**Maintained School Website Checklist**

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| *Updated May 2023*  Details of update:   * Diversity data requirement included. |

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| **Name of School** |  |
| **School Website Address** |  |
| **Phase of School** | Nursery/Primary/Secondary |
| **Type of School** | Voluntary Aided/ Voluntary Controlled/Community/Special |
| **Date of Website Review** |  |
| **Name of Website Reviewer** |  |

| **Maintained School websites: what you need to publish** | **Not Published** | **To be updated** | **Published** |
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| **School contact details** – |  |  |  |
| * school name |  |  |  |
| * school postal address |  |  |  |
| * school telephone number |  |  |  |
| * the name of the member of staff who deals with queries from parents and other members of the public |  |  |  |
| * the name and contact details of the school’s special educational needs co-ordinator (SENCO) unless it is a special school |  |  |  |
| * *a note to indicate that paper copies of information available on the website can be requested by parents free of charge* |  |  |  |
| * A statement of the school’s **ethos and values** |  |  |  |
| **Admission arrangements**  ***Foundation schools and voluntary-aided schools*** (where the board determines your admissions arrangements) must publish the school’s admission arrangements by 15 March each year and keep them on the website for the whole of the offer year.  They must explain: |  |  |  |
| * how you’ll consider applications for every relevant age group at your school |  |  |  |
| * what parents should do if they want to apply for their child to attend |  |  |  |
| * arrangements for selecting the pupils who apply (if you are selective) |  |  |  |
| * over-subscription criteria |  |  |  |
| * How your school’s in-year applications will be dealt with by 31 August each year |  |  |  |
| * If the school is handling their own in-year applications   + A suitable application form must be provided   + A supplementary information form must be provided where necessary |  |  |  |
| You must also publish a timetable for **organising and hearing admission appeals** by 28 February each year including: |  |  |  |
| * a deadline for lodging appeals which allows those making an appeal at least 20 school days from the date of notification that their appeal was unsuccessful to prepare and lodge a written appeal |  |  |  |
| * reasonable deadlines for making an appeal to submit additional evidence, for admission authorities to submit their evidence and for the clerk to send appeal papers to the panel and parties |  |  |  |
| * ensuring that those making an appeal receive at least 10 school days’ notice of their appeal hearing |  |  |  |
| * ensuring that decision letters are sent within 5 school days of the hearing wherever possible |  |  |  |
| ***Community schools and voluntary-controlled schools***  If the local authority decides your admissions, refer parents to the local authority to find out about your admission arrangements and appeals arrangements. |  |  |  |
| **School uniform**  Schools must have regard to the statutory guidance when developing and implementing their uniform policy. The uniform policy should be published on the website, be easy to understand and where the school has a uniform, should: |  |  |  |
| * clearly state whether an item is optional or required |  |  |  |
| * make clear if the item will only be worn at certain times of the year |  |  |  |
| * make clear whether a generic item will be acceptable or if a branded item is required |  |  |  |
| * make clear whether an item can only be purchased from a specific retailer or if it can be purchased more widely, including from second-hand retailers |  |  |  |
| **Ofsted and performance tables** |  |  |  |
| * Most recent [Ofsted report](https://reports.ofsted.gov.uk/) **or** link to the report on the Ofsted website |  |  |  |
| * Link to the [school and college performance tables service](https://www.gov.uk/school-performance-tables) |  |  |  |
| **Test, exam and assessment results** |  |  |  |
| **Key stage 2 (end of primary school) most recent results.**  You **do not** need to publish your key stage 2 results for the academic year 2021 to 2022 on your website, as the Secretary of State will not publish this data. This is because statutory assessments returned for the first time since 2019, without adaptations, after disruption caused by the pandemic.  You **should continue to display** your school’s most recent key stage 2 performance measures, as published by the Secretary of State, on your website. For most schools, these will be the performance measures published for the 2018 to 2019 academic year.  You should clearly mark that these performance measures are for the 2018 to 2019 academic year and are not current. For example, you could add the following to your results:  “The government will not publish KS2 school level data for the 2021 to 2022 academic year. The last available public data is from the 2018 to 2019 academic year. It is important to note that the data from that year may no longer reflect current performance.” |  |  |  |
| * Results should be clearly marked to show they are not current |  |  |  |
