

YOUR SCHOOL WEBSITE REQUIREMENTS

THE STATUTORY OFSTED REQUIREMENTS THAT
LOCAL AUTHORITY MAINTAINED SCHOOLS MUST
PUBLISH ON THEIR SCHOOL WEBSITE

If you require any help or advice,
please don't hesitate to contact
us on **03453 191 039** or
hello@e4education.co.uk and
we'll be happy to help!

The School Information (England) (Amendment) Regulations 2012 and 2016 were laid before Parliament on the 30th March 2016 and came into force on the 1st September 2016.

THE UPDATED GUIDANCE FOR THE CURRENT ACADEMIC YEAR WAS PUBLISHED ON THE 25TH OCTOBER 2018.

To make it as simple as possible for you to navigate the Ofsted requirements, we have provided you with a handy checklist to ensure you have everything covered.

The checklist starts off with general essential criteria before going on to split into two sections; **Up to and including Key Stage 2** and **Key Stage 3, 4 and 5** so that you can easily find the sections relevant to your school. The document then ends with some non-essential but helpful information which you may choose to include on your website.

BEFORE YOUR OFSTED INSPECTION, YOUR WEBSITE WILL BE REVIEWED TO ENSURE THAT:

- All statutory information is present
- Safeguarding guidance is present
- SEN and equality information is made available
- Curriculum information is present
- You are encouraging parents to complete Parent View by placing a link on your website to <https://parentview.ofsted.gov.uk/>

These guidelines are in accordance with the specifications outlined by Ofsted and the Department for Education.

ESSENTIAL CRITERIA – ALL SCHOOLS

THE FOLLOWING FEATURES ARE ESSENTIAL OFSTED CRITERIA AND MUST FEATURE ON YOUR SCHOOL WEBSITE.

THE SCHOOL CONTACT DETAILS INCLUDING:

- ☐ School name
- ☐ Postal address
- ☐ Telephone number
- ☐ Contact name for enquiries from parents and other members of the public
- ☐ Name of the Headteacher or Principal
- ☐ Name and details of the Special Educational Needs (SEN) Co-Ordinator (SENCO) if you're a mainstream school. A mainstream school is classified as a local-authority maintained school other than a special school.

AS A PUBLIC BODY, LOCAL-AUTHORITY MAINTAINED SCHOOLS MUST COMPLY WITH THE PUBLIC SECTOR EQUALITY DUTY IN THE EQUALITY ACT 2010 AND THE EQUALITY ACT 2010 (SPECIFIC DUTIES) REGULATIONS 2011. UNDER THIS ACT YOU ARE REQUIRED TO PUBLISH THE FOLLOWING INFORMATION:

- ☐ Details of how your school is complying with public sector equality duty.
This should be updated every year.
- ☐ Your school equality objectives. This should be updated at least once every four years.

YOU SHOULD ALSO INCLUDE:

- ☐ A statement outlining the school's Ethos & Values

IF YOU ARE A FOUNDATION SCHOOL OR VOLUNTARY-AIDED SCHOOL AND YOUR SCHOOL'S GOVERNING BODY DECIDES YOUR ADMISSIONS, THEN YOU MUST PUBLISH YOUR ADMISSION ARRANGEMENTS EACH YEAR. THEY MUST BE KEPT UP FOR THE WHOLE SCHOOL YEAR. YOU MUST PROVIDE INFORMATION ON:

- ☐ How applications are considered for every age group
- ☐ What parents should do if they want to apply for their child to attend your school
- ☐ Your selection criteria (if you are a selective school)
- ☐ Your over-subscription criteria (if you have more applicants than places)

IF YOU ARE A COMMUNITY SCHOOL OR VOLUNTARY-CONTROLLED SCHOOL AND YOUR LOCAL AUTHORITY DECIDES YOUR ADMISSIONS THEN YOU MUST ADVISE PARENTS TO CONTACT THE LOCAL AUTHORITY TO FIND OUT ABOUT YOUR ADMISSIONS ARRANGEMENTS.

