

## SCHOOL/TRUST WEBSITE REQUIREMENTS CHECKLIST

A useful checklist to help you navigate the statutory website requirements to ensure you're prepared for your next Ofsted inspection.

To make it as easy as possible, our checklist is broken down into easy-to-read bitesize sections.

ESSENTIAL

DESIRABLE

EXPERT



### ESSENTIALS - ALL SCHOOLS

#### CONTACT DETAILS

- ☐ School Name
- ☐ Postal Address
- ☐ Telephone Number
- ☐ Headteacher / Principal's name
- ☐ Contact name for enquiries from parents and members of the public
- ☐ Name and details of the SENCO (mainstream non-special schools)
- ☐ Contact details for requesting a paper copy of the website information if required

#### Academies & Trusts should also include:

- ☐ Name and address of the chair of governors

#### Academies & Free Schools should also include information on their sponsor:

- ☐ Full name, address and phone number if the owner is an individual
- ☐ Address and telephone number of the main office if the owner is a group or business

## SCHOOL OPENING HOURS

- ☐ Opening and closing times, and the total time this amounts to in a typical week (for example 32.5 hours)
- ☐ The compulsory start of the school day (morning registration) to the official end of the day including breaks but not optional before and after school activities

## SCHOOL UNIFORM POLICY

- ☐ Clearly state whether an item is optional or required
- ☐ If the item will be worn at certain times of the year (for example if it's a summer or winter uniform)
- ☐ Whether generic items will be accepted or must be branded
- ☐ Where items can be purchased from, including second-hand retailers

## ETHOS & VALUES

- ☐ A statement outlining the Ethos, Aims & Values for your school or trust

## BEHAVIOUR POLICY

- ☐ Information detailing your Behaviour Policy and Anti-Bullying Strategy. This must comply with Section 89 of the Education and Inspections Act 2006

## COMPLIANCE WITH THE EQUALITY ACT 2010 & THE EQUALITY ACT 2010 (SPECIFIC DUTIES AND PUBLIC AUTHORITIES) REGULATIONS 2017

- ☐ Details of how your school, college or trust complies with public sector equality duty - updated every year
- ☐ Details of the equality objectives for your school - updated at least once every four years
- ☐ How you eliminate discrimination within your school, college or trust
- ☐ How your school is improving equality of opportunity for people with protected characteristics
- ☐ How you consult and involve those affected by inequality in the decisions your school or college takes to promote equality and eliminate discrimination. Affected people can include parents, pupils, staff and members of your local community
- ☐ How your curriculum complies with your duties in the Equality Act 2010 and Special Educational Needs and Disability Regulations 2014 in relation to making the curriculum accessible for those with disabilities or special educational needs.

**Academies, free schools and colleges are also required to publish the following information:**

- ☐ Information about the gender pay gap in your organisation

## PUPIL PREMIUM STRATEGY

Pupil premium funding is allocated for each financial year but the strategy should relate to each academic year. The online strategy statement should be updated by the end of each autumn term after assessing the needs of new and existing pupils. The strategy must include:

- ☐ The school's pupil premium grant allocation amount
- ☐ A summary of the main barriers to educational achievement faced by eligible pupils
- ☐ How you will spend the pupil premium and recovery premium
- ☐ The reasons for this approach
- ☐ How you will measure the effects
- ☐ The date of the next strategic review
- ☐ How you spent the previous year's allocation
- ☐ The effect of the last year's spend on both eligible and other pupils

From the 2022/2023 academic year, schools must use their PPG in line with the 3-tiered approach. Activities must be those that:

- ☐ Support the quality of teaching, such as staff development
- ☐ Provide targeted academic support, such as tutoring
- ☐ Tackle non-academic barriers to academic success (attendance, behaviour, social and emotional support)
- ☐ Demonstrate how these activities have been informed and research evidence (with sources such as the Education Endowment Foundation (EEF) cited)

All schools must use GOV.UK's template and publish their 2022-23 statement by the end of December 2022.



## ADMISSIONS ARRANGEMENTS

All admissions information should be kept on the website for the whole of the school year.

