



Checklist for Statutory Requirements to be Included in School Website

Name of School

Date:

Information taken from:

What maintained schools must publish online

[The information that schools maintained by their Local Authorities must publish on their websites](#)

[Red Section shows Updates from 15th May 2024](#)

[Purple action shows latest update on 24th October 2024](#)

Details		RAG	Comments
Admissions Arrangements	<p>What foundation and voluntary-aided schools must publish:</p> <p>Foundation and voluntary-aided schools must publish their admission arrangements to comply with the:</p> <ul style="list-style-type: none"> • school admissions code • school admission appeals code <p>September admissions – normal point of entry</p> <p>By 15 March each year, the school must publish on its website the admission arrangements for children who will be starting school at the normal point of entry in September of the following year. It must retain them there for the whole of the academic year in which offers for places are made.</p> <p>The admission arrangements must explain:</p> <ul style="list-style-type: none"> • how the school considers applications for places in each relevant age group (that is, the age group in which children are normally admitted) • how many children the school intends to admit in each relevant age group (known as the published admission number, or PAN) • what a parent or carer needs to do if they want to apply for their child to attend the school • how the school allocates places, if there are more applicants than places available <p>Where applicable, schools must also explain how:</p> <ul style="list-style-type: none"> • children are selected for a place, if the school is selective • a parent or carer of a primary-age child can request that the school delay or defer their child's entry to reception, and the process for requesting admission outside the normal age group • many external applicants the school intends to admit into the sixth form <p>In-year admissions</p> <p>By 31 August each year, the school must publish how it will manage in-year applications for places (that is, applications for places in the middle of a school year, or to start in the September of a year which is not the normal point of entry).</p>		

	<p>If the governing body manages those applications, the school must provide:</p> <ul style="list-style-type: none"> • an application form • supplementary information, if necessary <p>If the local authority manages those applications, the school must publish a link to the in-year co-ordination scheme.</p> <p>Admission appeals</p> <p>By 28 February each year, the school must publish a timetable setting out how it will organise and hear admission appeals.</p> <p>This timetable must:</p> <ul style="list-style-type: none"> • include a deadline that allows a parent or carer at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge a written appeal • include reasonable deadlines for: <ul style="list-style-type: none"> ◦ a parent or carer to submit additional evidence ◦ admission authorities to submit their evidence ◦ the clerk to send appeal papers to the panel and parties • ensure that a parent or carer lodging an appeal receives at least 10 school days' notice of their appeal hearing • ensure that decision letters are sent within 5 school days of the hearing, wherever possible <p>Further guidance is available in the school admission appeals code.</p> <p>What community and voluntary-controlled schools must publish</p> <p>Community and voluntary-controlled schools must publish a link to the local authority's website for parents and carers who wish to find out about the school's admission and appeal arrangements. It is the local authority that manages both processes.</p>		
Behaviour Policy	<p>Schools must publish their behaviour policy. It must comply with section 89 of the Education and Inspections Act 2006.</p> <p>Guidance on developing and publishing a behaviour policy is available.</p>		

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Careers Programme Information	<p>Secondary schools must publish information about how they deliver careers guidance to pupils in years 7 to 13.</p> <p>For the current academic year, this must include:</p> <ul style="list-style-type: none"> the name and contact details of the school's careers lead a summary of its careers programme, including details of how pupils, parents, carers, teachers and employers can access information about it how the school measures and assesses the programme's impact on pupils the date by which it will review this information <p>Secondary schools must publish a policy statement to comply with section 42B of the Education Act 1997, known as the 'provider access legislation'. This statement must set out the circumstances in which they will give providers of technical education and apprenticeships access to year 8 to 13 pupils, as applicable.</p> <p>Statutory guidance on providing careers guidance is available.</p>		
Charging and Remissions Policy	<p>Schools must publish their:</p> <ul style="list-style-type: none"> charging policy, giving details of activities for which they will charge parents and carers remissions policy, giving details of any circumstances in which they will wholly or partly waive any charge they would otherwise expect parents and carers to pay <p>Guidance on charging for school activities is available. Sections 449 to 462 of the Education Act 1996 set out the law on charging in schools maintained by local authorities.</p>		
Complaints Policy Words have not changed but hyperlinks added for: Section 29 of the Education Act 2002 Best practice guidance	<p>Schools must publish their complaints policy to comply with section 29 of the Education Act 2002. The best practice guidance supports them to set up and review their complaints procedures.</p> <p>They must also publish the details of any arrangements for handling complaints from parents and carers about the support they provide for children with special educational needs and disability (SEND). They must do this as part of their SEN information report.</p>		

