

A STATUTORY REQUIREMENTS CHECKLIST

FOR YOUR SCHOOL WEBSITE

SCHOOL WEBSITE CHECKLIST



NEW STATUTORY REGULATIONS FOR SCHOOL WEBSITES CAME INTO FORCE ON 1ST SEPTEMBER 2012, 2014, 2015 & 2016. THE DfE PUBLISHED UPDATED GUIDANCE APRIL 2023.

1. ESSENTIALS



Contact Details including:

- School's name
- Postal address
- Telephone number
- Contact name for enquiries
- Name and contact details of your SEN co-ordinator (SENCO) unless you're a special school



A statement about the school's **Ethos & Values**



Publish your uniform policy (See DfE statutory guidance on the cost of school uniforms). The published uniform policy **should**:

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2023

- clearly state whether an item is optional or required
- make clear if the item will only be worn at certain times of the year (for example, if it's summer or winter uniform)
- make clear whether a branded item is required or generic item is acceptable
- make clear whether an item can only be purchased from a specific retailer or if it can be purchased elsewhere or second-hand



Publish your opening and closing times and the total time this amounts to in a typical week (for example 32.5 hours).

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Schools **should** show the compulsory times they are open. This time runs from the official start of the school day (morning registration) to the official end of the compulsory school day. It includes breaks, but not optional before or after school activities.



Strategy for school's use of **Pupil Premium** and **Recovery Premium** for current academic year by 31 December

- you **must** use the DfE template
- you **must** explain how your pupil premium and recovery premium is being spent and the outcomes that are being achieved for pupils
- 3 year plan recommended





PE & Sport Premium (primary schools)

- Amount for academic year
- Breakdown of spend
- Effect on physical activity, participation & attainment
- How you will ensure sustainable improvement

How many pupils in Year 6 can:

- Swim competently, confidently & proficiently over 25m
- Use a range of strokes effectively
- Perform self rescue



Admissions Arrangements

If the governing body decides your admissions you must publish by 15 March for the whole year. See [admissions code](#)

- How applications are considered
- Selection criteria
- Over-subscription criteria
- How parents can apply

If the local authority decides your admissions refer parents to the local authority.

You **must** also set out how your school's in-year applications will be dealt with by 31 August at the latest each year.

If the school's governing body will manage in-year applications for your school, you **must**:

- Provide a suitable application form



Provide a supplementary information form where necessary

If the school is to be a part of the local authority's in-year co-ordination scheme, you **must** provide information on where parents can find details.



Admissions Appeals Timetable

Publish a timetable for organising and hearing admission appeals by 28 February each year

This **must**:

- Include a deadline for lodging appeals allowing at least 20 school days from the date of notification
- Include reasonable deadlines for submission of additional evidence by all parties, and for the clerk to send appeal papers
- Ensure that those making an appeal receive 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



Curriculum

- Content by year group by subject, including Religious Education
- KS1 phonics or reading scheme names
- KS4 course list including GCSEs
- How parents & public can find out more about the school curriculum



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. **See SEN section.**

Publish a copy or link to your latest **Ofsted report**

Link to **Performance Tables** as well as a link to the **school's page**

KS2 Results 2018 to 2019 until new performance measures published. Mark as not current

% of pupils with expected standard or above in reading, writing and maths

Progress scores in reading, writing and maths

Average 'scaled scores' in reading and maths

% of pupils with a higher standard in reading, writing and maths

KS4 Results
Most recent results (2021 to 2022)

Progress 8

Attainment 8

% of pupils achieving a grade 5 or above in GCSE English and maths

English Baccalaureate (EBacc) average point score across the 5 pillars

DfE suggest publishing the percentage of students who enter the EBacc or continue in education or move on to employment after KS4

KS5 Information; If your school operates a sixth form, you must publish most recent key stage 5 (16 to 18) performance measures (2021 to 2022)

Attainment

Destinations

Retention

Progress measures not required for 2021 to 2022

Careers programme information; Delivery of careers guidance to year 8 to 13 pupils in accordance with Section 42A of the Education Act 1997. For the current academic year, you **must** include:

Name, email address and telephone number of the school's Careers Leader

Summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme

How the school measures and assesses the impact of the careers programme on pupils

Date of the school's next review of the information published

Publish policy statement to comply with section 42B of the Education Act 1997 (provider access legislation)



Attendance

Education Act 1996, Section 537A is up to date with all changes known to be in force on or before 24 September 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations.

Section 537A of the Education Act 1996 (as amended)

Education (Information About Individual Pupils) (England) Regulations 2013 (as amended, including by the Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024)

A statutory requirement:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools
- means that all pupil data collection elements are mandatory unless specifically stated to be voluntary



The importance of sharing daily attendance data

Sharing daily attendance data not only ensures schools and academy trusts meet their statutory duty, but also:



helps schools, academy trusts, governing bodies and local authorities meet the new expectations set out in working together to improve school attendance guidance



requires no additional cost



will not add to a school or academy trust's workload

Schools, their academy trusts and local authorities can access and analyse the data via the secure Monitor your school attendance tool. This data:



gives schools, local authorities and academy trusts access to more up-to-date pupil-level attendance data



enables easy identification of pupils requiring support and facilitates greater working together



helps identify trends across pupil groups, schools, local areas, and nationally enables efforts and strategies to be targeted



Pupil attendance in schools

data from national and local authorities is published on Explore Education Statistics every 2weeks.- This guidance applies to all:



schools maintained by a local authority



special schools not maintained by a local authority



academy schools



alternative provision academies (But it does not apply to nursery schools.)

