**Maintained School Website Information checklist**

**September 2025**

Every local-authority-maintained school must publish specific information on its website to comply with [The School Information (England) (Amendment) Regulations 2012 and 2016](http://www.legislation.gov.uk/uksi/2016/451/contents/made) and other relevant legislation.

| **Information required on website** | **In place**** or X** | **Action to be taken** |
| --- | --- | --- |
| **MANDATORY** |  |  |
| **The school’s contact details:*** school’s name
* school’s postal address
* school’s 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 your SEN co-ordinator (SENCO) (unless you’re a special school)
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| **A statement of the school's ethos and values** |  |  |
| **Publication of school opening and closing hours**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). 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. **https://www.gov.uk/government/publications/length-of-the-school-week-minimum-expectation** |  |  |
| **Ofsted report** You must do one of the following:* publish a copy of your school’s most recent Ofsted report
* publish a link to the report on the Ofsted website
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| **Pupil premium and recovery premium** All schools that receive pupil premium funding must publish a pupil premium strategy statement each year by 31 December. In the strategy statement you must explain how your pupil premium and recovery premium 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.You must also use the DfE template to produce your statement. This can be found alongside completed examples and guidance on the pupil premium guidance page. <https://www.gov.uk/government/publications/pupil-premium>The template has been designed to ensure that your statement reflects the requirements in the pupil premium conditions of grant. The DfE recommends 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. |  |  |
| **PE and sport premium for primary schools**If your school receives [PE (physical education) and sport premium funding](https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools), you must publish, by 31 July each year:* the amount of premium received
* a full breakdown of how it has been spent
* the impact the school has seen on pupils’ PE, physical activity, and sport participation and attainment
* how the improvements will be sustainable in the future

You are also required to publish the percentage of pupils within your year 6 cohort who met the national curriculum requirement to:* 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

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 [conditions of grant document](https://www.gov.uk/government/publications/pe-and-sport-premium-conditions-of-grant-2021-to-2022).When/if the school downloads a copy of its digital form return and uses this as its published report, it must ensure the form is converted to HTML format. This is to meet accessibility requirements. |  |  |
| **Test, exam and assessment results**All schools must publish a link to the [compare school and college performance service](https://www.gov.uk/school-performance-tables) and their performance measures page on it.  **Key stage 2**Primary schools must publish their most recent key stage 2 performance measures, as published by the Secretary of State, comprising: * their progress scores in:

readingwritingmaths* the percentage of their pupils who achieved the expected standard in reading, writing and maths (combined)
* the percentage of their pupils who achieved a higher standard in reading, writing and maths (combined)
* their average scaled score in:

readingmaths**Key stage 4**Secondary schools must publish their most recent key stage 4 performance measures, as published by the Secretary of State, comprising: * their [Progress 8 score](https://www.gov.uk/government/publications/progress-8-school-performance-measure)
* the percentage of their pupils who achieved a grade 5 or above in GCSE English and GCSE maths (combined)
* their [Attainment 8 score](https://www.gov.uk/government/publications/progress-8-school-performance-measure)

They should also publish: * the percentage of their pupils staying in education or going into employment after key stage 4
* the percentage of their pupils who were entered for the English Baccalaureate (EBacc)

their EBacc average point score (APS)**Key stage 5 (16 to 18)**Secondary schools with sixth forms must publish their most recent 16 to 18 performance measures, as published by the Secretary of State, comprising their students’ headline:* attainment measures
* retention measures
* destination measures

They do not have to publish the following performance measures for the 2022 to 2023 academic year, as these are not being published by the Secretary of State:* level 3 value-added
* English and maths progress measure
 |  |  |
| **Curriculum**You must publish:* the content of your school curriculum in each academic year for every subject - this includes 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’re using in key stage 1
* a list of the courses available to pupils at key stage 4, including GCSEs
* how parents or other members of the public can find out more about the curriculum your school is following

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 [special educational needs and disabilities section](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#send).Alongside the content of their **music curriculum**, all schools are expected to publish information about their music development plan. A [template](https://www.gov.uk/government/publications/school-music-development-plan-summary-template) is available to support with this. |  |  |
| **Remote education**You should publish information about your school’s [remote education provision](https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools) on your website. |  |  |
| **Information on admission arrangements** Foundation and voluntary-aided schools must publish their admission arrangements to comply with the:* [school admissions code](https://www.gov.uk/government/publications/school-admissions-code--2)
* [school admission appeals code](https://www.gov.uk/government/publications/school-admissions-appeals-code)

