



# **DfE Compliance: Website Checklist**

for Maintained Primary Schools

## School contact details

Your school's website must include the following:

- ✓ your school's postal address
- ✓ your school's telephone number
- ✓ the name of the member of staff who deals with queries from parents and other members of the public
- ✓ the name and contact details of your special educational needs (SEN) co-ordinator (SENCO) unless you're a special academy

Comments:

## School opening hours

You should publish:

- ✓ official start time of the compulsory 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

Comments:

## Requests for paper copies

- ✓ You should include a statement offering paper copies of the information on your school's website, and that you provide this **free of charge**.

Comments:

## Values and ethos

Your website should include a statement setting out your school's ethos and values.

Comments:

## Ofsted reports

You must publish **either**:

- ✓ a copy of your school's most recent Ofsted report or
- ✓ a link to the report on the [Ofsted website](#)

Comments:

## Exam and assessment results

### Key stage 2 (end of primary school) results

You should continue display your school's **most recent** key stage 2 performance measures on your website. This includes:

- ✓ average 'scaled scores' in reading and maths
- ✓ percentage of pupils who achieved the expected standard or above in reading, writing and maths
- ✓ percentage of pupils who achieved a high level of attainment in reading, writing and maths

Please click here for any further information on [school and FE accountability expectations](#).

Comments:

## Performance measures website

You must include links to both:

- ✓ the school and college performance tables: <https://www.gov.uk/school-performance-tables>
- ✓ your school's performance tables page.

Comments:

## Admission arrangements

### What foundation and voluntary-aided schools must publish

X Foundation and voluntary-aided schools must publish their admission arrangements to comply with the:

- [school admissions code](#)
- [school admission appeals code](#)

### What foundation and voluntary-aided schools must publish

✓ 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.

### September admissions – normal point of entry

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.

The admission arrangements must explain:

- 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

Where applicable, schools must also explain how:

- 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

### In-year admissions

By 31 August each year, the trust 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).

If the trust manages those applications, it must provide:

- an application form
- supplementary information, if necessary

If the local authority manages those applications, the trust must publish a link to the in-year application co-ordination scheme.

## Admission appeals

By 28 February each year, the trust must publish a timetable setting out how it will organise and hear admission appeals.

This timetable must:

- 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:
  - 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

Further guidance is available in the [school admission appeals code](#).

**Comments:**

## Curriculum

**You must publish:**

- ✓ the content of your school curriculum in **each academic year for every subject**, including Religious Education even if it is taught as part of another subject or subjects, or is called something else
- ✓ information to make parents and carers aware they have the right to withdraw their child from all or part of RE
- ✓ the names of any phonics or reading schemes you're using in key stage 1
- ✓ how parents or other members of the public can find out more about the curriculum your school is following
- ✓ you must also set out how over time you will increase the extent to which disabled pupils participate in the school's curriculum, as **part of your school's accessibility plan**.
- ✓ 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.](#)

*The new Ofsted Inspection Framework (May 2019) states that inspectors will make graded judgements on the quality of education. This includes an evaluation of your curriculum which should be "broad and balanced". In particular:*

- **Intent** – do you have an ambitious curriculum that provides the knowledge and cultural capital learners need to succeed in life?
- **Implementation** – how well is the curriculum delivered?
- **Impact** – do learners develop detailed knowledge and skills across the curriculum and, as a result, achieve well?

**Comments:**

## Remote Education

- ✓ You must publish information about your school's remote education provision on your website.

An optional [template](#) is available to support schools with this requirement.

## Special educational needs (SEN) and disability information

- ✓ You must publish an SEN information 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, meaning it must contain:

- the arrangements for the admission of disabled pupils
- the steps you have taken to prevent disabled pupils from being treated less favourably than other pupils
- the facilities you provide to help disabled pupils to access the school
- information as to the plan prepared by the governing body or proprietor under paragraph 3 of schedule 10 to the Equality Act 2010 (accessibility plan) for:
  - 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

You can find details of what you must include in [schedule 1 of the Special Educational Needs and Disability Regulations 2014](#). Guidance is contained in section 6 of the '[Special educational needs and disability code of practice: 0 to 25 years](#)'

- ✓ You must publish the **Accessibility Plan** you have prepared in compliance with paragraph 3 of schedule 10 to the Equality Act 2010 if it is not contained within your SEN Information Report. **The DfE states that this policy should be reviewed every three years.** This plan is for:

- 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 and 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

Comments:

## Pupil premium and recovery premium

✓ Schools that receive pupil premium and recovery premium funding must publish a strategy statement **by 31 December each year.**

✓ Schools must publish the statement in the DfE template provided on the [pupil premium](#) guidance page.

