




## Section 1 - SCHOOL CONTACT DETAILS

Your school or college website should include the following contact details:

Requirements	Status
1.1 Name of your school or college	 <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.2 Postal Address of your school or college	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.3 Telephone number of your school or college	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.4 Name of the member of staff who deals with queries from parents and other members of the public	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.5 Name of the headteacher or principal (only for Academies but we advise all schools action)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.6 Name and address of the chair of the governing body (if you have one)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.7 Name and details of your SEN co-ordinator (SENCO) if you're a mainstream school	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Academies or Free School, should also publish details about the owner	
1.8 If the school's owner is an individual, you should publish the proprietor's full name and contact details (address and a telephone number)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
1.9 If school's owner is a body of persons, you should publish the address and telephone number of its office	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

### NOTE: Schools that do not have a website

You 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.



### SCHUDIO TIPS

We recommend your address is visible on every page - usually in the footer of your website. As an aside, the address of your Chair of Governors can be c/o your school. Also make sure the "name of a member of staff" is also added to your contact page.



## Section 2 - ADMISSION ARRANGEMENTS

Admission arrangement requirements differ depending on your school type, and who determines your admissions.

Requirements	Status
	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> INITIALS DATE
<b>Maintained Schools (Governor Determined Admissions)</b>	
<b>2.1</b> 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:	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>2.1.1</b> how you'll consider applications for each relevant age group at your school	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>2.1.2</b> What parents should do if they want to apply for their child to attend your school	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>2.1.3</b> Your arrangements for selecting the pupils who apply	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>2.1.4</b> Your 'over-subscription criteria' (how you offer places if there are more applicants than places)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
You must also publish a timetable for organising and hearing admission appeals for your school by 28th February each year	
This must:	
<b>2.2</b> 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	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>2.3</b> 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	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>2.4</b> ensure that those making an appeal receive at least 10 school days' notice of their appeal hearing	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>2.5</b> ensure that decision letters are sent within 5 school days of the hearing wherever possible	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Community schools and voluntary-controlled schools</b>	
If the local authority manages your admissions process, refer parents to the local authority to find out about your school's admission and appeal arrangements.	



### SCHUDIO TIPS

Provide as much information for each applicable requirement as you can. The easier it is to find your admissions information, the more likely a potential applicant will apply to your school or college.

## Section 2 - ADMISSION ARRANGEMENTS (continued)

Requirements	Status			
	✓	✗	INITIALS	NA
<b>Academies &amp; Free Schools</b>				
<b>2.1</b> Admissions arrangements of all mainstream academies and free schools must comply with the 'School admissions code' and the 'School admissions appeals code'.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.2</b> Academy trusts must publish the admissions arrangements for their schools on their website and keep them there for the whole of the offer year (the school year in which offers for places are made).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16 to 19 Academies &amp; Colleges</b>				
<b>2.3</b> If you're a 16 to 19 academy, FE college or sixth-form college, we recommend that you publish details of your admission arrangements.				
You should publish this information a year before the beginning of the academic year to which arrangements apply, to help parents and students make an informed choice, and we recommend that the arrangements do not change during the year. You should include details of:				
<b>2.3.1</b> Open days your college or academy is planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2.3.2</b> The process for applying for a place at your college or academy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2.3.3</b> Whether your college or academy gives priority to applications from pupils enrolled at particular schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### NOTE

The School admissions code and the School admissions appeal code do not apply to 16 to 19 academies, FE colleges and sixth-form colleges.



### SCHUDIO TIPS

Provide as much information for each applicable requirement as you can. The easier it is to find your admissions information, the more likely a potential applicant will apply to your school or college.



