of other contract awards.

Financial statements for projects and events

Ofsted Resource Accounts 2007–08 and reports for previous years:

www.ofsted.gov.uk/content/advancedsearch/summary?SearchText=resource+accounts

Internal financial regulations

The Ofsted Finance Code provide information to all staff to enable them to do their job while ensuring that all financial affairs are conducted to the highest standards of efficiency and propriety and fully comply with all relevant rules. It covers areas such as procurement, petty cash and business expenses as well as resource accounting and financial reports.

Availability: by post. Email: enquiries@ofsted.gov.uk

Cost: extracts provided free.

What are our priorities and how are we doing

Strategic plans. Our *Strategic Plan 2007–10* sets out how we propose to discharge our responsibilities during this three year period. We also publish strategic plans relating to the Office for Standards in Education (Ofsted) before April 2007.

Strategic Plan 2007–10: www.ofsted.gov.uk/publications/070179

Previous strategic plans:

www.ofsted.gov.uk/content/advancedsearch/summary?SearchText=strategic+plan

Departmental reports. A command report presented to parliament on the work of Ofsted for each financial year, incorporating information on our budgets and our performance against our service delivery agreements. In the 2007–08 report we record our performance against the priorities and targets in our *Strategic Plan 2007–2010*.

Departmental Report 2007–08: www.ofsted.gov.uk/publications/20080020

Previous departmental reports:

www.ofsted.gov.uk/content/advancedsearch/summary?SearchText=departmental+report

Annual reports. The Annual Report of Her Majesty's Chief Inspector of Education, Children's Services and Skills is submitted annually to the Secretary of State for Children, Schools and Families in accordance with the Education and Inspections Act 2006. The 2007–08 report draws on evidence since July 2007 and reflects the first full year of inspection and regulation by Ofsted across its expanded remit, including findings from childcare, children's social care, and education and skills provision for learners of all ages.

www.ofsted.gov.uk/Ofsted-home/Annual-Report-2007-08

Previous annual reports:

www.ofsted.gov.uk/publications/annualreport0607

www.ofsted.gov.uk/content/advancedsearch/summary?SearchText=annual+report&Search

Internal and external organisation performance reviews

Delivery on the new Ofsted promise – 'Raising standards, improving lives', a review of Ofsted's organisational capability, September 2007, [www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Annual-Report/2006-07/Delivering-on-the-new-Ofsted-promise-Raising-standards-improving-lives/\(language\)/eng-GB](http://www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Annual-Report/2006-07/Delivering-on-the-new-Ofsted-promise-Raising-standards-improving-lives/(language)/eng-GB)

Performance reports to Parliament

Departmental Report 2007–08: www.ofsted.gov.uk/publications/20080020

Previous departmental reports:

www.ofsted.gov.uk/content/advancedsearch/summary?SearchText=departmental+report

House of Commons Education and Skills Committee. *The Work of Ofsted, Sixth Report of Session 2006–07*, July 2007.

www.publications.parliament.uk/pa/cm200607/cmselect/cmeduski/165/16502.htm

Corporate plan

Our Corporate Plan lists the activities that Ofsted will undertake for the financial year ahead. It is aligned to the priorities listed in our *Strategic Plan 2007–10*:

www.ofsted.gov.uk/publications/070179

Availability: by post. Email: enquiries@ofsted.gov.uk

Cost: free.

Statistics produced in accordance with departmental requirements

Routine statistical summaries of Ofsted data are published on our website:

www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Documents-by-type/Statistics. These summaries include aggregated inspection judgement information, registered childcare providers and places, and data from Tellus, our survey of children and young people. Ofsted statistics are not currently classified as National Statistics, although they follow the good practice guidance given in the Statistics Code of Practice.

Public service agreements

There are no public service agreements for Ofsted.

How we make decisions

Scheme of Delegation. Our Scheme of Delegation sets out the level within the organisation at which different types of decision can be taken. The scheme currently covers the following areas: human resource management; financial management; procurement:

[www.ofsted.gov.uk/Ofsted-home/About-us/Our-structure-and-leadership/The-Ofsted-board/Committees-of-the-Ofsted-Board/Audit-Committee-Meetings/27-August-2008/\(language\)/eng-GB](http://www.ofsted.gov.uk/Ofsted-home/About-us/Our-structure-and-leadership/The-Ofsted-board/Committees-of-the-Ofsted-Board/Audit-Committee-Meetings/27-August-2008/(language)/eng-GB)

Corporate Governance Framework. You can download our Corporate Governance Framework to find out more about the responsibilities and procedures of the Board, its Chairman and committees.

www.ofsted.gov.uk/Ofsted-home/About-us/Our-structure-and-leadership/The-Ofsted-board/Board-Meetings/Board-meeting-documents/Ofsted-s-corporate-governance-framework2/

Major policy proposals and decisions

Background information for major policy proposals and decisions

Departmental Report 2007–08: www.ofsted.gov.uk/publications/20080020

Public consultations

Our user and engagement strategy sets out how we will encourage and promote user engagement as a driver for improvement and how we will listen to our users, providers and stakeholders in all that we do. The 'Consultations' page on our website includes a calendar of planned consultations and a list of closed consultations.

