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| Website compliance checklist: Primary schools  September 2022 |
| This checklist follows the latest DfE guidance <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>   |  |  |  |  | | --- | --- | --- | --- | | **A few considerations to note in addition to the aspects below:**   * Are all elements easy to find? E.g. 2 mouse clicks away? Quality of appearance? Up-to-date? E.g. most recent information, policies and links? | | | | | **What must be on the website** | **Y** | **N** | **Comments/actions** | | **Contact details**   * Name, address, telephone number and name of person to whom enquiries should be addressed. * The name and contact details of the special educational needs (SEN) co-ordinator (SENCO) if you are a mainstream school |  |  |  | | **New School Opening Hours**   * Opening and closing times and the total time this amounts to in a typical week (e.g. 32.5 hours). * The compulsory times the school is 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. |  |  | you may also wish to refer to para 210 of the Ofsted inspection handbook July 2022 | | **Information on admission arrangements.** Foundation schools and voluntary-aided schools 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.  You must explain:   * how you’ll consider applications for each relevant age group at your school * what parents should do if they want to apply for their child to attend your school * your arrangements for selecting the pupils who apply (if you are a selective school) * your ‘over-subscription criteria’ (how you offer places if there are more applicants than places)   You must also publish a timetable for organising and hearing admission appeals for your school by the 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 * reasonable deadlines for those 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 * that those making an appeal receive at least 10 school days’ notice of their appeal hearing * a statement noting decision letters are sent within 5 school days of the hearing wherever possible   **Community/VC schools**  Direct parents to the LA to find out about your school’s admission and appeal arrangements. |  |  |  | | **NEW school uniforms**  It should be easy to understand and (if the school has a unform)and 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 (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 |  |  |  | | **Access to Ofsted reports** (suggest SIAMS also for VA/VC schools- but not statutory)  you must publish either   * a copy of your school’s most recent report   *or*   * a link to the report on the Ofsted website |  |  |  | |  | | **Key stage 2 exam and assessment results (Primary)**  **Schools are not required to publish their 2021-2022 results.**  You must continue to display your 2018/19 performance measures. You must mark clearly that these performance measures are not current and are for the 2018-2019 academic year**.** Performance measure include  Key stage 2 results   * average progress score in reading; * average progress score in writing; * average progress score in maths * percentage of pupils achieving the expected standard in reading, writing and maths * percentage of pupils achieving a high level of attainment in reading, writing and maths * average scaled score in reading * average scaled score in mathematics.   You may also wish also to add :  “The government will not publish KS2 school level data for the 2021 to 2022 academic year. They have archived data from the 2018 to 2019 academic year because they recognise that the data from that year may no longer reflect current performance.” (DfE website guidance) |  |  | You may still wish to put your 22/23 KS2 outcomes on your website.  You may also wish to include KS1, phonics and EYFS, information although this is not statutory. | |  | |  | | **Access to performance tables.**  You must include a link to the school and college performance tables and your own school’s performance tables page |  |  |  | | **Curriculum Information**   * the content of the school curriculum for each subject, including RE * The names of Phonics and reading schemes used in KS1 * How parents or members of 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. |  |  |  | |  | |  | |  | | **Behaviour policy**  Details of your own behaviour policy (which must comply with Section 89 of the Education and Inspections Act 2006) |  |  | Useful to refer to ‘developing and publishing your school’s behaviour policy’ document | | **Complaints procedures**   * must comply with Sec 29 of the Education Act 2002 * you must publish any arrangements for handling complaints for parents of SEND pupils about the support provided by the school (as part of your SEND information report) |  |  | You may wish to refer to guidance ‘developing your school’s complaints procedure’- in addition check with our HR team if you have a HR package with us | |  | | **Pupil premium funding**  You **must** publish a strategy statement for your use of the pupil premium by 31st December each year.   * The DfE template **must** be used to produce the statement   This can be found on the [pupil premium](https://www.gov.uk/government/publications/pupil-premium) guidance page.  Does the strategy statement:   * explain how the pupil premium and [recovery premium](https://www.gov.uk/government/publications/recovery-premium-funding/recovery-premium-funding) is being spent * the outcomes that are being achieved for pupils. * Is it written in a way that parents and governors understand this?   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 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.  It is recommended 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.  