

Impetus Website Audit

Information in this checklist is taken from the following sources:

* [The School Information (England) (Amendment) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/1124/made)
* [Explanatory memorandum to the School Information (England) (Amendment) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/1274/note/made)
* [What maintained schools must publish online](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online) September 2016
* [SEND code of practice: 0 to 25 years](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)
* [Governance handbook](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481147/Governance_handbook_November_2015.pdf)
* [The constitution of governing bodies of maintained schools: statutory guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459032/The_Constitution_of_Governing_Bodies_of_Maintained_Schools_Stat_Guidance....pdf)

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| School Name |  |
| Date check completed |  |
| Completed by |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **School contact details**Your school’s website must include: | Yes/No | Comments | Date completed by |
| * 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 other members of the public |  |  |  |
| **Admission arrangements** |  |  |  |
| **Foundation schools and voluntary-controlled schools**If the school’s governing body decides your admissions, you must publish your school’s admission arrangements each year and keep them up for the whole school year.You must explain: |  |  |  |
| * how you’ll consider applications for every age group
 |  |  |  |
| * what parents should do if they want to apply for their child to attend your school
 |  |  |  |
| * your arrangements for selecting the pupils who apply
 |  |  |  |
| * your ‘over-subscription criteria’ (how you offer places if there are more applicants than places)
 |  |  |  |
| * how parents can find out about your school’s admission arrangements through your local authority
 |  |  |  |
| **Community schools and voluntary-controlled schools**If the local authority decides your admissions, write that parents should contact the local authority to find out about your admission arrangements. |  |  |  |
| **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
 |  |  |  |
| **Exam and assessment results****Key stage 2 (end of primary school) results**You must publish the percentage of key stage 2 pupils who achieved: |  |  |  |
| * the expected standard or above in reading, writing and maths
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| * average progress in reading, writing and maths
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| * an average ‘scaled score’ in reading and maths
 |  |  |  |
| a high level of attainment in reading, writing and maths |  |  |  |
| **Performance tables** |  |  |  |
| You must include a link to the [school and college performance tables service](https://www.gov.uk/school-performance-tables) |  |  |  |
| **Curriculum** |  |  |  |
| * the content of your school curriculum in each academic year for every subject
 |  |  |  |
| * 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 |  |  |  |
| **Behaviour policy** |  | The policy must comply with [Section 89 of the Education and Inspections Act 2006](http://www.legislation.gov.uk/ukpga/2006/40/section/89).Read [advice on developing and publishing your school’s behaviour policy](https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools). |  |
| You should publish details of your school’s behaviour policy. |  |  |  |
| **School complaints procedure** |  | Your school’s complaints procedure, must comply with [Section 29 of the Education Act 2002](http://www.legislation.gov.uk/ukpga/2002/32/section/29).Read guidance on [developing your school’s complaints procedure](https://www.gov.uk/government/publications/school-complaints-procedures) |  |
| Details of your school’s complaints procedure,. |  |  |  |
| **Pupil premium**For the current academic year, you must include: |  | You must publish a strategy for the school’s use of the [pupil premium](https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings). Pupil premium funding is allocated for each financial year, but the information you publish online should refer to the academic year, as this is how parents understand the school system.As you won’t know allocations for the end of the academic year (April to July), you should report on the funding up to the end of the financial year and update it when you have all the figures.The Teaching Schools Council has published [templates](http://tscouncil.org.uk/resources/guide-to-effective-pupil-premium-reviews/) to support schools in presenting their pupil premium strategies. Use of the templates is voluntary. |  |
| * your school’s pupil premium grant allocation amount
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| * a summary of the main barriers to educational achievement faced by eligible pupils at the school
 |  |  |  |
| * how you’ll spend the pupil premium to address those barriers and the reasons for that approach
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| * how you’ll measure the impact of the pupil premium
 |  |  |  |
| * the date of the next review of the school’s pupil premium strategy

For the previous academic year, you must include: |  |  |  |
| * how you spent the pupil premium allocation
 |  |  |  |
| * the impact of the expenditure on eligible and other pupils
 |  |  |  |
| **PE and sport premium for primary schools**If your school receives [PE (physical education) and sport premium funding](https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools#payment-dates), you must publish: |  |  |  |
| * how much funding you received
 |  |  |  |
| * a full breakdown of how you’ve spent the funding or will spend the funding
 |  |  |  |
|  |  |  |  |
| * the effect of the premium on pupils’ PE and sport participation and attainment
 |  |  |  |
| how you’ll make sure these improvements are sustainable |  |  |  |
| **Special educational needs (SEN) and disability information** |  | The report must comply with:* [section 69(2) of the Children and Families Act 2014](http://www.legislation.gov.uk/ukpga/2014/6/section/69)
* [regulation 51](http://www.legislation.gov.uk/uksi/2014/1530/regulation/51/made) and [schedule 1](http://www.legislation.gov.uk/uksi/2014/1530/schedule/1/made) of the Special Educational Needs and Disability Regulations 2014

You can find details of what to include in [schedule 1 of the Special Educational Needs and Disability Regulations 2014](http://www.legislation.gov.uk/uksi/2014/1530/schedule/1/made), and [section 6 of the Special educational needs and disability code of practice: 0 to 25 years](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25). |  |
| You must publish a SEN information report on your school’s policy for pupils with SEN. |  |  |  |
| You must also publish the accessibility plan you’ve prepared in compliance with [paragraph 3 of schedule 10 of the Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/schedule/10). |  |  |  |
| Equality Objectives:* Publish information to show your compliance with the Equality Duty at least once a year (April)
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| Set and publish specific measurable equality objectives at least every four years |  |  |  |
| **Governors’ information and duties**You must publish information about your school’s governors, including details of each governor’s: |  | Read more [advice on publishing information about your school’s governors](https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools). |  |
| * Each governor/member/trustee/local governor’s full name *(as applicable)*
 |  |  |  |
| * financial interests
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| * governance roles in other schools
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| The structure and remit of the governing body, members, board of trustees, its committees and local governing bodies, and the names of the chair of each *(as applicable)* |  |  |  |
|  |  |  |  |
| Each governor /member/trustee/local governor’s date of appointment *(as applicable)* |  |  |  |
| Each governor/member/trustee/local governor’s term of office and date when he or she stepped down *(as applicable)* |  |  |  |
| Name of the body which appointed him/her  |  |  |  |
| Register of interests |  |  |  |
| Each governor/trustee/local governor’s attendance record at governing body/board/committee/local governing body meetings *(as applicable)* |  |  |  |
| **Charging and remissions policies** Read about [school charging and remission](https://www.gov.uk/government/publications/charging-for-school-activities)You must publish your school’s charging and ‘remissions’ policies (this means when you cancel fees). 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
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| **Values and ethos** |  |  |  |
| Your website should include a statement of your school’s ethos and values. |  |  |  |
| **Requests for paper copies** |  |  |  |
| If a parent requests a paper copy of the information on your school’s website, you must provide this free of charge. |  |  |  |
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| Recommendations |
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