## Section 3 - OFSTED REPORT

Schools and colleges should do one of the following:

Requirements	Status			
	✓	✗	IN PROGRESS	NOT
3.1 Publish a copy of your school's or college's most recent Ofsted report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Publish a link to the web-page where users can find your school's most recent Ofsted report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### SCHUDIO TIPS

The Ofsted reports requirement advises that one of the requirements must be met. However we recommend you provide information for both requirements. Providing a page for your Ofsted requirements report on your website gives you the chance to comment on the report. Eg. How pleased you are, or what is being done after the recent inspection.

## Section 4 - TEST, EXAM & ASSESSMENT RE-

### NEW GUIDANCE SEPTEMBER 2022

Key stage 4 and 16 to 18 performance measures will be published by the Secretary of State for the 2021 to 2022 academic year.

For key stage 4 and 16 to 18 results, you should 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. 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.”



### SCHUDIO TIPS

The Ofsted reports requirement advises that one of the requirements must be met. However we recommend you provide information for both requirements. Providing a page for your Ofsted requirements report on your website gives you the chance to comment on the report. Eg. How pleased you are, or what is being done after the recent inspection.



## Section 4 – TEST, EXAM & ASSESSMENT RESULTS

(1/3)

### KS2 (end of primary school) results

Publication of results varies by key stage. The information below are the latest requirements to follow for KS2.

#### Requirements for Key Stage 2 (KS2)

#### Status



#### Performance tables published in December

**4.1** You must publish the following details from your school's most recent key stage 2 results:



**4.1.1** progress scores in reading, writing and maths



**4.1.2** percentage of pupils who achieved at least the expected standard in reading, writing and maths



**4.1.3** percentage of pupils who achieved at a higher standard in reading, writing and maths



**4.1.4** average 'scaled scores' in reading and maths



#### Additional tips

Provide your own comments alongside your most recent assessment results on your website. This is your opportunity to explain the data your results show. Make sure you use the language of the requirements in your documents.

Bring this content to life by including or linking to news stories on your site talking about the success of your students. You might want to link to your results day news stories or similar.

## Section 4 - TEST, EXAM & ASSESSMENT RESULTS

(2/3)

### KS4 (end of secondary school) results

You should 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:

#### Requirements for Key Stage 4 (KS4)

Status



**4.2** You must publish the following details from your school's most recent key stage 4 results:

☐ ☐ ☐ ☐

**4.2.1** Your school's progress 8 score

☒ ☐ ☐ ☐

**4.2.2** Your school's attainment 8 score

☒ ☐ ☐ ☐

**4.2.3** attainment in English and maths - percentage of pupils achieving a grade 5 or above in GCSE English and maths

☒ ☐ ☐ ☐

**4.2.4** English Baccalaureate (EBacc) average point score (APS) - in 2018, the EBacc attainment measure changed to an average point score, showing pupils' point scores across the 5 pillars of the EBacc

☒ ☐ ☐ ☐

Academies and Free Schools should publish:

**4.2.5** Pupil destinations - percentage of students staying in education or employment after key stage 4

☒ ☐ ☐ ☐

### Additional Notes provided by DfE:

Key stage 4 and 16 to 18 performance measures will be published 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."

We suggest that schools also publish percentage of pupils that enter the English Baccalaureate (EBacc) staying in education or going into employment after key stage 4 (pupil destinations).



### SCHUDIO TIPS

Provide your own comments alongside your most recent assessment results on your website. This is your opportunity to explain the data your results show. Make sure you use the language of the requirements in your documents.

Bring this content to life by including or linking to news stories on your site talking about the success of your students. You might want to link to your results day news stories or similar.