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Contact Details	<p>All schools must publish:</p> <ul style="list-style-type: none"> • their postal address • their telephone number • the name of the member of staff who deals with queries from parents and carers, and the public <p>What mainstream schools must publish</p> <p>Mainstream schools must also publish the name and contact details of their special educational needs co-ordinator.</p>		
Curriculum	<p>What all schools must publish</p> <p>All schools must publish:</p> <ul style="list-style-type: none"> • the content of the curriculum in each academic year for every subject, including mandatory subjects such as religious education (RE) – this applies even if it is taught as part of another subject or known by another name • information to make parents and carers aware they have the right to withdraw their child from all or part of RE • how parents, carers or other members of the public can find out more about the curriculum • an accessibility plan that sets out how, over time, they will increase the extent to which disabled pupils participate in the curriculum <p>What schools with key stage 1 provision must publish</p> <p>Schools with key stage 1 provision must publish a list of any phonics or reading schemes they use.</p> <p>What schools with key stage 4 provision must publish</p> <p>Schools with key stage 4 provision must publish a list of the key stage 4 courses they offer, including GCSEs</p> <p>.</p> <p>What all schools should publish</p> <p>Alongside the content of their music curriculum, all schools are expected to publish information about their music development plan. A template is available to support with this.</p>		

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Ethos & Values	Schools should publish a statement setting out their ethos and values.		
Financial Information	<p>Schools must publish:</p> <ul style="list-style-type: none"> the number of their employees, if any, whose gross annual salary exceeds £100,000, presenting this information in £10,000 bandings – DfE recommends using a table to display this a link to the dedicated webpage for their school on the schools financial benchmarking service 		
Governance Information Information about governors expanded	<p>What schools must publish</p> <p>Schools must publish information about their governing body and its committees, in line with the Constitution of governing bodies of maintained schools.</p> <p>What schools should publish</p> <p>Schools should publish information about the structure and remit of the governing body and any committees, including the full names of their chairs.</p> <p>Schools should publish, about each governor who has served at any time over the past 12 months:</p> <ul style="list-style-type: none"> their full names the date they were appointed their term of office the date they stepped down, where this applies who appointed them, in accordance with the governing body's instrument of governance their attendance record at governing body and committee meetings over the last academic year <p>Schools should publish governors' relevant business, financial and pecuniary interests, including:</p> <ul style="list-style-type: none"> 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 <p>Schools should also publish this information for associate members, and whether they have voting rights on any committee they have been appointed to.</p>		

	<p>DfE also encourages schools to publish easily accessible data about the diversity of:</p> <ul style="list-style-type: none"> • their board • any associated committees <p>There is no prescriptive way to collect this data, but schools may choose to follow a similar approach to that they use to collate the diversity data of pupils.</p> <p>Board or committee members can opt out of sharing their information, such as protected characteristics, including after the data has been published.</p> <p>Schools must ensure that individuals cannot be identified, which may be a particular issue when board or committee member levels are low. Guidance on the Equality Act 2010 and data protection in schools is available.</p>		
Ofsted Reports	<p>Schools must publish either a:</p> <ul style="list-style-type: none"> • copy of their most recent Ofsted report, or • link to the report on the Ofsted website 		
Pay Gap Reporting	<p>What schools with 250 or more employees must publish</p> <p>Schools with 250 or more employees must, in line with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017:</p> <ul style="list-style-type: none"> • report their gender pay gap information to the government via the gender pay gap service • publish this information in a prominent place on their website within one year of their 'snapshot date', which, for most public authority employers, will be 31 March <p>Statutory guidance on the gender pay gap information employers must report is available.</p> <p>What schools with 250 or more employees may wish to publish</p> <p>Most public authority employers, including schools, do not need to publish a written statement on their public-facing website.</p> <p>However, schools with 250 or more employees may wish to publish:</p> <ul style="list-style-type: none"> • a supporting narrative to explain their gender pay gap • an action plan that sets out how they plan to address it 		