<http://www.ofsted.gov.uk/Ofsted-home/Consultations>

The results and outcomes of consultations are also published on our website:

www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Documents-by-type/Consultations

Minutes and papers of senior-level meetings

Schedules Board meetings, and minutes and papers for past meetings are published on our website:

www.ofsted.gov.uk/Ofsted-home/About-us/Our-structure-and-leadership/The-Ofsted-board/Board-Meetings

A note of Corporate Management Team meetings will also be published on our website.

Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines

Detailed guidance covering all aspects of Ofsted's regulatory and inspection work can be found in the 'Forms and guidance' section of our website:

www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance

Our policies and procedures

Conducting departmental business: delivering our services

The information in 'Forms and guidance' is arranged by type of provision – for example, children's social care, schools, independent schools, learning and skills – and also by different types of service user – parents and carers, children and young people, and adult learners and employers.

Equality schemes

Ofsted's equality schemes on disability, gender and race are an important step to delivering our strategic goals. We welcome feedback on our equality schemes. We are committed to continual improvement and will be monitoring the schemes and reviewing them annually.

Disability equality scheme: www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Disability-Equality-Scheme-2008/

Gender equality scheme: www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Gender-Equality-Scheme/

Race equality scheme: www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Race-Equality-Scheme/

Impact assessments. Our teams think carefully about the likely equality impact of their work and, where appropriate, will take action to improve strategies, policies and projects. The equality impact assessment provides a tool to help them do this.

Completed screening assessments are published on our website:

www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Documents-by-type/Equality-Impact-Assessments

You can also read the information and guidance document on equality impact assessments:

www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Equality-impact-assessments

Recruiting and employing staff

Our website includes a section called Working for Ofsted: www.ofsted.gov.uk/Ofsted-home/About-us/Working-for-Ofsted

It includes a link to a booklet about our work, our values and our general terms and conditions of employment. We advertise vacancies on our website.

Recruitment and appointment policy. This policy document covers the recruitment and selection of all employees, be they on permanent or short-term contracts.

Availability: by post. Email: enquiries@ofsted.gov.uk
Cost: free.

Equal opportunities and diversity policy

Availability: by post. Email: enquiries@ofsted.gov.uk
Cost: free.

Health and safety policy

This policy covers the organisation's responsibilities for the health, safety and welfare of staff, including eye care and first aid.

Availability: by post. Email: enquiries@ofsted.gov.uk
Cost: free.

Employee handbook

Guidance for employees on Ofsted's HR policies.

Availability: by post. Email: enquiries@ofsted.gov.uk
Cost: free.

Customer service

Ofsted's *Accessibility: a good practice guide* explains how we can make our communications clear, consistent and accessible to all our users.

Availability: by post. Email: enquiries@ofsted.gov.uk
Cost: free.

We developed a new stakeholder and user engagement strategy by consulting a wide range of Ofsted's users, providers and stakeholders between February and June 2008. We will shortly be publishing a report that outlines the key findings of the

consultation, and the actions that Ofsted has taken, or will take, as a result: *Engagement with Ofsted: a report on the responses to the consultation*. The report will be available from our website.

Making a complaint

Raising concerns and making complaints about Ofsted (www.ofsted.gov.uk/publications/070080) outlines the procedure for complaints about the work of our staff.

Raising concerns and making complaints about Ofsted should be consulted in connection with any complaints about this Publication Scheme and the Freedom of Information Act. Feedback and comments on the scheme are welcomed and should be addressed to:

Enquiries
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

Tel: 08456 404040
18001 prefix for Typetalk
0161 618 8524 for textphone/Minicom users
These helplines are available from 08.00 to 20.00, Monday to Friday.
Email: enquiries@ofsted.gov.uk

Records management and personal data policies

Ofsted has policies relating to information security, records retention, destruction and archive and data protection.

Availability: by post. Email: enquiries@ofsted.gov.uk
Cost: free.

Charging regimes and policies

All new Ofsted publications are available from our website, www.ofsted.gov.uk. Electronic documents in HTML, PDF, Word, Excel and PowerPoint formats can be accessed free of charge on the Ofsted website. To read PDF documents you will need Adobe Acrobat Reader, which is free and available from Adobe: <http://get.adobe.com/uk/reader/>

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Where The Stationery Office (TSO) is the publisher of an Ofsted document – for example, the Annual Report and the Departmental Report – a charge will be made for printed copies, which can be ordered from TSO, www.tso.gov.uk, PO box 29, Norwich, NR3 1GN; email: customer.services@tso.co.uk; tel: 0870 600 5522.