GOVERNOR INFORMATION IS NOW REQUIRED TO BE DISPLAYED ON A PAGE WITHIN YOUR WEBSITE. IT CAN NO LONGER BE SOLELY AS AN ATTACHMENT. THIS PAGE WILL NEED TO DISPLAY:

- ☐ The structure and responsibilities of the governing body including committees
- ☐ Information on each governor including:
 - o Their full name, date of appointment, term of office, the date they stepped down (if applicable), and who appointed them (in accordance with the governing body's instrument of government)
 - o Their business interests, financial interests and any governance roles in other educational institutions
 - o Any material interests arising from relationships between governors or governors and school staff (including spouses, partners and close relatives)
 - o Their attendance record at governing body and committee meetings over the last academic year.

THE SCHOOL MUST PROVIDE FINANCIAL INFORMATION ON THE SCHOOL WEBSITE, RELATING TO PUPIL PREMIUM SPENDING. THE INSPECTORS WILL NEED TO BE ABLE TO SEE:

- ☐ A strategy outlining the school's use of pupil premium for the current academic year. You no longer have to publish a 'pupil premium statement' but the strategy on the website will need to include:
 - o The school's pupil premium grant allocation amount
 - o A summary of the main barriers to educational achievement faced by eligible pupils at the school
 - o How you will spend the pupil premium to overcome these barriers and the reasons for this approach
 - o How you will measure the effects
 - o The date of the next strategy review

☐ Details of the Pupil Premium spend for the previous academic year including:

- o How you spent the allocation
- o The effect of the spend on both eligible and other pupils

PUPIL PREMIUM FUNDING IS ALLOCATED FOR EACH FINANCIAL YEAR BUT THE INFORMATION YOU PUBLISH ONLINE SHOULD REFER TO EACH ACADEMIC YEAR. IF YOU DO NOT 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. THE SCHOOL MUST PROVIDE INFORMATION ON THE FOLLOWING IMPORTANT POLICIES:

☐ The Behaviour Policy and Anti-Bullying Strategy (this must comply with Section 89 of the Education and Inspections Act 2006 - <http://www.legislation.gov.uk/ukpga/2006/40/section/89>)

☐ The Charging and Remissions Policy, specifically:

- o The activities or cases for which your school will charge pupils' parents
- o The circumstances where your school will make an exception on a payment you would normally expect to receive under the charging policy.

☐ The school's Special Educational Needs Information Report policy. It must be updated annually but it also should be amended as soon as possible whenever any changes occur within the year. The SEN report should comply with:

- o Section 69 of the Children and Families Act 2014 which includes:
 - 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 school's Accessibility plan which should have been prepared by the governing body or proprietor in compliance with paragraph 3 of schedule 10 to the Equality Act 2010 and should cover
 - o Increasing the extent to which disabled pupils can participate in the school's curriculum
 - o Improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of the education, benefits, facilities and services which are offered or provided by the school.
 - o Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.
- o Regulation 51 and Schedule 1 of the Special Educational Needs and Disability Regulations 2014.
- o Section 6 of the Special Education Needs and Disability Code of Practice: 0 - 25 years

☐ The Complaints Procedure (which must comply with Section 29 of the Education Act 2002). You also must publish any arrangements for handling complaints from parents of children with Special Educational Needs (SEN) about the support the school provides.

IT IS IMPORTANT TO NOTE THAT ALL SCHOOLS NEED TO ENSURE THAT THE INFORMATION THEY PROVIDE ON THE WEBSITE IS ACCESSIBLE TO PARENTS:

☐ You must be able to, free of charge, provide a paper copy of the information on your website to a parent, should they request this from you.

ALL SCHOOLS ARE REQUIRED TO PROVIDE THE FOLLOWING CURRICULUM INFORMATION:

- ☐ The content in each academic year for every subject including Religious Education, even if it is taught as part of another subject, or has another name
- ☐ How parents or other members of the public can find out more information about the curriculum your school is following

ALL SCHOOLS ARE REQUIRED TO PROVIDE THE FOLLOWING PERFORMANCE INFORMATION:

- ☐ A copy of or a link to your latest Ofsted report
- ☐ A link to your performance tables which can be found via <https://www.compare-school-performance.service.gov.uk/>

ESSENTIAL CRITERIA - UP TO AND INCLUDING KEY STAGE 2

SCHOOLS WITH STUDENTS UP TO AND INCLUDING KEY STAGE 2 ARE ALSO REQUIRED TO PROVIDE:

- ☐ Information on the PE & Sports Premium (if your school receives it) including:
 - o The amount of funding received for the academic year
 - o A breakdown of spend or planned spend
 - o The effect on pupil's participation and attainment
 - o How you will ensure sustainable improvement
 - o How many pupils within year 6 can do each of the following:
 - o Swim competently, confidently and proficiently over a distance of at least 25 metres
 - o Use a range of strokes effectively
 - o Perform safe self-rescue in different water-based situations
- ☐ KS1 phonics and reading scheme names
- ☐ Full details of the most recent Key Stage 2 Results, including:
 - o The percentage of students achieving expected standard or above in Reading, Writing and Maths
 - o Average progress scores in Reading, Writing and Maths
 - o Average 'scaled scores' in Reading and Maths
 - o The percentage of students achieving a high level of attainment in Reading, Writing and Maths.

