Essex Clerks' Association

supporting clerks supporting governors ™

School Website Information checklist – April 2016

Every local-authority-maintained school must publish specific information on its website to comply with [The School Information (England) (Amendment) Regulations 2012](#).
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.

Information required on website	In place ✓ or X	Action to be taken
MANDATORY		
The school's contact details: • school's name • school's postal address • school's telephone number • the name of the member of staff who deals with queries from parents and other members of the public		
A statement of the school's ethos and values		

Governor details:
• the structure and remit of the governing body and any committees
For each governor and associate member who has served at any point over the last 12 months:
• their full name;
• date of appointment;
• term of office;
• date they stepped down (where applicable);
• who appointed them (in accordance with the Instrument of Government);
relevant business and pecuniary interests (as recorded in the register of interests) including:
  • governance role in any other school/college
  • any material interests arising from relationships between governors, or relationships between governors and school staff (including spouses, partners and close relatives);
• their attendance record at governing body and committee meetings, over the last academic year.
 	
For associate members – their voting rights (if any) on committees to which they have been appointed.		

Ofsted report 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		

Information required on website	In place ✓ or X	Action to be taken
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: • 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 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.		
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		
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		
Performance tables You must include a link to the schools and college performance tables http://www.education.gov.uk/schools/performance/index.html		

Information required on website	In place ✓ or X	Action to be taken
Exam and assessment results Key stage 2 (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 Key stage 4 (KS4) results You must publish the following details from your school's most recent KS4 results: - percentage of pupils who achieved a grade 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		
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 (if applicable) - how parents or other members of the public can find out more about the curriculum your school is following		
Information on 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		
Behaviour policy You should publish details of your school's behaviour policy. The policy must comply with section 89 of the Education and Inspections Act 2006		

Information required on website	In place ✓ or X	Action to be taken
Special educational needs (SEN) report You must publish a report on your school's policy for pupils with SEN. The report must comply 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'		
Charging and remissions policies You must publish your school's charging and remissions policies. The policies must include 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		
Equalities statement and objectives		
GOOD PRACTICE		
A link to Parentview is recommended by Ofsted (but not mandatory)		
Information about the governing body, including Governance Statement (maintained schools), Code of practice etc		
School policies and procedures, particularly those of interest to parents: Complaints, Child Protection/safeguarding, School Uniform, Visiting Speakers etc		
Information on how British Values are promoted		

Requests for copies
If a parent requests a paper copy of the information on your school's website, you must provide this free of charge.

This list can be found at
https://www.gov.uk/guidance/what-maintained-schools-must-publish-online

Current version of the checklist as at April 2016 – check the DfE website for updates at a later date.