*September admissions – normal point of entry*By 15 March each year, the school must publish on its website the admission arrangements for children who will be starting school at the normal point of entry in September of the following year. It must retain them there for the whole of the academic year in which offers for places are made.The admission arrangements must explain:* how the school considers applications for places in each relevant age group (that is, the age group in which children are normally admitted)
* how many children the school intends to admit in each relevant age group (known as the published admission number, or PAN)
* what a parent or carer needs to do if they want to apply for their child to attend the school
* how the school allocates places, if there are more applicants than places available

Where applicable, schools must also explain how:* children are selected for a place, if the school is selective
* a parent or carer of a primary-age child can request that the school delay or defer their child’s entry to reception, and the process for requesting admission outside the normal age group
* how many external applicants the school intends to admit into the sixth form

*In-year admissions*By 31 August each year, the school must publish how it will manage in-year applications for places (that is, applications for places in the middle of a school year, or to start in the September of a year which is not the normal point of entry).If the governing body manages those applications, the school must provide:* an application form
* supplementary information, if necessary

If the local authority manages those applications, the school must publish a link to the in-year co-ordination scheme.*Admission appeals*By 28 February each year, the school must publish a timetable setting out how it will organise and hear admission appeals.This timetable must:* include a deadline that allows a parent or carer at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge a written appeal
* include reasonable deadlines for:
* a parent or carer to submit additional evidence
* admission authorities to submit their evidence
* the clerk to send appeal papers to the panel and parties
* ensure that a parent or carer lodging an appeal receives at least 10 school days’ notice of their appeal hearing
* ensure that decision letters are sent within 5 school days of the hearing, wherever possible

Further guidance is available in the [school admission appeals code](https://www.gov.uk/government/publications/school-admissions-appeals-code).*What community and voluntary-controlled schools must publish*Community and voluntary-controlled schools must publish a link to the local authority’s website for parents and carers who wish to find out about the school’s admission and appeal arrangements. It is the local authority that manages both processes. |  |  |
| **Behaviour policy**You should publish details of your school’s behaviour policy. The policy must comply with [section 89 of the Education and Inspections Act 2006](http://www.legislation.gov.uk/ukpga/2006/40/section/89)Read [advice on developing and publishing your school’s behaviour policy](https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools). |  |  |
| **Attendance Policy**The policy should be easily accessible to leaders, staff, pupils, and parents, including being published on the school’s website. |  |  |
| **School uniform**Schools whose pupils are required to wear a uniform should publish an easily understandable policy on their website, in line with statutory guidance on [the cost of school uniforms](https://www.gov.uk/government/publications/cost-of-school-uniforms).It should include information about:* optional or required items
* items that will be worn only at certain times of year (for example, winter or summer uniform)
* items that must be branded or can be generic
* whether items can be bought only from a specific retailer or more widely
* where second-hand uniform can be purchased
 |  |  |
| **Special educational needs and disability (SEND) information**You must publish an information report on your website about the implementation of your school’s policy for pupils with SEN. You should update the report at least annually.You should update any changes occurring during the year as soon as possible. The report must comply with section 69 of the Children and Families Act 2014, meaning that it must contain:* the ‘SEN information’ specified in schedule 1 to the [Special Educational Needs and Disability Regulations 2014](http://www.legislation.gov.uk/uksi/2014/1530/contents/made). Statutory guidance on this is contained in paragraphs 6.79 to 6.82 of the [special educational needs and disability code of practice: 0 to 25 years](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25)

information on:* 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
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| **Charging and remissions policies**Schools must publish their:* charging policy, giving details of activities for which they will charge parents and carers
* remissions policy, giving details of any circumstances in which they will wholly or partly waive any charge they would otherwise expect parents and carers to pay

Guidance on [charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities) is available. [Sections 449 to 462 of the Education Act 1996](https://www.legislation.gov.uk/ukpga/1996/56/section/449) set out the law on charging in schools maintained by local authorities. |  |  |
| **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 any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides, as part of your SEN Information report. |  |  |
| **Child Protection policy** Not mentioned on DfE website page, but in Keeping Children Safe in Education. |  |  |
| **Public sector equality duty**[The Equality Act 2010: advice for schools](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools) outlines how your school can demonstrate compliance with the public sector equality duty – for example, including details of how your school is:* eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010
* advancing equality of opportunity – between people who share a protected characteristic and people who do not
* fostering good relations between people who share a protected characteristic and those who do not
* consulting and involving those affected by inequality, in the decisions your school takes to promote equality and eliminate discrimination - affected people could include parents, pupils, staff and members of the local community

