

What Schools Should Publish Online – September 2023 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>	JB, TC			√	17/11/2023	
<p><b><u>Admission arrangements</u></b></p> <p><b>Community schools and voluntary-controlled schools</b></p> <p>If the local authority decides your admissions, write that parents should contact the local authority to find out about your admission arrangements.</p>	JB, TC			√	17/11/2023	
<p><b><u>Uniform</u></b></p> <p>The published uniform policy should be easy to understand and, where a school has a school uniform, should:</p> <ul style="list-style-type: none"> <li>• clearly state whether an item is optional or required</li> <li>• make clear if the item will only be worn at certain times of the year (for example, if it's summer or winter uniform)</li> <li>• make clear whether a generic item will be accepted or if a branded item is required</li> </ul>	JB, TC			√	17/11/2023	

<ul style="list-style-type: none"> <li>• 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</li> </ul>						
<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 (not for 2021-22)</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>	JB			√	17/11/2023	
<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>	JB			√	17/11/2023	
<p><b><u>School Opening Hours</u></b></p> <p>Schools should publish on their website their opening and closing times and the total time this amounts to in a typical week (for example 32.5 hours).</p>	JB, TC			√	17/11/2023	

<p>Schools should show the compulsory times they are open. This time runs from the official start of the school day (morning registration) to the official end of the compulsory school day. It includes breaks, but not optional before or after school activities.</p>						
<p><b><u>Curriculum</u></b></p> <p>You must publish:</p> <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> <li>• You must also set out how over time you will increase the extent to which disabled pupils participate in the school's curriculum, as part of your school's accessibility plan. There are more details in the <a href="#">special educational needs and disabilities section</a>.</li> </ul>	JB			√	17/11/2023	
<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>	JB			√	17/11/2023	
<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>	JB			√	17/11/2023	

<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>						
<p><b><u>Pupil premium</u></b></p> <p>All schools that receive pupil premium funding must publish a pupil premium strategy statement each year by 31 December.</p> <p>In the strategy statement, you must explain how your pupil premium and <a href="#">recovery premium</a> is being spent and the outcomes that are being achieved for pupils. It's important that parents and governors understand this, and you should write it with them in mind.</p> <p>You must use the DfE template to produce your statement. This can be found alongside completed examples and guidance for school leaders on the <a href="#">pupil premium</a> guidance page.</p> <p>The template has been designed to ensure that your statement reflects the requirements in the pupil premium <a href="#">conditions of grant</a>. This includes a requirement for pupil premium and recovery premium to be spent in line with the department's 'menu of approaches' from the start of the 2022 to 2023 academic year. The menu can be found in the document 'Using pupil premium: guidance for school leaders', on the pupil premium guidance page.</p> <p>We recommend that you plan your pupil premium use over 3 years. If you do so, you are still required to update your statement each year to reflect your spending activity for that academic year and the impact of pupil premium in the previous academic year.</p>	JB			√	17/11/2023	
<p><b><u>PE and sport premium for primary schools</u></b></p> <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> </ul>	JB			√	17/11/2023	

<ul style="list-style-type: none"> <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> <li>• You must publish all the information in this section by the end of the summer term, or 31 July at the latest. This is outlined in the <a href="#">conditions of grant document</a>.</li>   <li>• To help plan, monitor and report on the impact of your spending, partners in the physical education and school sport sector have developed a template. The template can be accessed through the <a href="#">Association for PE</a> and <a href="#">Youth Sport Trust</a> websites</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> </ul> </li> </ul>	JB, JG			√	17/11/2023	

<ul style="list-style-type: none"> <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> <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>	JB			√	17/11/2023	

Details of these publishing obligations are set out in <a href="#">Equality Act 2010: advice for schools</a>						
<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>	JB, TC			√	17/11/2023	
<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> </ul>	JB			√	17/11/2023	

<ul style="list-style-type: none"> <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> <p>Read about <a href="#">school charging and remission</a>.</p>						
<p><b><u>Values and ethos</u></b></p> <p>Your website should include a statement of your school's ethos and values.</p>	JB			√	17/11/2023	
<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>	JB			√	17/11/2023	
<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>	JB			√	17/11/2023	