**Academies Website Information checklist**

*Please note: you need to check your funding agreement to find out exactly what information you must publish on your website.*

**January 2024**

| **Information required on website** | **In place**  ** or X** | **Action to be taken** |
| --- | --- | --- |
| **MANDATORY** |  |  |
| **The academy’s contact details**  Your website should include the:   * name of your school or college * postal address of your school or college * telephone number of your school or college * name of the member of staff who deals with queries from parents and other members of the public * name of the headteacher or principal * name and address of the chair of the governing body (if you have one) * name and details of your SEN co-ordinator (SENCO) unless you’re a special academy   If you’re an academy, you should publish the website, address and telephone number of your academy trust. |  |  |
| **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 webpage where users can find your school’s most recent Ofsted report |  |  |
| **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.  <https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2022-to-2023>  This includes a requirement for the 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.  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:   * 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).   * 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 [Association for PE](https://www.afpe.org.uk/physical-education/advice-on-sport-premium/) and [Youth Sport Trust](https://www.youthsporttrust.org/resources/primary-pe-sport-premium) websites. |  |  |
| **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). |  |  |
| **Remote education**  You should consider publishing 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. An optional [template](https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template) is available to support schools with this. |  |  |
| **Performance tables** If you’re an academy or college, you should publish a link to the [school and college performance tables](https://www.compare-school-performance.service.gov.uk/) and your school or college’s performance tables’ page. |  |  |
| **Test, exam and assessment results**  [Key stage 4 and 16 to 18 performance measures will be published](https://www.gov.uk/government/publications/school-and-college-accountability-approach-2020-to-2022/school-and-college-accountability-2021-to-2022-academic-year) by the Secretary of State for the 2021 to 2022 academic year.  **For key stage 4 and 16 to 18 results,** you will need to update your website to include the latest measures, which once published, will be based on tests, exams and assessments from the 2021 to 2022 academic year.  Alongside your key stage 4 and 16 to 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.”  **Key stage 2 (end of primary school) 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 sentence 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.”  **Key stage 4 (end of secondary school) results**  You must publish the following details from your school’s most recent key stage 4 performance measures as published by the Secretary of State. For most schools, once published, these will be the performance measures for the 2021 to 2022 academic year:  [Progress 8 score](https://www.gov.uk/government/publications/progress-8-school-performance-measure)  attainment in English and maths - percentage of pupils achieving a grade 5 or above in GCSE English and maths  [Attainment 8 score](https://www.gov.uk/government/publications/progress-8-school-performance-measure)  English Baccalaureate (EBacc) average point score (APS)  We suggest that schools also publish:  the percentage of pupils that enter the EBacc, and  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 of State. For most schools, once published, these will be the performance measures for the 2021 to 2022 academic year:   * attainment * retention * destinations   **Progress performance measures**  If your school operates a sixth form, you do not need to display progress measures (level 3 value added), or an English and mathematics progress measure, for 16 to 18 students on your website. These measures will not be published for the 2021 to 2022 academic year.  **Performance measures website**  You must include a link to the [school and college performance measures website](https://www.gov.uk/school-performance-tables) and your school’s performance measures page. |  |  |
| **Information on admission arrangements**  Admission arrangements for all mainstream academy schools, other than academy special schools, alternative provision or stand-alone 16 to 19 institutions, must comply with the [School Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2) and the [school admission appeals code](https://www.gov.uk/government/publications/school-admissions-appeals-code).  Academy trusts must publish the admission arrangements for their schools on their website by 15 March each year, and keep them there for the whole of the offer year. This is the school year in which offers for places are made.  The admission arrangements must explain:   * how you will consider applications for each relevant age group at your schools - this is the age group at which children are normally admitted to the school * what parents should do if they want to apply for their child to attend one of your schools * your arrangements for selecting the pupils who apply (if the school is a selective school) * your over-subscription criteria, outlining how you offer places if there are more applicants than places available   You must also set out how in-year applications will be dealt with for your schools by 31 August at the latest each year.  If the academy trust will manage in-year applications for your schools, you must provide a suitable application form to enable parents to apply for an in-year place at your school. You must also provide a supplementary information form where necessary.  If the school is to be a part of the local authority’s in-year co-ordination scheme, you must provide information on where parents can find details of the relevant scheme.  You must also publish a timetable for organising and hearing admission appeals for your schools by 28 February each year.  This must:   * include a deadline for lodging appeals which allows those making an appeal at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal * include reasonable deadlines for: * those making an appeal to submit additional evidence * admission authorities to submit their evidence * the clerk to send appeal papers to the panel and parties * ensure that those making an appeal receive 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 |  |  |