	<p>What schools with fewer than 250 employees should publish</p> <p>Schools with fewer than 250 employees:</p> <ul style="list-style-type: none"> • are not required to comply with the regulations, but • should give serious consideration to the business benefits of doing so <p>Guidance on <u>who counts as an employee</u> is available.</p> <p>For schools interested in looking at their ethnicity pay gap, guidance for employers on <u>voluntary ethnicity pay reporting</u> is also available.</p>		
<p>PE and Sports Premium</p> <p>The words removed in October 2024:</p> <p>The <u>Association for Physical Education and Youth Sport Trust</u> have jointly developed a template that can be used for recording and reporting on the premium's impact.</p>	<p>What all schools must publish</p> <p>Schools that receive <u>PE and sport premium funding</u> must publish, by 31 July each year:</p> <ul style="list-style-type: none"> • the amount of premium received • a full breakdown of how it has been or will be spent • the impact seen by the school on pupils' participation and attainment in PE and sport • how this improvement will be sustained <p>By 31 July each year, schools are required to publish the percentage of pupils in their year 6 cohort who have met the national curriculum requirement to:</p> <ul style="list-style-type: none"> • swim competently, confidently and proficiently over a distance of at least 25 metres • use a range of strokes effectively – for example, front crawl, backstroke and breaststroke • perform safe self-rescue in different water-based situations <p>Further guidance is available in the <u>conditions of grant</u> document.</p> <p>(NB This link is still to the old conditions of grant which has been withdrawn. New conditions of grant are here)</p> <p>If a school downloads a copy of its digital form return and uses this as its published report, it must ensure the form is converted to HTML format. This is to meet accessibility requirements.</p>		

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Public Sector Equality Duty	<p>Schools must publish:</p> <ul style="list-style-type: none"> • details of how they comply with the public sector equality duty, updating this every year • their equality objectives, updating these at least every 4 years <p>The Equality Act 2010: advice for schools provides guidance on how schools can show they have complied, as required by the Equality Act 2010 and the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.</p>		
Pupil Premium and Recovery Premium (NB Recovery Premium Grant finished at the end of the 2023/24 academic year) The words "recovery premium" were taken out of the first bullet point in October 2024 Second bullet point words changed to include disadvantaged The following words removed after link to "pupil premium guidance page"	<p>What schools must publish</p> <p>Schools that receive pupil premium and recovery premium funding must publish a strategy statement on their website by 31 December each year.</p> <p>It must explain how the:</p> <ul style="list-style-type: none"> • pupil premium and recovery premium is being spent • the education outcomes being achieved for disadvantaged pupils <p>Schools must publish the statement in the DfE template provided on the pupil premium guidance page.</p> <p>DfE recommends that schools plan their pupil premium spending over 3 years. If they do so, they must still update their statement annually to reflect:</p> <ul style="list-style-type: none"> • their spending activity for the current academic year • the impact of pupil premium in the previous academic year 		
Remote Education	<p>What schools should publish</p> <p>Schools should publish information about their remote education provision.</p>		

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School Opening Hours	<p>What schools should publish</p> <p>Schools should publish the:</p> <ul style="list-style-type: none"> • official start time of the compulsory school day • official end time of the compulsory school day • total time this amounts to in a typical week, including breaks but not after-school activities 		
School Uniform	<p>What schools should publish</p> <p>Schools whose pupils are required to wear a uniform should publish an easily understandable policy on their website, in line with statutory guidance on the cost of school uniforms. It should include information about:</p> <ul style="list-style-type: none"> • optional or required items • items that will be worn only at certain times of year (for example, winter or summer uniform) • items that must be branded or can be generic • whether items can be bought only from a specific retailer or more widely • where second-hand uniform can be purchased 		
Details		RAG	Comments
<p>Special Educational Needs (SEN) and Disability Information:</p> <p>Numbered points 1-13 below are a quick way of checking whether all elements are present in the report</p>	<p>You must publish an Information Report on your website about the implementation of your school's policy for pupils with SEN and should update it at least annually.</p> <p>You should update any changes occurring during the year as soon as possible. The report must comply with section 69 of the Children and Families Act 2014, meaning that it must contain:</p> <ul style="list-style-type: none"> • the 'SEN Information' specified in schedule 1 to the Special Educational Needs and Disability Regulations 2014. (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) <p>Information as to:</p> <ul style="list-style-type: none"> • 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 		