For requests made under the Freedom of Information Act and this Publication Scheme, there will not usually be a charge for supplying information. However, if the request involves photocopying, it may be necessary to make a charge. In all cases, we will let you know if there is a cost before we start work so that you can choose whether to pay it or to modify your request.

Lists and registers

Public registers and registers held as public records

The registration of childcare for children under the age of eight changed in September 2008. Childcare is now registered under the Childcare Act 2006. The Childcare Act 2006 introduced two new registers, which are operated by Ofsted: the Early Years Register and the Ofsted Childcare Register.

For more information about these registers, please contact:

Enquiries
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

Tel: 08456 404040
18001 prefix for Typetalk
0161 618 8524 for textphone/Minicom users
These helplines are available from 08.00 to 20.00, Monday to Friday.
Email: enquiries@ofsted.gov.uk

Asset registers and information asset register

Information from our capital asset register is available on request

Register of gifts and hospitality provided to Ministers and senior personnel

Ofsted's Finance Directorate keeps a register of gifts and hospitality given to staff.

Availability: by post. Email: enquiries@ofsted.gov.uk

Cost: free.

Any register of interests kept in the department

Ofsted's Finance Directorate keeps a register of the interests of all Senior Civil Service staff.

Availability: by post. Email: enquiries@ofsted.gov.uk

Cost: free.

The services we offer

Regulatory responsibilities

The Education and Inspections Act 2006 established the Office for Standards in Education, Children's Services and Skills (Ofsted). Ofsted's remit is to regulate and inspect childcare and children's social care, including adoption and fostering agencies, residential schools, family centres and homes for children; and to inspect all state-maintained schools, non-association independent schools, pupil referral units, further education, initial teacher education, and publicly funded adult skills and employment-based training, the Children and Family Courts Advisory Service (Cafcass), and the overall level of services for children in local authority areas (through annual performance assessments and joint area reviews).

The Education and Inspections Act set out three overriding considerations for Ofsted to bear in mind in everything it does:

- We are to promote improvement in the services we inspect or regulate.
- We are to ensure that these services focus on the interests of the children, parents, adult learners and employers who use them.
- We are to see that these services are efficient and effective.

The services we provide

Inspection reports are published in the 'Inspection reports' section of our website: www.ofsted.gov.uk/oxcare_providers/list

We provide detailed guidance about our regulation and inspection work through guidance published on our website: www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance.

Our website also includes information for service users:

- parents, carers and members of the public at www.ofsted.gov.uk/Ofsted-home/About-us/Parents-and-carers
- children and young people: www.ofsted.gov.uk/Ofsted-home/About-us/Children-and-young-people
- adult learners and employers: www.ofsted.gov.uk/Ofsted-home/About-us/Adult-learners-and-employers

The 'Publications and research' section of our website (www.ofsted.gov.uk/Ofsted-home/Publications-and-research) includes Ofsted's reports on subjects and aspects of education, training and care, and statistics. It also includes an archive of thematic reports published by the Adult Learning Inspectorate, Commission for Social Care Inspection, Children's Rights Director, Her Majesty's Inspectorate of Court Administration prior to 1 April 2007 when the Office for Standards in Education, Children's Services and Skills was formed.

Ofsted newsletters

We publish two newsletters for providers. *Ofsted News* is a regular e-magazine for all the services we inspect and regulate. To view previous editions and to subscribe, click on the following link: <http://live.ofsted.gov.uk/newsletter/>

We also publish *talisman*, a monthly newspaper for the further education and adult learning sector. This is available in printed and PDF formats. To subscribe to talisman, click on the following link: <http://live.ofsted.gov.uk/talisman/>

Copies of previous editions can be downloaded from www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Documents-by-type/Newsletters

News releases

An archive of news stories is available from our website: www.ofsted.gov.uk/Ofsted-home/News

Individual requests for access to information

If, having consulted the scheme, the information you are looking for appears not to be listed you can make a request for it under the terms of the Freedom of Information Act.

You can find out more information about the Freedom of Information Act by consulting the Freedom of Information section on our website: www.ofsted.gov.uk/Ofsted-home/Footer/Freedom-of-information and the Freedom of Information Act 2000: www.opsi.gov.uk/Acts/acts2000/ukpga_20000036_en_1

Requests to Ofsted for information under the Act should be made in writing, identifying clearly the information required to. These should be sent to the relevant part of the organisation dealing with the matters you are interested in.

All requests for information will be treated on a fair and equal basis and without prejudice. Where it is unable to provide the information you request, Ofsted will explain why and give you details of how you can appeal against its decision.