## Section 4 - EXAM & ASSESSMENT RESULTS

(3/3)

### KS5

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:

#### Requirements for Key Stage 5 (KS5)

Status

**4.1** You should publish the following details from your school's most recent key stage 5 results:

☐ ☐ ☐ ☐

**4.1.1** The progress your students have made compared with students across the country.  
(Shown separately for A levels, academic, applied general and tech level qualifications)

☒ ☐ ☐ ☐

**4.1.2** The average grade that students in your college get at KS5.  
(Shown separately for A levels, academic, applied general and tech level qualifications)

☒ ☐ ☐ ☐

**4.1.3** The progress students in your college have made in English and maths

☒ ☐ ☐ ☐

**4.1.4** Retention (this is the proportion of students who get to the end of the main programme of study that they enrolled on at your institution)  
(Shown separately for A levels, academic, applied general and tech level qualifications)

☒ ☐ ☐ ☐

**4.1.5** Destinations (this is the percentage of students who continue in education or training, or move on to employment in the year after the end of key stage 4)

☒ ☐ ☐ ☐



#### Schudio TIPS

Provide your own comments alongside your most recent assessment results on your website. This is your opportunity to explain the data your results show. Make sure you use the language of the requirements in your documents.

Bring this content to life by including or linking to news stories on your site talking about the success of your students. You might want to link to your results day news stories or similar.



## Section 5 - PERFORMANCE MEASURES WEBSITE

This requirement ensures a link to the school and college performance measures website is present.

### Requirements

### Status

- 5.1** You must include a link to the school and college performance tables and your school's performance tables page.



### SCHUDIO TIPS

Link to your own school page on the performance tables website, not just the main website. This could be included from your results page, your Ofsted page, or straight from a menu item. Make sure to follow best practice when linking to external websites and have the site open in a new window/tab.



## Section 6 - CURRICULUM

This requirement is about presenting information around the curriculum being taught at your school on your website. Some requirements are education phase specific.

Requirements	Status			
	✓	✗	PHASES	NA
<b>6.1</b> The content of the curriculum your school follows in each academic year for every subject, including for mandatory subjects such as Religious Education even if it's taught as part of another subject or subjects or is called something else	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.2</b> How parents or other member of the public can find out more about the curriculum your school is following	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase of education specific requirements:				
<b>6.3</b> The names of any phonics or reading schemes you are using in Key Stage 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6.4</b> A list of the course available to pupils at key stage 2, including GCSEs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.5</b> The 16 to 19 qualifications you offer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.6</b> How you meet the <u>16 to 19 study programme requirements</u> (if you have a sixth-form or offer education at 16 to 19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Academy and Free School specific requirements:				
<b>6.7</b> Your approach to the curriculum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE for all schools:** Your approach to the curriculum should also include how you are complying with your duties in the Equality Act 2010 and the Special Educational Needs and Disability Regulations 2014 about making the curriculum accessible for those with disabilities or special educational needs.



### SCHUDIO TIPS

Make sure you cover all the requirements appropriate for the education phases taught at your school. Consider backing up your curriculum information up with regular blog posts demonstrating work.



## Section 7 - BEHAVIOUR POLICY

Additional information is available in the government guidance for school leaders and staff on [developing and publishing your school's behaviour policy](#).

### Requirements

### Status



#### Maintained Schools

- 7.1** Publish details of your school's behaviour policy.  
This must comply with [section 89 of the Education and Inspections Act 2006](#).



#### Academies and Free Schools

- 7.2** If you are an academy or free school, you should publish details of your school's behaviour policy, including its anti-bullying strategy.







### Schudio tips

Consider grouping your policy documents together, including your behaviour policy, for easier navigation through them for your website visitors.

If your behaviour policy adheres to the section within the act include that somewhere in your policy document, ideally on a title page.

## Section 8 - PUPIL PREMIUM & RECOVERY PREMIUM

All schools that receive pupil premium funding must publish a pupil premium strategy statement each year by 31 December. The details listed below as requirements are the main focus, but, you **must use the [template linked here](#)**.

