**[Insert School Header]**

###### Policy Tracker – Updated [insert date]

**Statutory Policies:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Policy | Maintained Schools | Academies | Review cycle | Approval level options  (Specify as agreed) | Approval Date | Next Review Date |
| **Admission arrangements** | Yes | Yes | Annually | Governing Board, Academy Trust |  |  |
| **Charging and remissions** | Yes | Yes | Recommended annually | Governing Board, individual governor or Headteacher |  |  |
| **Data protection** | Yes | Yes | Recommended annually | Governing Board, individual governor or Headteacher |  |  |
| **Protection of biometric information of children in schools and colleges** | Yes | Yes | Recommended annually | Governing Board |  |  |
| **Register of pupils’ admission to school and attendance** | Yes | Yes | Live document | Governing Board, individual governor or Headteacher |  |  |
| **School information published on a website** | Yes | Yes | Live document | Governing Board, individual governor or Headteacher |  |  |
| **School complaints** | Yes | Yes | Recommended annually | Governing Board, individual governor or Headteacher |  |  |
| **Capability of staff** | Yes | Yes | Recommended annually | Governing Board or an individual governor |  |  |
| **Early career teachers (ECTs)** | Yes | Yes | Recommended annually | Governing Board |  |  |
| **Staff discipline, conduct and grievance (procedures for addressing)** | Yes | Yes | Recommended annually | For local-authority-maintained schools: Governing Board. For academies: Governing Board, individual governor or Headteacher |  |  |
| **Single central record of recruitment and vetting checks** | Yes | Yes | Live document | Governing Board, individual governor or Headteacher |  |  |
| **Statement of procedures for dealing with allegations of abuse against staff** | Yes | Yes | Recommended annually | Governing Board, individual governor or Headteacher |  |  |
| **Teachers’ pay** | Yes | No | Annually | Governing Board or local authorities |  |  |
| **Accessibility plan** | Yes | Yes | Every 3 years | Governing Board, individual governor or Headteacher |  |  |
| **Child protection policy and procedures** | Yes | Yes | Annually | Governing Board or proprietor |  |  |
| **Children with health needs who cannot attend school** | Yes | Yes | Recommended annually | Governing Board |  |  |
| **Early years foundation stage (EYFS)** | Yes | Yes | Varies | Governing Board can delegate |  |  |
| **Special educational needs and disability** | Yes | Yes | Annually | Governing Board or proprietor |  |  |
| **Supporting pupils with medical conditions** | Yes | Yes | Recommended annually | Governing Board can delegate |  |  |
| **Relationships education (primary) and relationships and sex education (secondary)** | Yes | Yes | Recommended annually | Individual governor or Headteacher |  |  |
| **Behaviour in schools** | Yes | Yes | Recommended annually | Headteacher can delegate |  |  |
| **Behaviour principles written statement** | Yes | No | Recommended annually | Governing Board |  |  |
| **School exclusion** | Yes | Yes | Recommended annually | Governing Board, individual governor or Headteacher |  |  |
| **Health and safety** | Yes | Yes | Annually | Employer |  |  |
| **First aid in schools** | Yes | Yes | Recommended annually | Employer |  |  |
| **Premises management documents** | Yes | Yes | Recommended annually | Governing Board, individual governor or Headteacher |  |  |
| **Equality objectives** | Yes | Yes | Every 4 years | Governing Board, individual governor or Headteacher |  |  |
| **Equality information statement**  **(statement demonstrating how the school is meeting the aims of the public sector equality duty )** | Yes | Yes | Annually | Governing Board, individual governor or Headteacher |  |  |
| **Governors’ allowances (schemes for paying)** | Yes | No | Recommended annually | Governing Board, individual governor or Headteacher |  |  |
| **Instrument of government** | Yes | No | Recommended annually | Governing Board |  |  |
| **Register of business interests of headteachers and governors** | Yes | Yes | Live document | Governing Board can delegate approval subject to the local authority scheme |  |  |
| **Careers guidance: details of your careers programme and a provider access statement** | Yes | Yes | Recommended annually | Governing Board |  |  |

**Non-Statutory Policies:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Policy | Review cycle | Approval level | Approval Date | Next Review Date |
| Anti-Bullying Policy | Annually | Governing Board |  |  |
| Attendance Policy | 2 Years | Headteacher |  |  |
| Parent Code of Conduct | 2 Years | Headteacher |  |  |
| Handwriting | 2 Years | Headteacher |  |  |
| Lost Child | 2 Years | Headteacher |  |  |
| Prevent | 2 Years | Headteacher |  |  |
| Staff Code of Conduct | 2 Years | Headteacher |  |  |
| Whistleblowing Policy | 2 Years | Headteacher |  |  |
| Volunteer Policy | 2 Years | Headteacher |  |  |
| E-Safety | Annually | Headteacher |  |  |
| Visitors Policy | Annually | Headteacher |  |  |
|  |  |  |  |  |
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