| * Average progress scores in reading, writing and maths |  |  |  |
| * Percentage of pupils who achieved at least the expected standard in reading, writing and maths |  |  |  |
| * Percentage of pupils who achieved at a higher standard in reading, writing and maths |  |  |  |
| * Average ‘scaled sores’ in reading and maths |  |  |  |
| **Key stage 4 and 16-18** (end of secondary school) most recent results.  Performance measures will be published for 2021 to 2022 by the Secretary of State. Schools **need to update their websites** **to include these once published**. Alongside your KS4 and 16-18 results, you may wish to add the following sentence:  “Given the uneven impact of the pandemic on school and college performance data, the government has said you should not make direct comparisons between the performance data for one school or college and another, or to data from previous years.” |  |  |  |
| * [Progress 8](https://www.gov.uk/government/publications/progress-8-school-performance-measure) score |  |  |  |
| * Attainment in English and maths: percentage of pupils achieving a grade 5 or above in GCSE English and maths |  |  |  |
| * [Attainment 8](https://www.gov.uk/government/publications/progress-8-school-performance-measure) score |  |  |  |
| * [English Baccalaureate](https://www.gov.uk/government/publications/english-baccalaureate-ebacc) (EBacc) average points score |  |  |  |
| It is suggested that schools also publish: |  |  |  |
| * the percentage of pupils that enter the English baccalaureate |  |  |  |
| * the percentage of pupils staying in education or going into employment after key stage 4 (pupil destinations) |  |  |  |
| **Key stage 5** (16 to 18) information. |  |  |  |
| If your school operates a sixth form, you must publish the most recent 16 to 18 performance measures as published by the Secretary for State. For most schools, once published, this will be the performance measures for the 2021-2022 academic year   * Attainment * Retention * Destinations.   If your school operates a sixth form, you do not need to display progress measures, or an English and mathematics progress measure for 16-18 students on your website as these measures will not be published for the academic year 2021-2022 |  |  |  |
| **School opening hours** | | | |
| * Opening and closing times are published |  |  |  |
| * The total time pupils are in school for in a typical week |  |  |  |
| * The compulsory times the school is open, from the official start of the school day (morning registration) to the end of the compulsory school day, including breaks but not including optional before or after school activities |  |  |  |
| **Curriculum** |  |  |  |
| * The content of your school curriculum in each academic year for every subject, including mandatory subjects such as Religious Education even if it is taught as part of another subject or subjects, or is called something else |  |  |  |
| * The names of any phonics or reading schemes you are using in KS1 |  |  |  |
| * A list of the courses available to pupils at key stage 4, including GCSEs |  |  |  |
| * How parents/the public can find out more about the curriculum your school is following |  |  |  |
| * You must set out how you will increase the extent to which disabled pupils participate in the school’s curriculum, as part of the school’s accessibility plan |  |  |  |
| **Remote education**  You should consider publishing information about the school’s remote education provision on your website. An optional [template](https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template) is available to support this. |  |  |  |
| **Policies on:** |  |  |  |
| * **Behaviour** – The policy must comply with [Section 89 of the Education and Inspections Act 2006](http://www.legislation.gov.uk/ukpga/2006/40/section/89). |  |  |  |
| * **Charging and remissions** policy including:   + activities or cases which you charge pupils’ parents for   + the circumstances where you would make an exception on a payment you would expect to receive under your charging policy |  |  |  |
| * **Complaints procedure**: * You must publish details of your school’s complaints procedure, which must comply with [Section 29 of the Education Act 2002](http://www.legislation.gov.uk/ukpga/2002/32/section/29). |  |  |  |
| * + You must also publish (as part of the SEN Information Report) any arrangements for handling complaints from parents of children with special educational needs and disabilities (SEND) about the support the school provides |  |  |  |
| **Pupil Premium and Recovery Premium**  All schools receiving pupil premium funding must: |  |  |  |
| * Publish a pupil premium strategy statement by 31 December each year |  |  |  |
| In the strategy statement, you must:   * Use the DfE template to produce the statement, and ensure spending is in line with the ‘menu of approaches’ from the start of 2022to 2023 |  |  |  |
| * Write in an accessible way for parents and governors |  |  |  |
| * Explain how pupil premium and recovery premium are being spent |  |  |  |
| * Explain the outcomes that are being achieved for pupils |  |  |  |
| * It is recommended that you plan over three years |  |  |  |
| * you will still be required to update the statement each year to reflect: |  |  |  |
