

CHECKLIST FOR SCHOOLS

GETTING YOUR WEBSITE OFSTED READY

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The Department for Education recently updated the requirements for what maintained schools must publish online (September 2015). Make sure you comply with The School Information (England) (Amendment) Regulations 2012, by using our handy checklist.

Please note that if you're an academy or free school, you need to check your funding agreement to find out what you should publish on your website, but these guidelines should still provide a relevant framework.

1. SCHOOL CONTACT DETAILS

Your school's website must include:

- your school's name
- your school's postal address
- your school's telephone number
- the name of the member of staff who deals with queries from parents and the public

2. ADMISSION ARRANGEMENTS

You must do one of the following:

- publish your school's admission arrangements, explaining how you will consider applications for every age group, including:
 - arrangements for selecting the pupils who apply
 - your oversubscription criteria (how you offer places if there are more applicants than places)
 - an explanation of what parents should do if they want to apply for their child to attend your school
- publish details of how parents can find out about your school's admission arrangements through your local authority

3. OFSTED REPORTS

You must do one of the following:

- publish a copy of your school's most recent Ofsted report
- publish a link to the webpage where users can find your school's most recent Ofsted report

4. EXAM AND ASSESSMENT RESULTS

KS2 RESULTS: You must publish the following details from your school's most recent KS2 results:

- percentage of pupils who achieved level 4 or above in reading, writing and maths
- percentage of pupils who have improved by 2 or more levels in reading, writing and maths between key stage 1 (KS1) and KS2
- percentage of pupils who achieved level 5 or above in reading and writing
- percentage of pupils who achieved level 5 or above in maths

KS4 RESULTS: You must publish the following details from your school's most recent KS4 results:

- percentage of pupils who achieved a C or above in GCSEs (or equivalent) in 5 or more subjects, including English and maths
- percentage of pupils who achieved the English Baccalaureate
- percentage of pupils who have achieved at least the minimum expected levels of progress in English and maths between KS2 and KS4

5. PERFORMANCE TABLES

- You must include a link to the school and college performance tables.

6. CURRICULUM

You must publish:

- the content of the curriculum your school follows in each academic year for every subject
- the names of any phonics or reading schemes you are using in KS1
- a list of the courses available to pupils at KS4, including GCSEs
- how parents or other members of the public can find out more about the curriculum your school is following

7. BEHAVIOUR POLICY

- You should publish details of your school's behaviour policy. The policy must comply with section 8g of the Education and Inspections Act 2006.

8. PUPIL PREMIUM

You must publish details of how your school spends its pupil premium funding and the effect this has had on the attainment of the pupils who attract the funding. You must include:

- percentage of how much pupil premium funding you received for this academic year
- details of how you intend to spend the funding, including your reasons and evidence
- details of how you spent the pupil premium funding you received for last academic year
- how it made a difference to the attainment of disadvantaged pupils who achieved level 4 or above in reading, writing and maths

The funding is allocated for each financial year, but the information you publish online should refer to the academic year, as this is how parents and the general public understand the school year.

As you won't know how much funding you're getting for the latter part of the academic year (from April to July), you should report on the funding up to the end of the financial year. You should then update this information later in the year when you have all the figures.

9. YEAR 7 LITERACY AND NUMERACY CATCH-UP PREMIUM

If your school receives year 7 literacy and numeracy catch-up premium funding, you must publish details of how you spend this funding and the effect this has had on the attainment of the pupils who attract it. You must include:

- how much year 7 catch-up premium you received for this academic year
- details of how you intend to spend the funding
- details of how you spent your year 7 catch-up premium last academic year
- how it made a difference to the attainment of the pupils who attract the funding

10. PE AND 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. You must include:

- how much PE and sport premium funding you received for this academic year
- a full breakdown of how you've spent or will spend the funding this year
- the effect of the premium on pupils' PE and sport participation and attainment
- how you will make sure these improvements are sustainable

11. SPECIAL EDUCATIONAL NEEDS (SEN) REPORT

You must publish a report on your school's policy for pupils with SEN that complies with:

- section 69(2) of the Children and Families Act 2014
- regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014
- section 6 of the 'Special educational needs and disability code of practice: 0 to 25 years'

The report must include:

- your school's admission arrangements for pupils with SEN or disabilities
- the steps you've taken to prevent pupils with SEN from being treated less favourably than other pupils
- details of your school's access facilities for pupils with SEN
- the accessibility plan your governing body has written in compliance with paragraph 3 of schedule 10 to the Equality Act 2010

12. GOVERNORS' INFORMATION AND DUTIES

You must publish information about your school's governors, including:

- details of each governor's:
 - business interests
 - financial interests
 - governance roles in other schools
- the structure and responsibilities of the governing body and committees

13. CHARGING AND REMISSIONS POLICIES

You must publish your school's charging and remissions policies, including details of:

- the activities or cases for which 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

14. VALUES AND ETHOS

- Your website should include a statement of your school's ethos and values.

15. REQUESTS FOR COPIES

- If parents request paper copies of website information, you must provide this for free

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