**Foundation or voluntary-aided schools, where the governing body decides admissions, must publish the following each year:**

- ☐ 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)
- ☐ The timetable for organising and hearing admission appeals for your school. This needs to be published by the 28th February each year and 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, for admission authorities to submit their evidence and for the clerk to send appeal papers to the panel and parties
  - Ensure that those making an appeal receive at least 10 days' notice of their appeal hearing
  - Ensure that decision letters are sent within 5 school days of the hearing wherever possible

**Community or voluntary-controlled schools where the local authority decides admissions must have:**

- ☐ A sentence advising parents to contact the Local Authority to find out about admissions and appeal arrangements

**Mainstream academy schools must have admissions arrangements published on their website, including:**

- ☐ Demonstration of compliance with the School Admissions Code
- ☐ Demonstration of compliance with the School Admission Appeals
- ☐ Code Details of the policy for excluding pupils

Further information on the admission codes can be found on the DfE website (see end of this document for links)

**16-19 academies, FE colleges and sixth forms must publish:**

- ☐ Admissions information a year before the beginning of the new academic year, to help parents and pupils make an informed choice (you are recommended not to change your arrangements during the year)
- ☐ Details of Open Day dates
- ☐ The process of applying for a place
- ☐ Whether you give priority to applications from pupils enrolled at particular schools

## GOVERNANCE ARRANGEMENTS

This information should be displayed as a page on your website, for accessibility purposes, and can no longer be solely as an attachment.

### This page will need to display:

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

### Academies are required to be transparent about their governance arrangements and will need to display:

- ☐ The structure and remit of the members, board of trustees, committees and local governing bodies, including the full name of the Chair of each.
- ☐ Information on each member, trustee and local governor who has served over the last 12 months including:
  - Their full name
  - Date of appointment
  - Term of office
  - Date they stepped down
  - Appointee details
  - Relevant business and pecuniary interests including governance roles in other educational institutions (if the accounting officer is not a trustee then their business and pecuniary interests must still be published)
  - Each local governors' attendance at local governing body meetings over the last academic year
  - Each trustee's attendance at board and committee meetings over the last academic year

Further information and full details can be found in the Academy Trust Handbook (see the end of this document for links)

### Further education or sixth form colleges should either publish their governors' handbook, or the following information:

- ☐ The structure and responsibilities of the governing body including details of any committees
- ☐ The name of all governors, including the Chair

## ACCOUNTS AND ANNUAL REPORTS

- ☐ The number of school employees (if any) who have a gross salary of £100k or more (shown in increments of £10k)
- ☐ A link to your school's page on the Schools Financial Benchmarking Service website

### Academies and free schools must provide the following information on their website:

- ☐ Annual Report
- ☐ Annual Audited Accounts (must be online by the 31st January)
- ☐ Memorandum of Association
- ☐ Names of Charity Trustees and Members
- ☐ Articles of Association
- ☐ Funding Agreements
- ☐ The number of employees whose benefits exceeded £100k
- ☐ Financial Notice to Improve (where applicable - this must be published within 14 days of the FNTI being issued and remain on the website until it has been lifted by the ESFA)

### FE and Sixth Form Colleges should publish the following each year:

- ☐ Instruments and articles of governance
- ☐ Annual members report
- ☐ Audited financial statement

## CHARGING AND REMISSIONS POLICY

- ☐ 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 the charging policy

## COMPLAINTS PROCEDURE

- ☐ Your complaints procedure - which must comply with Section 29 of the Education Act 2002 and explain how complaints are handled
- ☐ Arrangements for handling complaints from parents of children with Special Educational Needs (SEN) about the support the school provides

### Academies, FE and Sixth Form Colleges should also include:

- ☐ Your Whistleblowing Procedure



## RELATIONSHIPS EDUCATIONAL POLICY

- ☐ A policy outlining how your school intends to approach the subject of relationships education (primary schools)

## SPECIAL EDUCATIONAL NEEDS INFORMATION REPORT POLICY

This report must be updated annually but should be amended as soon as possible whenever any changes occur within the year.