| * spending activity for that year |  |  |  |
| * impact for the previous year |  |  |  |
| **PE and sport premium for primary schools** |  |  |  |
| If your school received [PE and sport premium funding](https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools), you must publish all the following information by the end of the summer term or by 31 July at the latest: |  |  |  |
| * The amount of funding received |  |  |  |
| * A full breakdown of how it has been spent (or will be spent) |  |  |  |
| * The impact the school has seen on pupils’ PE and sport participation and attainment |  |  |  |
| * How the improvements will be sustainable in the future |  |  |  |
| You are also required to publish the percentage of pupils in **year 6** who: |  |  |  |
| * Swim competently, confidently and proficiently over a distance of at least 25 metres |  |  |  |
| * Use a range of strokes effectively |  |  |  |
| * Perform safe self-rescue in different water-based situations |  |  |  |
| **Public sector equality duty**  As public bodies, maintained schools must comply with the PSED in the Equality Act 2010 and the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. This means you must publish: |  |  |  |
| * Details of how your school complies with the Public Sector Equality Duty which is updated every year |  |  |  |
| * The equality objectives which must be updated every 4 years |  |  |  |
| **Special educational needs and disability (SEND) information**  You must publish an information report on the website about the implementation of your school’s policy for pupils with SEN and this should be *updated at least annually*  You should update any changes occurring during the year as soon as possible. |  |  |  |
| **The Information report must contain:** |  |  |  |
| * The arrangements for the admission of disabled pupils |  |  |  |
| * The steps you have taken to prevent disabled pupils from being treated less favourably than other pupils |  |  |  |
| * The facilities you provide to help disabled pupils to access the school |  |  |  |
| * The plan prepared under [paragraph 3 of schedule 10 to the Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/schedule/10) (accessibility plan) for:   + Increasing the extent to which disabled pupils can participate in the school’s curriculum   + Improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school   + Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled |  |  |  |
| **Careers programme information (secondary schools)**  You must publish information about the school’s careers programme that relates to year 7 to 13 pupils in accordance with section 42A of the Education Act 1997.  For the current year, this must include: |  |  |  |
| * The name, email address and telephone number of the school’s careers leader |  |  |  |
| * A summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme |  |  |  |
| * How the school measures and assesses the impact of the careers programme on pupils |  |  |  |
| * The date the school’s next review of the information published |  |  |  |
| There should also be a **policy statement** published to comply with section 42B of the Education Act 1997. Further information can be found here: [Careers guidance and access for education and training providers - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools). The policy statement must set out:   * The circumstances in which providers of technical education and apprenticeships will be given access to year 8 to 13 pupils. |  |  |  |
| **Governors’ information and duties**  You must publish: |  |  |  |
| * Details of the structure and responsibilities of the governing body and its committees |  |  |  |
| * The full name of the chair of the governing body and the chair of each committee |  |  |  |
| * Information about each governor including: * Full name |  |  |  |
| * Date of appointment |  |  |  |
| * Term of Office |  |  |  |
| * Date they stepped down (if applicable) |  |  |  |
| * Who appointed them (in accordance with the Instrument of Government) |  |  |  |
| * Relevant business and financial interests, including governance roles in other educational institutions, any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives) |  |  |  |
| * Attendance record at governing body and committee meetings over the last academic year |  |  |  |
| * Diversity Data, (or note to explain why data has not been published)   “Schools must ensure that individuals cannot be identified through the publication of data, particularly when board member levels are low. Read more about this in the [data protection toolkit for schools](https://www.gov.uk/guidance/data-protection-in-schools) and [Equality Act 2010: advice for schools](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools)” |  |  |  |
| * The full information should be published for all **associate members** making it clear whether they have voting rights on any of the committees to which they have been appointed |  |  |  |
| **Financial information**  You must publish:   * How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 |  |  |  |
| * A link to the webpage which is dedicated to your school on the [Schools Financial Benchmarking Service](https://schools-financial-benchmarking.service.gov.uk/?_ga=2.109080581.1855455948.1618245136-1485643869.1612377010) |  |  |  |