School Policies

- **Behaviour** (comply with Section 89 of the Education and Inspections Act 2006)
- **Charging & Remissions** including details of:
 - activities or cases where you charge parents
 - exceptions to normal policy
- SEND Information Report
- Complaints procedure (comply with Section 29 of the Education Act 2002), plus any arrangements for handling complaints from parents of children with SEND
- Access arrangements for providers of technical education and apprenticeships to year 8 to 13 pupils (comply with Section 42B of the Education Act 1997)

Governor Information*

You **must** publish information on the governing body in line with the constitution of governing bodies of maintained schools statutory guidance. Include same information for associate members.

- Structure & remit including committees & names of chair
- Full names, dates of appointment, term, appointee
- Relevant interests including business, financial, other governance roles & any relationships with school staff
- Attendance over last academic year

You are encouraged to collect and publish governor diversity data.

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Public sector equality duty

- Details of how your school is complying with the **public sector equality duty**, updated annually (Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2017)
- Your school's equality objectives updated at least once every 4 years

The **SEN Information** report, updated annually (**must** comply with section 69 of the Children and Families Act 2014, regulation 51 and schedule 1 of SEND Regulations 2014, section 6.79 to 6.82 of SEND Code of Practice), and including details on:

- The arrangements for the admission of disabled pupils
- Steps taken to prevent disabled pupils from being treated less favourably than other pupils
- Facilities provided to help disabled pupils to access the school
- Accessibility Plan (in compliance with paragraph 3 of schedule 10 to the Equality Act 2010):
 - 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

* must be on a page, not a document



Financial Information

- how many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000
- a link to your school page on the schools-financial-benchmarking.service.gov.uk website



Remote education

You **should** publish information about your school's remote education provision. An **optional template** is available from the DfE.

Source: The School Information (England) (Amendment) Regulations 2016, Legislation.gov.uk, Special Educational Needs (Information) Regulations 2014, The Constitution of Governing Bodies of Maintained Schools 2014-2017 (See DfE guidance updated 2022 goo.gl/wRfLwM)

Important Disclaimer: This checklist is a summary of requirements and may be out of date by the time you read it. Please always check with the relevant statutory bodies for the most detailed and the latest information.

2. OFSTED: BE READY FOR INSPECTION

THE INSPECTION FRAMEWORK WAS UPDATED IN SEPTEMBER 2022.

INSPECTION PREPARATION:

- The lead inspector will review and consider the school's website and and the trust's website including:
 - > curriculum information
 - > policies (for example, on safeguarding, behaviour, and relationships, sex and health education)
 - > use of funding (for example, pupil premium and catch-up funding)
 - > information about SEND provision (for example, SEND information report and accessibility plan)
 - > information about equalities
 - > information about governance
 - > the MAT's scheme of delegation, where relevant
- Ofsted will report on any failure to comply with statutory arrangements when they form part of the inspection framework and evaluation schedule
- Inspectors will prepare for monitoring inspections by reviewing information about the curriculum on the school's website **plus any additional information of the school website they deem relevant**

Source: Ofsted Inspection Handbook 2022

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3. GOLD STANDARD

Here are our top suggestions for additional content to help make your website a success.

- The Headteacher's name
- An easy to remember website address
- Times of school day, lessons, and assemblies
- A link to your VLE, ideally with instructions on how to obtain a login
- Newsletters
- Copies of letters to parents
- Downloadable forms
- Lunch menus
- Homework timetable
- Staff & Governors lists
- Information about the PTA or Parents Forum
- After school clubs and extra-curricular activities
- Term dates for this & next year
- A Twitter Feed
- A News Feed
- A gallery showing children's work
- Map showing location of school
- Information about disabled access
- A translate option
- FAQ Page
- Website terms of use, cookie policy and privacy policy
- Additional Policies on:
 - Snow and bad weather
 - Anti-bullying
 - Safeguarding
 - E-Safety
 - Holidays in term time

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School Jotter is one of the leading school website platforms in the UK, we work with over 2500+ schools across the UK. We offer a Bespoke Content Management System (CMS) which has been built based on the feedback we have from schools we work with and the experience we have gained over 2 decades of working with schools and understanding their unique requirements. The CMS is both intuitive and easy to use for members of your team with all levels of IT ability. It is a priority to us to build strong and maintain lasting relationships with our schools and trusts based on strong communication, transparency and integrity.



**BESPOKE CONTENT
MANAGEMENT SYSTEM**



24/7 SUPPORT



20+ YEARS EXPERIENCE

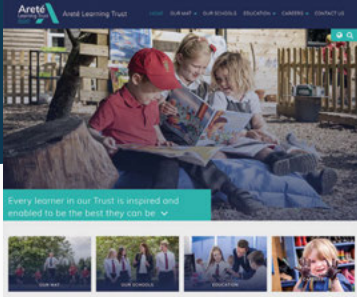


**EFFORTLESSLY UPDATE
YOUR OWN WEBSITE**



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WHAT CAN WE DO FOR YOU?



Websites

2500+ Outstanding Websites Designed for Schools & Trusts. Jotter, even the least tech-savvy teachers can effortlessly create, edit and update web pages themselves.

Mobile Apps

The School Jotter App vastly improves communications with parents by sending all essential information straight to parents phones. Both easy and convenient to use, it has proven extremely popular with parents and schools alike, and thanks to push notifications and newsletter features it is saving our schools money.



Prospectuses & Folders

A strong school prospectus impresses prospective parents, highlights core values, achievements and attracts top staff & students. A branded presentation folder is ideal for marketing, open days, and recruitment. It keeps all school documents organised and professional.

Branding

School Jotter can help you refine your current logo if you feel it needs a refresh or guide you on the journey of a branding overhaul. Schools with up-to-date branding and a clear and concise message see an increase in their admissions.