Requirements	Status			
				
For the current academic year, you must include:				
<b>8.1</b> How much Pupil Premium funding you received for this academic year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.2</b> A summary of the main barriers to educational achievement that the disadvantaged children in your school face	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.3</b> How you will spend your Pupil Premium funding to address these barriers and the reasons for the approach you've chosen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.4</b> How you'll measure the effect of the Pupil Premium	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.5</b> The date of the next Pupil Premium strategy review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For the previous academic year:				
<b>8.6</b> How you spent your Pupil Premium funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.7</b> The effect of the expenditure on pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Notes from guidance: 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 use the DfI template to produce your statement. This can be found alongside completed examples and guidance for school leaders on the [pupil premium](#) guidance page.*

*The template has been designed to ensure that your statement reflects the requirements in the pupil premium **conditions of grant**. 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.*

*We recommend 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.*



### SCHUDIO TIPS

Review the guidance and make use of the sample strategy templates. Start with them as a basis for providing the information required.



## REMOVED SEPT 2022 Section 9 - YEAR 7 LITERACY & NUMERACY CATCH-UP PREMIUM

If your school has received year 7 literacy and numeracy catch-up premium funding for the 2019 to 2020 academic year, you must publish:

Requirements		Status			
All Schools					
	Details of how you spent your allocation for that year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	how your use of that allocation made a difference to the attainment of the pupils who benefit from the funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

As final payments of the Year 7 catch-up premium were made in relation to the 2019 to 2020 academic year, the 2020 to 2021 academic year will be the last year on which schools must report how this funding was used.







### SCHUDIO TIPS

Include a table of broken down costs in your report so the information is easier to read, but don't forget to include the explanations of how it made a difference.

## Section 10 - PE & SPORT PREMIUM FOR PRIMARY SCHOOLS

If your school receives **PE and sport premium funding**, you must publish details of how you spend this funding and the effect it has had on pupils' PE and sport participation and attainment.

Academies: Your grant funding agreement may also include additional information you must publish.

Requirements	Status			
				
10.1 How much PE and sport premium funding you received for this academic year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.2 A full breakdown of how you've spent or will spend the funding this year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.3 The impact the school has seen on pupils' PE, physical activity, and sport participation and attainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.4 How you will make sure these improvements are sustainable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.5 Details of how many pupils within your year 6 cohort are meeting the national curriculum requirement to swim competently, confidently and proficiently over a distance of at least 25 metres, use a range of strokes effectively and perform safe self-rescue in different water-based situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



### SCHUDIO TIPS

Review the guidance especially the sections on what you should and should not use your funding for. Again a table works well for presenting the costs, but an itemised report explaining each item, how it made a difference and is sustainable should ensure this document meets all the requirements.



## Section 11 - SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITY INFORMATION

You must publish a report on your school's policy for pupils with SEN and update it 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.

Requirements	Status
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Special Education Needs (SEN) Report - The report must contain:	
<b>11.1</b> The 'SEN Information' specified in schedule 1 to the <u>Special Educational Needs and Disability Regulations 2014</u> . (Statutory guidance on this is contained in section 6.79 to 6.82 of the <u>Special educational needs and disability code of practice: 0 to 25 years</u> )	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>11.1.1</b> The arrangements for the admission of disabled pupils	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>11.1.2</b> The steps you have taken to prevent disabled pupils from being treated less favourably than other pupils	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>11.1.3</b> The facilities you provide to help disabled pupils to access the school	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>11.2</b> Information as to the plan prepared by the governing body or proprietor under <u>paragraph 3 of schedule 10 to the Equality Act 2010 (accessibility plan)</u> for:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>11.2.1</b> Increasing the extent to which disabled pupils can participate in the school's curriculum	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>11.2.2</b> 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 and services provided or offered by the school	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>11.2.3</b> Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



### Audio tips

If you're a mainstream school make this page about the students by talking about them and celebrating them like all other students. Have a page with more than just some reports! Make sure you reference legislation in your reports.





## Section 12 - GOVERNORS' INFORMATION & DUTIES

(1/3)

Schools must publish on their website up-to-date details of its governance arrangements in a readily accessible form. Maintained schools should read [advice on publishing information about your school's governors](#).