As public bodies, local authority-maintained schools must comply with the public sector equality duty 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](http://www.legislation.gov.uk/ukpga/2010/15/section/149) - you must update this every year
* your school’s equality objectives - you must update this at least once every 4 years
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| **Accessibility plan** |  |  |
| **Data protection**In accordance with the Data Protection Act 2018 you should publish the following documents:* Data Protection Policy (review every 2 years)
* Privacy notice for staff workforce
* Privacy notice for parents and pupils
* ICO model publication scheme
* Information guide

https://essexprimaryheads.co.uk/info-and-documents/data-protection/ |  |  |
| **Financial Information** * How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 (DfE recommends using a table to display this information).
* A link to the webpage which is dedicated to your school on the schools financial benchmarking service

Follow the prompts to find your school’s specific page.<https://schools-financial-benchmarking.service.gov.uk/> |  |  |
| **Pay Gap reporting**Schools with 250 or more employees must, in line with the [Equality Act 2010 (Gender Pay Gap Information) Regulations 2017](https://www.legislation.gov.uk/uksi/2017/172/regulation/2/made):* report their gender pay gap information to the government via the [gender pay gap service](https://gender-pay-gap.service.gov.uk/)
* publish this information in a prominent place on their website within one year of their [‘snapshot date’](https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers/when-to-report), which, for most public authority employers, will be 31 March

Statutory guidance on [the gender pay gap information employers must report](https://www.gov.uk/guidance/the-gender-pay-gap-information-employers-must-report) is available.What schools with 250 or more employees may wish to publishMost public authority employers, including schools, do not need to publish a [written statement](https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers/overview#written-statement) on their public-facing website.However, schools with 250 or more employees may wish to publish:* a [supporting narrative](https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers/overview#supporting-narrative) to explain their gender pay gap
* an [action plan](https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers/overview#action-plan) that sets out how they plan to address it

What schools with fewer than 250 employees should publishSchools with fewer than 250 employees:are not required to comply with the regulations, but should give serious consideration to the business benefits of doing soGuidance on [who counts as an employee](https://www.gov.uk/guidance/who-needs-to-report-their-gender-pay-gap#headcount) is available.For schools interested in looking at their ethnicity pay gap, guidance for employers on [voluntary ethnicity pay reporting](https://www.gov.uk/government/publications/ethnicity-pay-reporting-guidance-for-employers) is also available. |  |  |
| **Governor information and duties**You must publish information on the governing body in line with the constitution of [governing bodies of maintained schools statutory guidance](https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools). This should include:* details of the structure and responsibilities of the governing body and its committees
* the full names of the Chair of the governing body and Chair of each committee information about each governor, including their:
	+ 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)
	+ 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

You should also publish the same information for associate members making it clear whether they have voting rights on any of the committees to which they have been appointed. |  |  |
| **Collecting and publishing governing board diversity data**Diversity is important and the DfE wants governing boards to be increasingly reflective of the communities they serve. The DfE is encouraging schools to collect and publish governing board members’ diversity data. Information must be widely accessible to members of the school community and the public. Board members can opt out of sharing their information, including protected characteristics, at any given time including after publication.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).There is no prescriptive way to collect diversity data from volunteers; this needs to be done on a voluntary basis. Schools may prefer to adopt a similar approach to how they collate the diversity data of pupils. |  |  |
| **Web Content Accessibility Statement**<https://www.gov.uk/government/publications/sample-accessibility-statement>A link to your statement **should be easy to find on your website homepage**, or made available on every web page. It should be prominent, for example in a static header or footer. |  |  |
| **Careers programme information (secondary schools)**You must publish information about the school’s careers programme. This information must relate to the delivery of careers guidance to pupils from years 7 to 13, in accordance with section 42A of the Education Act 1997. For the current academic year, you 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 it
* how the school measures and assesses the careers programme’s impact on pupils
* the date of the school’s next review of the information published

Read the statutory guidance for schools on [careers guidance and access for education and training providers](https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools) for more information. The statutory guidance also contains further information about a policy statement that you must publish to comply with section 42B of the Education Act 1997, known as the ‘provider access legislation’. 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. |  |  |
| **GOOD PRACTICE** |  |  |
| A link to Parentview is recommended by Ofsted (but not mandatory) |  |  |
| Additional information about the governing body, including Governance Statement (maintained schools), Code of practice etc  |  |  |
| School policies and procedures, particularly those of interest to parents: School Uniform, Visiting Speakers etc |  |  |
| Information on how British Values are promoted |  |  |
| Term dates |  |  |

**Requests for copies**If a parent requests a paper copy of the information on your school’s website, you must provide this free of charge.

## Schools that do not have a websiteYou must still publish all of the information which is set out on this webpage online even if you do not maintain your own website. You can use an alternative website to host the information as long as you make the address and details of the website known to parents, for example, by providing parents with the URL (website address) and any other relevant details.

## Current version of the checklist as at January 2025 – check the DfE website for updates at a later date. <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#history>