

What Schools Should Publish Online – September 2021 Audit Tool

Requirement	Checked by:	RAG Rating			Date:	Comments/Actions required
		Red	Amber	Green		
<p><b><u>School contact details</u></b></p> <p>Your school's website must include:</p> <ul style="list-style-type: none"> <li>• your school's name</li> <li>• your school's postal address</li> <li>• your school's telephone number</li> <li>• the name of the member of staff who deals with queries from parents and other members of the public</li> <li>• the name and contact details of your special educational needs (SEN) co-ordinator (SENCO) unless you're a special school</li> </ul>	TC			√	10/09/21	
<p><b><u>Admission arrangements</u></b></p> <p><b>Foundation schools and voluntary-aided schools</b></p> <p>If the school's governing body decides your admissions, you must publish your school's admission arrangements each year and keep them up for the whole school year.</p> <p>You must explain:</p> <ul style="list-style-type: none"> <li>• how you'll consider applications for every age group at your school</li> <li>• what parents should do if they want to apply for their child to attend your school</li> <li>• your arrangements for selecting the pupils who apply</li> <li>• your 'over-subscription criteria' (how you offer places if there are more applicants than places)</li> </ul> <p><b>Community schools and voluntary-controlled schools</b></p>	TC			√	10/09/21	

<p>If the local authority decides your admissions, write that parents should contact the local authority to find out about your admission arrangements.</p>						
<p><b><u>Ofsted reports</u></b></p> <p>You must publish either:</p> <ul style="list-style-type: none"> <li>• a copy of your school's most recent Ofsted report</li> <li>• a link to the report on the Ofsted website</li> </ul> <p><b><u>Exam and assessment results</u></b></p> <p><b>Key stage 2 (end of primary school) results</b></p> <p>You must publish the following details from your school's most recent key stage 2 results:</p> <ul style="list-style-type: none"> <li>• average progress scores in reading, writing and maths</li> <li>• average 'scaled scores' in reading and maths</li> <li>• percentage of pupils who achieved the expected standard or above in reading, writing and maths</li> <li>• percentage of pupils who achieved a high level of attainment in reading, writing and maths</li> </ul>	TC			√	10/09/21	
<p><b><u>Performance tables</u></b></p> <p>You must include a link to the <a href="#">school and college performance tables service</a>.</p>	TC			√	10/09/21	
<p><b><u>Curriculum</u></b></p> <p>You must publish:</p>	TC			√	10/09/21	

<ul style="list-style-type: none"> <li>the content of your school curriculum in each academic year for every subject, including Religious Education even if it is taught as part of another subject or subjects, or is called something else</li> <li>the names of any phonics or reading schemes you're using in key stage 1</li> <li>how parents or other members of the public can find out more about the curriculum your school is following</li> </ul>						
<p><b><u>Behaviour policy</u></b></p> <p>You should publish details of your school's behaviour policy.</p> <p>The policy must comply with <a href="#">Section 89 of the Education and Inspections Act 2006</a>.</p>	TC			√	10/09/21	
<p><b><u>School complaints procedure</u></b></p> <p>You must publish details of your school's complaints procedure, which must comply with <a href="#">Section 29 of the Education Act 2002</a>.</p> <p>You must also publish any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides.</p>	TC			√	10/09/21	
<p><b><u>Pupil premium</u></b></p> <p>You must publish a strategy for the school's use of the <a href="#">pupil premium</a>. You no longer have to publish a 'pupil premium statement'.</p> <p>For the current academic year, you must include:</p> <ul style="list-style-type: none"> <li>your school's pupil premium grant allocation amount</li> <li>a summary of the main barriers to educational achievement faced by eligible pupils at the school</li> <li>how you'll spend the pupil premium to address those barriers and the reasons for that approach</li> <li>how you'll measure the impact of the pupil premium</li> </ul>	TC			√	10/09/21	

<ul style="list-style-type: none"> <li>the date of the next review of the school's pupil premium strategy</li> </ul> <p>For the previous academic year, you must include:</p> <ul style="list-style-type: none"> <li>how you spent the pupil premium allocation</li> <li>the impact of the expenditure on eligible and other pupils</li> </ul> <p>Pupil premium funding is allocated for each financial year, but the information you publish online should refer to the academic year, as this is how parents understand the school system.</p> <p><b>As you won't know allocations for the end of the academic year (April to July), you should report on the funding up to the end of the financial year and update it when you have all the figures.</b></p> <p>The Teaching Schools Council has published <a href="#">templates</a> to support schools in presenting their pupil premium strategies. Use of the templates is voluntary.</p>						
<p><b><u>Coronavirus (COVID-19) catch-up premium</u></b></p> <p>If your school gets the coronavirus (COVID-19) catch-up premium grant in academic year 2020 to 2021, you should publish details of:</p> <ul style="list-style-type: none"> <li>how it is intended that the grant will be spent</li> <li>how the effect of this expenditure on the educational attainment of those pupils at the school will be assessed</li> </ul> <p>Read further information on the <a href="#">coronavirus (COVID-19) catch-up premium</a>.</p>	TC			√	10/09/21	
<p><b><u>PE and sport premium for primary schools</u></b></p>	TC			√	10/09/21	