### It must comply with:

- ☐ Regulation 51 and Schedule 1 of the Special Educational Needs and Disability Regulations 2014
- ☐ Section 6 of the Special Education Needs and Disability Code of Practice: 0 – 25 years
- ☐ Section 69 of the Children and Families Act 2014

### It should include:

- ☐ The arrangements for the admission of disabled pupils
- ☐ The steps taken to prevent disabled pupils from being treated less favourably than other pupils
- ☐ The facilities provided to help disabled pupils to access the school
- ☐ The school's accessibility plan, prepared by the governing body or proprietor in compliance with paragraph 3 of schedule 10 to the Equality Act 2010, which covers:
- 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 the education, benefits, facilities and services which are offered or provided by the school
  - Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled

## PERFORMANCE INFORMATION

- ☐ A copy of your latest Ofsted report, or a link to it on the Ofsted website
- ☐ A link to the school and college performance tables: <https://www.gov.uk/school-performance-tables>
- ☐ A link to your performance tables on the DfE website

## 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 about the curriculum your school is following

### Academies, free schools and colleges should also include:

- ☐ Their approach to the curriculum
- ☐ How they meet the 16 – 19 study programme requirements (if applicable)

## REMOTE LEARNING

- ☐ Information about your school's remote education provision

An optional template and further information can be found in the links at the end of this document.



## ESSENTIALS - KEY STAGE 2

The following features are essential Ofsted criteria and MUST feature on your website if you provide education for pupils up to and including Key Stage 2.

### PE & SPORTS PREMIUM (IF RECEIVED)

- ☐ The amount of funding received for the academic year
- ☐ A breakdown of spend or planned spend
- ☐ The effect on pupil participation and attainment
- ☐ How you will ensure sustainable improvement
- ☐ How many pupils within year 6 can:
  - Swim competently 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

### PHONICS AND READING SCHEMES

- ☐ KS1 phonics and reading scheme names



## KEY STAGE 2 RESULTS

- ☐ Percentage of pupils achieving expected standard or above in Reading, Writing and Maths
- ☐ Average progress scores in Reading, Writing and Maths
- ☐ Average 'scaled scores' in Reading and Maths
- ☐ Percentage of pupils achieving a high level of attainment in Reading, Writing and Maths

Schools are not required to publish their exam and assessment results from the 2021 - 2022 academic year as these have not been published as performance measures by the Secretary of State. You must, however, continue to display your 2018 - 2019 performance measures until new measures are published and clearly state that these results are not current.



## ESSENTIALS - KEY STAGE 3, 4 & 5

The following features are essential Ofsted criteria and MUST feature on your website if you provide education for pupils in Key Stage 3, 4 & 5.

### KEY STAGE 4 PROVISION AND RESULTS

- ☐ KS4 Course list including GCSEs
- ☐ Progress 8 Score
- ☐ Attainment 8 Score
- ☐ Percentage of pupils who achieved a strong pass (Grade 5 or above) in English and Maths
- ☐ English Baccalaureate (EBacc) average point score (APS)
- ☐ Percentage of pupils who entered the English Baccalaureate (EBacc) that continue in education, training or move into employment after KS4

#### Academies and free schools must also include:

- ☐ Percentage of pupils entered for the English Baccalaureate (EBacc)

For key stage 4 and 16 to 18 results, you will need to update your website to include tests, exams and assessment results from the 2021 to 2022 academic year.

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 5 PROVISION

If your school operates a sixth form, you must publish the following details from your school's 16 - 18 performance tables page on the DfE website:

- ☐ Progress
- ☐ Attainment
- ☐ English and Mathematics progress
- ☐ Retention
- ☐ Destinations

**Academies, free schools and FE colleges with KS5 provision also must provide:**

- ☐ The 16 - 19 qualifications offered

For key stage 4 and 16 to 18 results, you will need to update your website to include tests, exams and assessment results from the 2021 to 2022 academic year.

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."

## CAREERS PROGRAMME

The delivery of careers guidance to Year 8 – 13 pupils must be in accordance with Section 42A of the Education Act 1997.

**The following information must be included:**

- ☐ The name, email address and telephone number of your school's Careers Leader
- ☐ A summary of your careers programme, including details of how pupils, parents, teachers and employers may access this information.
- ☐ How you measure and assess the impact of the careers programme on pupils
- ☐ The date you will be reviewing the information that has been published
- ☐ A policy statement setting out the circumstances in which providers of technical education and apprenticeships will be given access to year 8 to 13 pupils

Your website will be accessed on a regular basis by your key stakeholders, so it's important that it is frequently updated, has a clear navigation menu and is easy to use.