	<ul style="list-style-type: none"> the facilities you provide to help disabled pupils to access the school the plan prepared under paragraph 3 of schedule 10 to the Equality Act 2010 (accessibility plan) for: <ul style="list-style-type: none"> increasing the extent to which disabled pupils can participate in the school's curriculum improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled 		
1.	The kinds of special educational needs for which provision is made at the school.		
2.	Information, in relation to mainstream schools and maintained nursery schools, about the school's policies for the identification and assessment of pupils with special educational needs.		
3.	<p>Information about the school's policies for making provision for pupils with special educational needs whether or not pupils have EHC Plans, including -</p> <ul style="list-style-type: none"> a) how the school evaluates the effectiveness of its provision for such pupils; b) the school's arrangements for assessing and reviewing the progress of pupils with special educational needs; c) the school's approach to teaching pupils with special educational needs; d) how the school adapts the curriculum and learning environment for pupils with special educational needs; e) additional support for learning that is available to pupils with special educational needs; f) how the school enables pupils with special educational needs to engage in the activities of the school (including physical activities) together with children who do not have special educational needs; and g) support that is available for improving the emotional, mental and social development of pupils with special educational needs. 		
4.	In relation to mainstream schools and maintained nursery schools, the name and contact details of the SEN co-ordinator.		
5.	Information about the expertise and training of staff in relation to children and young people with special educational needs and about how specialist expertise will be secured.		
6.	Information about how equipment and facilities to support children and young people with special educational needs will be secured.		
7.	The arrangements for consulting parents of children with special educational needs about, and involving such parents in, the education of their child.		

8. The arrangements for consulting young people with special educational needs about, and involving them in, their education.		
9. Any arrangements made by the governing body or the proprietor relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school.		
10. How the governing body involves other bodies, including health and social services bodies, Local Authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils		
11. The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with section 32.		
12. The school's arrangements for supporting pupils with special educational needs in a transfer between phases of education or in preparation for adulthood and independent living.		
13. Information on where the Local Authority's local offer is published https://sendlocaloffer.southtyneside.gov.uk/		

Details		RAG	Comments
Test , exam and assessment results <p>Following removed:</p> <ul style="list-style-type: none"> • their progress scores in: <ul style="list-style-type: none"> ○ reading ○ writing ○ maths 	What all schools must or should publish <p>All schools must publish a link to the compare school and college performance service and their performance measures page on it.</p> <p>Key stage 2</p> <p>Primary schools must publish their most recent key stage 2 performance measures, as published by the Secretary of State, comprising:</p> <ul style="list-style-type: none"> • the percentage of their pupils who achieved the expected standard in reading, writing and maths (combined) • the percentage of their pupils who achieved a higher standard in reading, writing and maths (combined) • their average scaled score in: <ul style="list-style-type: none"> ○ reading ○ maths <p>It will not be possible to calculate key stage 1 to key stage 2 progress measures for 2023 to 2024 or 2024 to 2025 academic years. This is because there is no key stage 1 baseline available to calculate primary progress measures for these years, because of Covid disruption.</p> <p>For the 2023 to 2024 academic year, primary schools do not have to publish progress scores in reading, writing or maths, as the Secretary of State is not publishing these.</p>		

	<p>Key stage 4</p> <p>Secondary schools must publish their most recent key stage 4 performance measures, as published by the Secretary of State, comprising:</p> <ul style="list-style-type: none">• their Progress 8 score• the percentage of their pupils who achieved a grade 5 or above in GCSE English and GCSE maths (the word combined removed here)• their Attainment 8 score <p>They should also publish:</p> <ul style="list-style-type: none">• the percentage of pupils staying in education or going into employment after key stage 4• the percentage of their pupils who were entered for the English Baccalaureate (EBacc)• their EBacc average point score (APS) <p>Key stage 5 (16 to 18)</p> <p>Secondary schools with sixth forms must publish their most recent 16 to 18 performance measures, as published by the Secretary of State, comprising their students' headline:</p> <ul style="list-style-type: none">• progress (value added) measures• attainment measures• retention measures• destination measures <p>They do not have to publish value added measures for the 2022 to 2023 academic year, as the Secretary of State is not publishing these.</p> <p>They do not have to publish English and maths progress measures for the 2022 to 2023 or 2023 to 2024 academic years, as the Secretary of State is not publishing these.</p>		
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