### Requirements for Maintained Schools

### Status

					
12.1	Details of the structure and responsibilities of the governing body and its committees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.1	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.2	relevant business and financial interests including: <ul style="list-style-type: none"> <li>• Governance roles in other educational institutions</li> <li>• Any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.3	Their attendance record at governing body and committee meetings over the last academic year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.4	Governing bodies should also publish this information for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### SCHUDIO TIPS

This information should be provided in a 'readily accessible' form. The DfE have defined this as: "Readily accessible means that the information should be one a web-page without the need to download or open a separate document." So make sure you provide the information for this requirement in this format. The document group module built into the Schudio software will help you meet this requirement.





## Section 12 - GOVERNORS' INFORMATION & DUTIES

(2/3)

Academy trusts must publish accessible and up to date details of governance arrangements. Find more on what you need to publish about your academy and its board of trustees in the [Academies financial handbook](#) (paragraphs 2.49 to 2.50).

### Requirements for Academies & Free Schools

Status

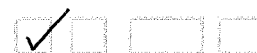


- 12.1** The structure and remit of the members, board of trustees, its committees and local governing bodies, and the full names of the chair of each



For each member who has served at any point over the past 12 months: -

- 12.2.1** Their full names, date of appointment, date they stepped down (where applicable), and relevant business and pecuniary interests including governance roles in the other educational institutions



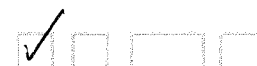
For each trustee who has served at any point over the past 12 months:

- 12.2.2** 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 who has served at any point over the past 12 months:

- 12.2.3** Their attendance records at board and committee meetings over the last academic year



For each local governor who has served at any point over the past 12 months:

- 12.2.4** 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



### Schudio Tips

This information should be provided in a 'readily accessible' form. The DfE have defined this as: "Readily accessible means that the information should be one a web-page without the need to download or open a separate document." So make sure you provide the information for this requirement in this format. The document group module built into the Schudio software will help you meet this requirement.



## Section 12 - GOVERNORS' INFORMATION & DUTIES

(3/3)

You should publish the following details about your college's governing body:

### Requirements for FE & Sixth Form Colleges

### Status

**12.3** The governing body's structure and responsibilities



YES/NO

N/A

☐☐☐☒

**12.3.1** Details of any committees

☐☐☐☒

**12.3.2** The names of all governors, including the chair

☐☐☐☒

You may wish to simply publish your governors' handbook, which should include all this information.



### SCHUDIO TIPS

This information should be provided in a 'readily accessible' form. The DfE have defined this as: "Readily accessible means that the information should be one a web-page without the need to download or open a separate document." So make sure you provide the information for this requirement in this format. The document group module built into the Schudio software will help you meet this requirement.

## Section 13 - CHARGING & REMISSIONS POLICIES

Publish your school's charging and remissions policies.

The policies must include details of:

Requirements	Status			
	✓	✗	PENDING	N/A
13.1 The activities or cases for which your school will charge pupils' parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2 The circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




### SCHUDIO TIPS

Make sure you have this policy (or policies) on your website and that you are covering both charging and remissions, one policy is probably easier with information about both sides included.

## Section 14 - VALUES & ETHOS

Schools and colleges should:

Requirements	Status
14.1 Publish a statement of their ethos and values	<div>    </div> <div>    </div>



### SCHUDIO TIPS

Have a headteacher's/principals welcome on your website as well as the ethos and values page. Maybe create a link between the two pages so visitors who read the welcome will also be able to go straight to your ethos and values page.