The 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:

- their spending activity for the current academic year
- the impact of pupil premium in the previous academic year

**Comments:**

## PE and sport premium for primary schools

**If your school receives PE (physical education) and sport premium funding, you must publish a report by the 31st July**

**You must include:**

- ✓ how much funding you received
- ✓ a full breakdown of how you've spent the funding or will spend the funding
- ✓ the impact of the premium on pupils' PE and sport participation and attainment
- ✓ how you'll make sure these improvements are sustainable

**How many pupils within their year 6 cohort can do each of the following:**

- ✓ swim competently, confidently and proficiently over a distance of at least 25 metres
- ✓ use a range of strokes effectively
- ✓ perform safe self-rescue in different water-based situations

**To help you plan, monitor and report on the impact of your spending, it's recommended that you download a template to record your activity. The Department has commissioned partners in the physical education and school sport sector to develop a template, which is available at [The Association for PE.](#)**

Further guidance is available in the conditions of grant document.

**Comments:**

## Financial information

### You must publish:

- ✓ how many school employees (if any) have a **gross annual salary of £100,000 or more** in increments of £10,000 – the DfE recommend using a table to display this
- ✓ 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

### Comments:

## Pay Gap Reporting

### What schools with 250 or more employees must publish

- X Schools with 250 or more employees must, in line with the [Equality Act 2010 \(Gender Pay Gap Information\) Regulations 2017](#):
  - 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

Statutory guidance on [the gender pay gap information employers must report](#) is available.

### What schools with 250 or more employees may wish to publish

- X Most public authority employers, including schools, do not need to publish a [written statement](#) on their public-facing website.

However, schools with 250 or more employees may wish to publish:

- a [supporting narrative](#) to explain their gender pay gap
- an [action plan](#) that sets out how they plan to address it

### What schools with fewer than 250 employees should publish

- X Schools with fewer than 250 employees:
  - are not required to comply with the regulations, but
  - should give serious consideration to the business benefits of doing so

Guidance on [who counts as an employee](#) is available.

For schools interested in looking at their ethnicity pay gap, guidance for employers on [voluntary ethnicity pay reporting](#) is also available.

### Comments:

N/A

## Behaviour policy

- ✓ You should publish details of your school's behaviour policy, including your anti-bullying strategy. **The DfE recommends that this policy is reviewed annually.**

### What FE colleges should publish

- X FE colleges should publish their behaviour policy, including their anti-bullying strategy.

Read [advice on developing and publishing your school's behaviour policy](#).

Comments:

## School complaints procedure

- ✓ Schools must publish their complaints policy to comply with [section 29 of the Education Act 2002](#). The [best practice guidance](#) supports you to set up and review their complaints procedures. **The DfE recommends that this policy is reviewed annually.**
- ✓ You must also publish any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides as part of your [SEN information report](#).

Comments:

## Charging and remissions policies

- ✓ You must publish your school's charging and 'remissions' policies (this means when you cancel fees). **The DfE recommends that this policy is reviewed annually.**

The policies must include details of:

- the activities or cases where 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 your charging policy

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. Academies are required by their funding agreement to comply.

Comments:

## School uniform policy

- ✓ Academies 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:

- 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

Comments:

## Public sector equality duty

You must publish:

- ✓ Details of how your school is complying with the [public sector equality duty](#). You should update this **every year**.
- ✓ You must publish your school's **equality objectives**. You should update this at least once **every 4 years**.

[The Equality Act 2010: advice for schools](#) provides guidance on how an academy school can show it has complied, as required by the [Equality Act 2010](#) and the [Equality Act 2010 \(Specific Duties and Public Authorities\) Regulations 2017](#).

Comments:

## Governors' information and duties

You must publish information on the governing body in line with [statutory guidance on the constitution of governing bodies](#) of maintained schools.

Please note: In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form. **Readily accessible means that the information should be on a webpage without the need to download or open a separate document.**

This should include:

- ✓ the structure and responsibilities of the governing body and any committees, and the full names of the chair of each;

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

- ✓ their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government)
- ✓ relevant business and pecuniary interests (as recorded in the register of interests) including:
  - 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);

You should also publish 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. <https://www.gov.uk/guidance/governance-in-maintained-schools>

### Collecting and publishing governing board diversity data

✗ **You should consider** publishing information about the diversity of your school's governing body.

- Diversity is important and the DfE wants governing boards to be increasingly reflective of the communities they serve.
- The DfE encourages schools to collect and publish governing board members' diversity data. Information must be widely accessible to members of the school community and the public. Board members can opt out of sharing their information, including protected characteristics, at any given time including after publication.
- Schools must ensure that individuals cannot be identified through the publication of data, particularly when board member levels are low. Read more about this in the data protection toolkit for schools and Equality Act 2010: advice for schools.
- There is no prescriptive way to collect diversity data from volunteers; this needs to be done on a voluntary basis. Schools may prefer to adopt a similar approach to how they collate the diversity data of pupils.

**Comments:**



# Get in touch about your next school or trust website project

**Visit:**

[websites.junipereducation.org](https://websites.junipereducation.org)