ESSENTIAL CRITERIA – KEY STAGE 3, 4 AND 5

SCHOOLS WITH STUDENTS IN KEY STAGE 3 AND 4 ARE ALSO REQUIRED TO PROVIDE:

- ☐ Information on the Year 7 Literacy and Numeracy Catch Up Premium (if your school receives it) including:
 - o The funding allocation for the current academic year
 - o Details of the intended spend for this allocation
 - o Details of how last year's allocation was spent
 - o The impact on attainment and how it made a difference to the pupils who benefitted from the funding last year
- ☐ Information on the Key Stage 4 provision and results including:
 - o The KS4 course list including GCSEs
 - o Progress 8 score
 - o Attainment 8 score
 - o The percentage of students who achieved a strong pass (Grade 5 or above) in English and Maths
 - o The percentage of students achieving the English Baccalaureate. In 2017 this was the percentage of students who achieved the EBacc (students who achieved a grade 5 or above in English and Maths, and a grade C or above in the science, humanities and languages pillars). In 2018, the attainment measure will change to an average point score (EBacc APS) which will show students point scores across the 5 pillars of the EBacc.
 - o The percentage of students who continue in education or training or who move into employment after Key Stage 4
- ☐ If you have a local-authority maintained sixth form, you are required to provide the following information on your Key Stage 5 provision:
 - o A link to your school's 16 – 18 performance tables page (<https://www.gov.uk/school-performance-tables>)
- ☐ From September 2018, you must publish information about your school's career programme. This information must relate to the delivery of careers guidance to year 8 to 13 students in accordance with Section 42A of the Education Act 1997. (<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>)
 - o For the current academic year, you must include the following information:
 - o The name, email address and telephone number of your school's Careers Leader
 - o A summary of your careers programme, including details of how students, parents, teachers and employers may access this information.
 - o How you measure and assess the impact of the careers programme on students
 - o The date you will be reviewing the information that has been published
 - o A policy statement setting out the circumstances in which providers of technical education and apprenticeships will be given access to year 8 to 13 students.

NON-ESSENTIAL EXTRAS WORTH INCLUDING ON YOUR SITE

Your school website is accessed on a regular basis by staff, students and parents, as well as by the Ofsted inspectors, so it's important that your website is easy to navigate and that the day-to-day resources are instantly accessible.

To assist with this, we've put together a list of non-essential additional information that you might want to feature on your site. Please note that these are just suggestions and will not be evaluated during your inspection.

WE WOULD RECOMMEND THAT YOUR WEBSITE HAS:

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| <input type="checkbox"/> A memorable domain name (www.yourschoolname.co.uk for example) | <input type="checkbox"/> News Feeds and Newsletters |
| <input type="checkbox"/> Calendar entries for important upcoming events such as parents evening, sports day etc | <input type="checkbox"/> Parents Forum and PTA information |
| <input type="checkbox"/> Digital copies of letters sent home | <input type="checkbox"/> Parents Portals |
| <input type="checkbox"/> Downloadable copies of forms or electronic versions | <input type="checkbox"/> Photo Galleries |
| <input type="checkbox"/> Extra-Curricular activities and/or clubs | <input type="checkbox"/> Social Media Feeds |
| <input type="checkbox"/> FAQ page for parents | <input type="checkbox"/> Staff Lists |
| <input type="checkbox"/> First day of school information for new intake | <input type="checkbox"/> Term Dates for both the current and following academic year |
| <input type="checkbox"/> Homework timetables | <input type="checkbox"/> Uniform List and Policy |
| <input type="checkbox"/> Lesson and assembly timetables | |
| <input type="checkbox"/> Lunch Menus | |

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Please also visit our e4education academy for more information on getting the most from your school website: **academy.e4education.co.uk**