

Website Compliance Checklist

School Jotter Checklist: Online Publication Requirements for Academies and FE Colleges

This checklist is designed to help academies and further education (FE) colleges ensure compliance with online publication regulations.

Checklist Completed By: _____ Date: _____

Admission Arrangements

What academy trusts must publish:

- Admission arrangements to comply with:
 - School Admissions Code
 - School Admission Appeals Code

For September admissions (normal point of entry):

- By 15 March each year, publish the admission arrangements for children starting school in the following September and retain them for the academic year in which offers are made. This must include:
 - Application process for each age group
 - Published Admission Number (PAN) for each age group
 - Application procedures
 - Allocation process if there are more applicants than places

For in-year admissions:

- By 31 August each year, publish the management process for in-year applications, including:
 - Application form
 - Supplementary information (if necessary)
 - Link to local authority's in-year application scheme (if applicable)

For admission appeals:

- By 28 February each year, publish a timetable for organizing and hearing admission appeals. The timetable must include deadlines for:
 - Lodging written appeals
 - Submitting additional evidence
 - Sending appeal papers
 - Providing notice of appeal hearings
 - Sending decision letters

For 16 to 19 academies and FE colleges:

- Publish admission arrangements by September of the year before applications are due, including:
 - Open days
 - Application procedures
 - Priority for applications from particular schools (if applicable)

Annual Reports and Accounts

Academy trusts:

- Publish audited annual report and accounts by 31 January each year, following the academy trust handbook guidance.

FE colleges:

- Publish annual report and audited financial statements by 31 January each year, retaining them for 2 years.

Behaviour Policy

Academies and FE colleges:

- Publish behaviour policy, including anti-bullying strategy. Guidance on development is available.

Careers Programme Information

Secondary academies and 16 to 19 academies:

- Publish a policy statement complying with section 42B of the Education Act 1997, detailing provider access for technical education and apprenticeships.

Secondary academies, 16 to 19 academies, and FE colleges:

- Publish careers guidance information, including:
 - Careers lead contact details
 - Careers programme summary
 - Impact assessment methods
 - Review date

Charging and Remissions Policies

Academies:

- Publish charging and remissions policies, detailing chargeable activities and waiver circumstances, in compliance with sections 449 to 462 of the Education Act 1996.

Complaints Policy

Academies and trusts:

- Publish complaints procedure meeting the Education (Independent School Standards) Regulations 2014.

Academy schools:

- Publish arrangements for handling complaints about SEND support as part of the SEN information report.

Academy trusts and FE colleges:

- Publish whistleblowing policy and review it regularly.

Contact Details

Academies and FE colleges:

- Publish:
 - Postal address and telephone number
 - Contact details for query resolution
 - Headteacher or principal's name
 - Chair of governing body contact details (if applicable)
 - Academy trust contact details and website link (if applicable)

Mainstream academy schools:

- Publish SEN coordinator's contact details in the SEN information report.

Curriculum

Academies:

- Publish relationships education or relationships and sex education policy, consulting with parents and reflecting community needs.
- Publish curriculum content for each academic year and subject, including:
 - RE and withdrawal rights
 - Music development plan
 - Key stage 1 phonics/reading schemes
 - Key stage 4 and 16 to 19 qualifications

Academies with 16 to 19 provision:

- Publish information on how the curriculum meets the 16 to 19 study programme requirements.

Ethos and Values

Academies and FE colleges:

- Publish a statement of ethos and values.

Executive Pay

Academy trusts:

- Publish the number of employees earning over £100,000, presented in £10,000 bandings, in an easily accessible format.

Governance Information

FE colleges and 16 to 19 academies:

- Publish:
 - Annual accountability statement
 - Local needs reviews
 - Annual report on governance recruitment and development
 - External governance review outcomes

Academy trusts:

- Publish governance details, including:
 - Memorandum and articles of association
 - Names and interests of trustees and members
 - Funding agreements
 - Governance arrangements

FE colleges:

- Publish governing body structure, committees, chair and governor names, recruitment information, and articles of government. Make energy and carbon reporting disclosures.

Ofsted Reports

Academies:

- Publish the most recent Ofsted report or a link to it on the Ofsted website.

Pay Gap Reporting

Academy trusts, academies, and FE colleges with 250+ employees:

- Report gender pay gap information to the government and publish it online within a year of the snapshot date (31 March for most public authorities).

Academy trusts, academies, and FE colleges with fewer than 250 employees:

- Consider voluntary reporting of gender pay gap and ethnicity pay gap information.

PE and Sport Premium

Academies with primary-aged pupils:

- Publish by 31 July each year:
 - PE and sport premium funding received
 - Spending breakdown and impact
 - Year 6 swimming proficiency percentages

Public Sector Equality Duty

Academies and FE colleges:

- Publish details of compliance with the public sector equality duty and equality objectives.

FE colleges:

- Publish an annual equality, diversity, and inclusion review, including data on protected characteristics and actions taken to address disparities.

Pupil Premium and Recovery Premium

Academies:

- Publish a strategy statement by 31 December each year, using the DfE template, detailing funding usage and impact.

Remote Education

Academies:

- Publish information about remote education provision.

School Opening Hours

Academies:

- Publish the official start and end times of the compulsory school day and the total time this amounts to in a typical week.

School Uniform

Academies:

- Publish a uniform policy in line with statutory guidance, detailing required and optional items, seasonal variations, branding requirements, and second-hand options.

SEN

Academy schools:

- Publish an annual SEN information report, updated regularly to reflect any changes.

Include information on:

- Admission arrangements for disabled pupils
- Anti-discrimination steps
- Accessibility plan

Test Exam and Assessment Results

Academies:

- Publish a link to the compare school and college performance service.

Academies with KS2 pupils:

- Publish key stage 2 performance measures.

Academies with KS4 pupils:

- Publish key stage 4 performance measures.

Academies and FE colleges with KS5 students:

- Publish 16 to 18 performance measures.

Disclaimer: This document has been updated in line with June 2024 regulations. While School Jotter ensures the accuracy and relevance of this information, we cannot accept liability for errors, omissions, or outdated information. Regular consultation of the latest official guidance is recommended to maintain up-to-date procedures.

Learn more at:

<https://schooljotter.com>