| **Exclusions policy**  If you are an academy or free school other than a 16 to 19 academy, you should publish details of your policy for excluding pupils. |  |  |
| **Behaviour policy**  You should publish details of your school’s behaviour policy, including your anti-bullying strategy.  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**  There is new statutory guidance from the Department for Education on the cost of school uniforms.  <https://www.gov.uk/government/publications/cost-of-school-uniforms/cost-of-school-uniforms>  This means that schools and their governing boards must have regard to it when developing and implementing their school and trust uniform policies. The purpose of the guidance is to ensure the cost of school uniforms is reasonable and secures the best value for money. It should be read alongside the non-statutory guidance on [School uniforms - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-uniform/school-uniforms) It is worth noting that schools do not need to have a standalone School Uniform Policy, and a mention in your school prospectus may be more than sufficient. If your school has a uniform policy, you should make sure it's clear and easy to understand and publish it on your website. The published uniform policy should be easy to understand and, where a school has a school uniform, should:  Clearly state whether an item if optional or required  Make clear if the item will only be worn at certain times of the year (for example, if it’s summer or winter uniform)  Make clear whether a generic item will be accepted 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 |  |  |
| **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 |  |  |
| **Charging and remissions policies**  Academies should publish their charging and remissions policies (this means when you cancel fees). The policies must include details of:   * the activities or cases for which your school will charge pupils’ parents * the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy |  |  |
| **Complaints procedure**  The DfE recommends that all academies, free schools and colleges publish their complaints policy online.  If you’re an academy, free school, FE or sixth-form college, the DfE recommends that you publish your [whistleblowing](https://www.gov.uk/whistleblowing) policy online.  Academies and free schools must publish any arrangements for handling complaints from parents of children with special educational needs about the support provided by the school. |  |  |
| **Child Protection policy** (not mentioned on DfE website page, but in Keeping Children Safe in Education) |  |  |
| **Whistleblowing Policy** |  |  |
| **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 - ffected 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 |  |  |
| **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/ |  |  |
| **Governance details – set out in the Academies Financial Handbook:**  The trust must provide details of its governance arrangements in the governance statement published with its annual accounts, including what the board has delegated to committees and, in trusts with multiple academies, to local governing bodies. The trust must also publish on its website up-to-date details of its governance arrangements in a readily accessible format, including:   * the structure and remit of the trust’s members, board of trustees, committees and local governing bodies (the trust's scheme of delegation for governance functions), and the full names of the chair of each * for each of the trust’s members serving at any point over the past 12 months, their full names, date of appointment, date they stepped down (where applicable), and relevant business and pecuniary interests including governance roles in other educational institutions * for each trustee and local governor serving at any point over the past 12 months, their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them, and relevant business and pecuniary interests including governance roles in other educational institutions. If the accounting officer is not a trustee their business and pecuniary interests must still be published. * for each trustee their attendance records at board and committee meetings over the last academic year * for each local governor their attendance records at local governing body meetings over the last academic year   The DfE website suggests that you may wish to simply publish your governors’ handbook, which should include all this information. |  |  |
| **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 academy trust boards 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.  Academy Trusts 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. Trusts may prefer to adopt a similar approach to how they collate the diversity data of pupils. |  |  |
| Academies and colleges should publish **a statement of their ethos and values** |  |  |
| **Annual reports and accounts** Academies should publish certain financial information about their school:   * annual report * annual audited accounts * current memorandum of association * articles of association * names of charity trustees and members * funding agreement   Trusts must publish their annual accounts no later than the end of January following the financial year to which the accounts relate. |  |  |
| **Executive Pay**  You must publish how many employees have a gross annual salary and benefits of £100,000 or more. You should publish these figures in £10,000 increments. More details are included in paragraph 2.32 of the [Academies financial handbook](https://www.gov.uk/government/publications/academies-financial-handbook). |  |  |
| **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 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 for the current and future academic years (if determined) |  |  |

**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.

Current version of the checklist as at January 2024 – check the DfE website for updates at a later date.   
<https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online#history>