Appendix to Federation of Mellers Primary School and Nottingham Nursery School Subject Access Request Policy; Subject Access Requests and Freedom of Information Requests during School Holidays

What are the key differences in timescales for Subject Access Requests (SARs) and Freedom of Information Requests (FOIs)?
For Subject Access Requests, the statutory deadline to respond to the request is **one calendar month**. This date begins on the exact date of receipt and there is no official, statutory guidance for extending the deadline due to school closures. However, situations may arise at Nottingham Nursery School where an extension is deemed proportionate and/or necessary.

For Freedom of Information Requests, the statutory deadline to respond is **20 school days (or 60 days whichever is shorter)**. Therefore, there is a statutory requirement that considers closure periods in which schools will take that additional time to fulfil the request.

Under what circumstances will Nottingham Nursery School **apply an extension to a SAR?**
The Federation of Mellers Primary School and Nottingham Nursery School may decide an extension can be applied under the 'complex request' exemption.

This will only apply if the school is closed and there are no qualified staff on site to handle the SAR within the one calendar month. **NB:** This also applies if someone works across the period but does not have access to the information to prepare all the requested data.

The Federation of Mellers Primary School and Nottingham Nursery School will always be transparent with the requester and set reasonable expectations in terms of when they will be able to provide them with the full response. We will provide the reasons why we cannot deal with the request, the length of the delay, when we expect the response to be ready by and whether any information can be provided sooner e.g. if some of our staff do have remote access and are able to provide some information we will always endeavour to take steps to action within the initial statutory timeframe.