These are some of the most important non-essential content pages to consider adding to your website:

## GENERAL

- ☐ Location map and directions on the contact page
- ☐ Social media links
- ☐ Vacancies information

## PARENTS

- ☐ Blogs
- ☐ Calendar
- ☐ Digital copies of letters sent home
- ☐ Downloadable or digital forms
- ☐ FAQs
- ☐ First day of school information for new pupils
- ☐ News
- ☐ Parents Forum and PTA information
- ☐ Parent Portals
- ☐ Staff Lists
- ☐ Term Dates
- ☐ Uniform List

## PUPILS

- ☐ Alumni section
- ☐ Extracurricular activities and/or clubs
- ☐ Homework timetables





## EXPERT

To assist with getting the very best out of your investment, we've put together a list of useful checks that will ensure your school, college or trust website is working hard and looking fantastic!

### ENSURE:

- ☐ You have a memorable domain name
- ☐ There is a maximum of 6 - 8 top level navigation menu items
- ☐ You have high resolution slideshow photos (maximum of 5 or 6)
- ☐ Events are added to your calendar
- ☐ Articles are added to your news feed
- ☐ Content is 'on page' where possible (not lots of downloads)
- ☐ You've turned off your 'urgent news' banner if not required

### REMOVE:

- ☐ Out of date information
- ☐ Broken links or old images
- ☐ Empty or incomplete pages
- ☐ Old photographs without GDPR permissions
- ☐ Old members of staff from staff lists

### ADD:

- ☐ Friendly URLs for key pages
- ☐ Meta-descriptions on key pages
- ☐ Alt-tags on images in content regions
- ☐ Descriptive links (e.g. 'Download our newsletter' not 'click here')



## FURTHER INFORMATION

If you require any help or advice on anything covered in this checklist, or would like to know more about our products and services, please don't hesitate to contact us.

### SOURCES

DfE Maintained Schools Guidance	<a href="https://www.gov.uk/guidance/what-maintained-schools-must-publish-online">www.gov.uk/guidance/what-maintained-schools-must-publish-online</a>
DfE Guidance for Academies, Free Schools & Colleges	<a href="https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online">www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online</a>
School Admissions Code	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">www.gov.uk/government/publications/school-admissions-code--2</a>
School Admissions Appeal Code	<a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">www.gov.uk/government/publications/school-admissions-appeals-code</a>
Education and Inspections Act 2006	<a href="https://www.legislation.gov.uk/ukpga/2006/40/section/89">www.legislation.gov.uk/ukpga/2006/40/section/89</a>
Academy Trust Handbook	<a href="https://www.gov.uk/guidance/academy-trust-handbook">www.gov.uk/guidance/academy-trust-handbook</a>
Sample Accessibility Statement	<a href="https://www.gov.uk/government/publications/sample-accessibility-statement/sample-accessibility-statement-for-a-fictional-public-sector-website">www.gov.uk/government/publications/sample-accessibility-statement/sample-accessibility-statement-for-a-fictional-public-sector-website</a> <a href="https://www.compare-school-performance.service.gov.uk">www.compare-school-performance.service.gov.uk</a>
School Performance Tables	<a href="https://www.gov.uk/school-performance-tables">www.gov.uk/school-performance-tables</a>
Career Guidance	<a href="https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools">www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools</a>
School Financial Benchmarking Service	<a href="https://schools-financial-benchmarking.service.gov.uk">https://schools-financial-benchmarking.service.gov.uk</a>
Equality Act 2010: Advice for Schools	<a href="https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools">www.gov.uk/government/publications/equality-act-2010-advice-for-schools</a>
Remote Education Template	<a href="https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template">www.gov.uk/government/publications/providing-remote-education-information-to-parents-template</a>
The EEF Guide to Pupil Premium	<a href="https://educationendowmentfoundation.org.uk/public/files/Publications/Pupil_Premium_Guidance.pdf">https://educationendowmentfoundation.org.uk/public/files/Publications/Pupil_Premium_Guidance.pdf</a>

Please note that this checklist is correct to the best of our knowledge as of September 2022.

It has been designed as a useful resource to assist with getting ready for Ofsted inspections however Juniper Education takes no responsibility for the compliance of any School or Trust website. We always recommend visiting the DfE website for the most up to date compliance information and guidance.

The last update published by the DfE regarding school website requirements was 5 September 2022.