<p>If your school receives <a href="#">PE (physical education) and sport premium funding</a>, you must publish:</p> <ul style="list-style-type: none"> <li>• how much funding you received</li> <li>• a full breakdown of how you've spent the funding or will spend the funding</li> <li>• the effect of the premium on pupils' PE and sport participation and attainment</li> <li>• how you'll make sure these improvements are sustainable</li> <li>• how many pupils within their year 6 cohort can do each of the following: <ul style="list-style-type: none"> <li>• swim competently, confidently and proficiently over a distance of at least 25 metres</li> <li>• use a range of strokes effectively</li> <li>• perform safe self-rescue in different water-based situations</li> </ul> </li> </ul>					
<p><b><u>Special educational needs (SEN) and disability information</u></b></p> <p>You must publish a SEN information report on your school's policy for pupils with SEN <b>and should update it annually.</b></p> <p><b>You should update any changes occurring during the year as soon as possible.</b></p> <p>The report must comply with:</p> <ul style="list-style-type: none"> <li>• <a href="#">section 69 of the Children and Families Act 2014</a>, which includes: <ul style="list-style-type: none"> <li>• the arrangements for the admission of disabled pupils</li> <li>• the steps you have taken to prevent disabled pupils from being treated less favourably than other pupils</li> <li>• the facilities you provide to help disabled pupils to access the school</li> </ul> </li> </ul>	TC			√	10/09/21

<ul style="list-style-type: none"> <li>the accessibility plan you have prepared in compliance with <a href="#">paragraph 3 of schedule 10 to the Equality Act 2010</a> for: <ul style="list-style-type: none"> <li>increasing the extent to which disabled pupils can participate in the school's curriculum</li> <li>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 and services provided or offered by the school</li> <li>improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled</li> </ul> </li> <li><a href="#">regulation 51</a> and <a href="#">schedule 1</a> of the Special Educational Needs and Disability Regulations 2014</li> </ul> <p>You can find details of what you must include in <a href="#">schedule 1 of the Special Educational Needs and Disability Regulations 2014</a>, and <a href="#">section 6 of the 'Special educational needs and disability code of practice: 0 to 25 years'</a></p>						
<p><b><u>Equality objectives</u></b></p> <p>Public bodies, including local-authority-maintained schools, are covered by the public sector equality duty in the Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2011. This means you have to publish:</p> <ul style="list-style-type: none"> <li>details of how your school is complying with the <a href="#">public sector equality duty</a> - you should update this every year</li> <li>your school's equality objectives - you should update this at least once every 4 years</li> </ul> <p>Details of these publishing obligations are set out in <a href="#">Equality Act 2010: advice for schools</a></p>	TC			√	10/09/21	

<p><b><u>Governors' information and duties</u></b></p> <p>You must publish up to date:</p> <ul style="list-style-type: none"> <li>• details of the structure and responsibilities of the governing body and its committees</li> <li>• information about each governor, including their: <ul style="list-style-type: none"> <li>• full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing body's instrument of government)</li> <li>• business and financial interests</li> <li>• governance roles in other educational institutions</li> <li>• any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)</li> <li>• attendance record at governing body and committee meetings over the last academic year</li> </ul> </li> </ul> <p>Read more <a href="#">advice on publishing information about your school's governors</a></p>	TC			√	10/09/21	
<p><b><u>Charging and remissions policies</u></b></p> <p>You must publish your school's charging and 'remissions' policies (this means when you cancel fees). The policies must include details of:</p> <ul style="list-style-type: none"> <li>• the activities or cases where your school will charge pupils' parents</li> <li>• the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy</li> </ul>	TC			√	10/09/21	

Read about <a href="#">school charging and remission</a> .						
<p><b><u>Values and ethos</u></b></p> <p>Your website should include a statement of your school's ethos and values.</p>	TC			√	10/09/21	
<p><b><u>Financial information</u></b></p> <p><b><u>You must publish:</u></b></p> <ul style="list-style-type: none"> <li>• how many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this</li> <li>• a link to the webpage which is dedicated to your school on the <a href="#">schools financial benchmarking</a> service - follow the prompts to find your school's specific page</li> </ul>	TC			√	10/09/21	
<p><b><u>KCSIE</u></b></p> <p><b>49. The child protection policy should describe procedures which are in accordance with government guidance and refer to locally agreed inter-agency procedures put in place by the Local Safeguarding Children Board (LSCB), be updated annually (as a minimum), and be available publicly either via the school or college website or by other means.</b></p>	TC			√	10/09/21	