## Section 16 - PUBLIC SECTOR EQUALITY DUTY

Previously titled, Equality Objectives - Public bodies, including Maintained Schools, Academies and Free 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:

Requirements	Status			
	✓	✗	PLANNED	NOT
This means you have to:				
<b>16.1</b> Publish details of how your school is complying with the public sector equality duty - you should update this every year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16.2</b> Publish your school's equality objectives - you should update this at least once every 4 years	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You need to include details of how your school is:				
<b>16.3</b> Eliminating discrimination (see the <a href="#">Equalities Act 2010</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16.4</b> Advancing equality of opportunity – between people who share a protected characteristic and people who do not share it	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16.5</b> Consulting and involving those affected by inequality in the decisions your school or college takes to promote equality and eliminate discrimination (affected people could include parents, pupils, staff and members of the local community)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16.6</b> Under the Equality Act 2010 ( <a href="#">Specific Duties and Public Authorities</a> ) Regulations 2017 organisations are required to publish information on its website about the gender pay gap in their organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

under 250 staff

[The Equality Act 2010 and Advice for Schools](#) provides information as to how your school can demonstrate compliance, for example, including details of how your school is:



### SCHUDIO TIPS

This is likely to be in the form of a report. We'd recommend publishing this either with your other policies, or on a page specially for all information regarding equality.

## Section 17 - COMPLAINTS

All schools and colleges should publish details about their complaints policies and procedures.

Read guidance on [developing your school's complaints procedure](#).

### Requirements

### Status



#### Maintained Schools

- 17.1** You must publish details of your school's complaints procedure, which must comply with [Section 29 of the Education Act 2002](#).

☒ ☐ ☐ ☐

#### Academies and Colleges

- 17.2** All academies and colleges should publish their complaints policy online.

☒ ☐ ☐ ☐

- 17.3** If you're an academy, free school, FE or sixth-form college, you should also publish your whistle-blowing policy online.

☒ ☐ ☐ ☐

#### Maintained Schools, Academies and Free Schools

- 17.4** Publish any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides.

☒ ☐ ☐ ☐


### W H I S T L E T I P S

These requirements are here to ensure complaints guidance and information is available and easy to find on your website. Consider grouping all your policies into categories or groups and including the policies above in groups.

## REMOVED SEPT 2022 Section 18 - EXCLUSION ARRANGEMENTS

If you are an Academy or Free School other than a 16 to 19 Academy, you should:

*[This requirement was recently downgraded to a recommendation]*

### Requirements

### Status

**18.1** Publish details of your policy for excluding pupils.






☐
☐
☐
☒







### SCHUDIO TIPS

Consider grouping all your policies into categories or groups and including the policy above in a group of related policies.



## Section 19 - ANNUAL ACCOUNTS

Your school or college website should include certain financial information.  
(See '[Academies financial handbook](#)' for more info)

Requirements	Status			
				
<b>Academies &amp; Free Schools</b>				
<b>19.1</b> Annual Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19.2</b> Annual audited accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19.3</b> Memorandum of association	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19.4</b> Articles of association	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19.5</b> Names of charity trustees and members	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19.6</b> Funding agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FE &amp; Sixth Form Colleges</b>				
<b>19.7</b> Colleges should publish their instruments and articles of government on their website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>19.8</b> They should also publish their annual members' report and audited financial statement every year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>







### Schudio TIPS

This information is probably deserving of its own page on your website, but try to keep it easily accessible, probably in a related menu structure alongside other information about your school or college so it's easy to find. This must be on the school website as well as the Trust website.

## Section 20 - CAREERS PROGRAMME INFORMATION

**Statutory guidance** has been updated to expand on the aim set out in the government careers strategy. To achieve this aim, the careers strategy sets out that every school and academy providing education to students in Years 4 – 13 should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision. (From Sept 2018) For the current academic year, you should include:

Requirements		Status			
					
20.1	The name, email address and telephone number of the school's Careers Leader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.2	A summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme. In a way that enables pupils, parents, teachers and employers to access and understand it.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.3	How the school measures and assesses the impact of the careers programme on pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.4	The date of the school's next review of the information published	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Provider Access Policy Statement</b>					
20.5	Schools should review their arrangements for provider access and must set out those arrangements in a policy statement. The school may revise the policy statement from time to time and we recommend that this is done annually. The policy statement must be published and should be made available on the school website. The purpose of the statement is to set out opportunities for providers to visit and to explain how requests from providers will be handled. The policy statement must include:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.5.1	Any procedural requirements in relation to requests for access e.g. the main point of contact at the school to whom requests should be directed;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.5.2	Grounds for granting and refusing requests for access e.g. details of timetabled careers lessons, assemblies or careers events which providers may attend; and should include the safeguarding policy;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.5.3	Details of premises or facilities to be provided to a person who is given access e.g. rooms and resources to be made available in support of a provider visit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### SCHUDIO TIPS













Provide this careers information in a clear location on your website. A dedicated page or area on your website for careers is a good idea. Consider including additional resources alongside the statutory information.

**DfE also advise:**

Beyond these requirements, the school can design the policy statement in a way which best suits their needs. For example, it could be incorporated into a wider careers plan. What is most important is that the document includes details of the opportunities for providers to visit the school to talk directly to pupils and the process for providers to request access.

## Section 21 - FINANCIAL INFORMATION & EXECUTIVE PAY

All schools must meet the first requirement below, including Trusts. Maintained schools must also publish a link to the Schools financial benchmarking service as below:

Requirements	Status
	   
<b>21.1</b> How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this	   
<b>21.2</b> 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	   







### STUDIO TIPS

The recommendation is to add information as a table. Read the blog article linked [here](#) of information on how to achieve this.

Also, if you don't have anyone earning over £100,000 still reference that.

## Section 22 - SAFEGUARDING

Not published on the main requirements pages currently but as of September 2019 the new guidelines around Keeping Children Safe in Education makes specific mention of the requirement to publish safeguarding information on the school website. In an inspection, the lead inspector will prepare for the inspection by gaining an overview of the school's recent performance, and any changes since the last inspection. There is also a requirement around making some of your safeguarding information available publicly, with your website being the specific medium mentioned to do this.

Requirements	Status
	   
Pre-inspection planning will be informed by analysis of information on the school's website including the presence and suitability of the safeguarding guidance	
<b>22.1</b> Include suitable safeguarding guidance on your school website. The child protection policy should describe procedures which are in accordance with government guidance and refer to locally agreed multi-agency safeguarding arrangements put in place by the three safeguarding partners.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Individual schools and colleges should ensure they have an effective child protection policy	
<b>22.2</b> This should be updated annually (as a minimum), and be available publicly either via the school or college website or by other means	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



### School tips

Inspectors will consider three key areas:

- Identify the right children. How does the school do that?
- Help: what timely action do staff within the school take, and how well do they work with other agencies?
- Manage: how do governors and staff manage their statutory responsibilities, and, in particular, how do they respond to allegations about staff and other adults?

Include specific information and evidence where possible as to how you meet these requirements.

## NEW Section 23 - SCHOOL UNIFORM

The department produces statutory guidance on the cost of school uniforms which schools must have regard to when developing and implementing their school uniform policy. This guidance requires schools to publish their uniform policy on their website.

The published uniform policy should be easy to understand and, where a school has a school uniform, should:

Requirements	Status			
	2020	2021	2022	2023
23.1 clearly state whether an item is optional or required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.2 make clear if the item will only be worn at certain times of the year (for example, if it's summer or winter uniform)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23.3 make clear whether a generic item will be accepted or if a branded item is required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.4 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### Schudio tip

This is a brand new requirement for 2022. Our recommendation is to add this information to your pre-existing school uniform page.

## Section 25 - Remote Education

You should publish information about your school's remote education provision on your website. An optional [template](#) is available to support schools with this requirement.

Find out more about remote education expectations in the [actions for schools during the coronavirus \(COVID-19\) outbreak](#).

### Requirements

### Status



### Schudio Blog

For the very latest information on providing Remote Education information on your school website, visit the [Schudio Blog](#)