Primary template example:  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1066845/Example_Pupil_Premium_Statement__Primary_.docx>  You may also wish to review phonics progress in relation to DA pupils in your PP strategy statement (not expected but useful) |  |  | NB this is often non-compliant – check carefully | |  | |  | | **PE and Sports Premium**  You must publish:   * how much funding you received * a full breakdown of how you’ve spent the funding or will spend the funding * the effect of the premium on pupils’ PE and sport participation and attainment * how you’ll make sure these improvements are sustainable * how many pupils within their year 6 cohort can do each of the following:   + swim competently, confidently and proficiently over a distance of at least 25m   + use a range of strokes effectively   + perform safe self-rescue in different water-based situations   all to be published by the end of the summer term or 31s July at the latest  To help plan, monitor and report on the impact of 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. |  |  |  | |  | |  | |  | |  | |  | |  | |  | | **SEND information**  You must publish a SEND Information Report on your school’s policy and update it at least annually. You should update any changes occurring during the year as soon as possible.   * It must comply with 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 section 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))   (Section 69(2) of Children Families Act 2014 including:   * 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 accessibility plan you have prepared in compliance with paragraph 3 of schedule 10 to the Equality Act 2010 for: * increasing the extent to which disabled pupils can participate in the curriculum (including after school) * improving the physical environment so that disabled pupils can take advantage of the education, facilities and benefits offered by the school * improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | | **Public Sector Equality Duty**  Public bodies, including local-authority-maintained schools, are covered by the public sector equality duty in the Equality Act 2010.  This means you must publish:   * details of how the school is complying with the public sector equality duty - you should update this every year. http://www.legislation.gov.uk/ukpga/2010/15/section/149 * the school’s equality objectives – you should update this at least once every 4 years |  |  | Have you listed all 9 protected characteristics in your policy? | |  | |  | | **Charging and remissions policies**  these must include details of   * the activities where the school will charge pupils’ parents * the circumstances where your school will make an exception on a payment you would ordinarily expect to receive under your charging policy |  |  |  | |  | |  | | **A Statement of your school’s ethos and values** |  |  |  | | **Governor’s information and duties**   * the structure and responsibilities of the governing body and any 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), who appointed them (in accordance with the governing body’s instrument of government) * relevant business and financial interests * 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) * the attendance record at governing body and committee meetings over the last academic year   If the school GB has associate members then the same information should be published, making it clear as to whether they have voting rights on any of the committees to which tey have been appointed. |  |  | NB this is often an area which is not compliant, especially attendance information | |  | |  | |  | |  | |  | |  | |  | |  | |  | | **Request for paper copies of the information on the website** - if requested must be provided free of charge |  |  |  | | Your school must publish information about its **Remote Education Provision.** You can use the optional template from the DfE to do this. Although  Schools no longer have a legal duty to provide remote education (expired on 24 March 2022) . However it remains on the website requirements (September 22) and so should still be on the website.  [Providing remote education information to parents: template - GOV.UK (www.gov.uk)](http://mail.governorhub.com/track/click/30059758/www.gov.uk?p=eyJzIjoicUFNUGE0dWRpeVBEMTZWTnZKU185X1pWOFBNIiwidiI6MSwicCI6IntcInVcIjozMDA1OTc1OCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL3d3dy5nb3YudWtcXFwvZ292ZXJubWVudFxcXC9wdWJsaWNhdGlvbnNcXFwvcHJvdmlkaW5nLXJlbW90ZS1lZHVjYXRpb24taW5mb3JtYXRpb24tdG8tcGFyZW50cy10ZW1wbGF0ZVwiLFwiaWRcIjpcIjZhMGI5ZDVmNTM1ODQ2Nzk5MmM4YjIwMmMxNDI3ODEzXCIsXCJ1cmxfaWRzXCI6W1wiYmE4MDM3MDYzNjJmZTU4MmMzZjFkODkyNjI3NDMzNmFkYzNiNmQ1ZVwiXX0ifQ) |  |  |  | | **Financial information (maintained schools)** You must publish:   * how many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - recommend using a table to display this * a link to the webpage which is dedicated to your school on the [schools financial benchmarking](https://schools-financial-benchmarking.service.gov.uk) service - follow the prompts to find your school’s specific page |  |  |  | |  | |  | | **Values and ethos**  does it include a statement of your school’s ethos and values.  CE schools- we recommend that the school’s vision is **very clearly** noted. |  |  |  | | **CP and Safeguarding policy and other safeguarding information**  This is not listed on the statutory website list but it IS noted under the DfE statutory policy list, which states that:  *The policy should also be available publicly on the school or college website or elsewhere*.  Grow Education strongly advises that this is both on the school website in addition to a paper copy available in the school office (check you always have the latest version on the website.) |  |  |  | | **Data Protection**  These are not listed on the statutory DfE website list but are listed in the ICO, which states that:  Schools are legally required to display their data protection policy, their privacy notices and FOI scheme in a transparent way and that cookies and preferences must also be working.  We advise the best place for these documents to be displayed is on your website for ease of reference.  *If you have any queries about this please contact your Grow DPO* |  |  |  | | * What else does your website include which really helps to tell the story of your school? * What are your unique selling points? Are they represented? * What might you now wish to include in addition to the above? * Are you celebrating your extra-curricular activities? * (CE schools) Does your Vision explicitly link to the above where possible? |  | | |   September 2022  Grow Education Partners Limited is registered in England under company number 02874636 and is a subsidiary company of the LDBS. |