Brentwood Diocesan Education Service

What academy primary schools must publish online

The information that schools maintained by their local authorities must publish on their websites.

School contact details

	Check	Which tab?
• 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		
• the name of the Headteacher or principal		
• name and address of the chair of the governing body(if you have one)		
• the name and contact details of your special educational needs (SEN) co-ordinator (SENCO) if you're a mainstream school		
If you are an academy or free school, you should publish details about your academy's sponsor		
• if the school's owner is an individual, you should publish their full name and contact details(address and telephone number)		
• if the school's owner is a group or organisation, you should publish the address and telephone number of its office		

Admission arrangements

Admission arrangements for all mainstream academy schools must comply with the School Admissions Code and the Schools Appeals Code

Academy trusts must publish the admission arrangements for their schools on their website each year and keep them available for the whole of the offer year (the school year in which offers for places are made)

You must explain:

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• 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 'over-subscription criteria' (how you offer places if there are more applicants than places)		

Ofsted reports

You must publish **either:**

• a copy of your school's most recent Ofsted report		
• 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 following details from your school's most recent key stage 2 results:

	Check	Which tab?
• percentage of pupils who achieved expected standard in reading, writing and maths		
• average progress scores in reading, writing and maths		
• average 'scaled scores' in reading and maths		
• percentage of pupils who achieved a higher standard in reading, writing and maths		
• percentage of pupils who achieved 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 and your school's performance tables page		

Having a link to the above does not remove the requirement to publish your own assessment results!

Curriculum

You must publish:

• the content of your school curriculum in each academic year for every subject, including R.E		

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• Your approach to the curriculum		
• 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

You should publish details of your school's behaviour policy, including your anti-bullying strategy. The policy must comply with <u>Section 89 of the Education and Inspections Act 2006.</u>		

School complaints procedure

It is **recommended that** you publish details of your school's complaints procedure, which must comply with <u>Section 29 of the Education Act 2002</u>.		
It is **recommended that** you publih your school's Whistleblowing Policy		
You **must** publish any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides.		

Pupil premium

You must publish a strategy for the school's use of the <u>pupil premium</u>. You no longer have to publish a 'pupil premium statement'.

For the current academic year, you must include what your funding agreement states you should; Gov.uk recommend you include:	Check	Which tab?
• your school's pupil premium grant allocation amount		
• a summary of the main barriers to educational achievement faced by eligible pupils at the school		
• how you'll spend the pupil premium to overcome those barriers and the reasons for that approach		
• how you'll measure the effect of the pupil premium		
• the date of the next review of the school's pupil premium strategy		
For the previous academic year Gov. uk recommend you includeinclude:		
• how you spent the pupil premium allocation		

• the effect of the expenditure on eligible and other pupils		

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 to support schools in presenting their pupil premium strategies. Use of the templates is voluntary.

PE and sport premium for primary schools

If your school receives PE (physical education) and sport premium funding, 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		

• how many pupils within the year 6 cohort can do each of the following:
   ➢ swim competently, confidently and proficiently over a distance of at least 25 metres
   ➢ use a range of strokes effectively
   ➢ perform safe self-rescue in different water-based situations		

Special educational needs (SEN) and disability information

You must publish an SEN information report on your school's policy for pupils with SEN and should update it annually.

You should update any changes occurring during the year as soon as possible.

The report must comply with: section 69 of the Children and Families Act 2014, which includes:

	Check	Which tab?
• the arrangements for the admission of disabled pupils		
• the steps you have taken to prevent disabled pupils from being treated less favourably than other pupils		

• the facilities you provide to help disabled pupils to access the school		
• the accessibility plan you have prepared in compliance with paragraph 3 of schedule 10 to the Equality Act 2010. regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014 for: • 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		

You can find details of what you must include in schedule 1 of the Special Educational Needs and Disability Regulations 2014, and section 6 of the 'Special educational needs and disability code of practice: 0 to 25 years'.

Equality objectives

Public bodies, including local-authority-maintained schools, are covered by the public sector equality duty in the Equality Act 2010. This means you have to publish:

• details of how your school is complying with the public sector equality duty-you should update this every year		
• your school's equality objectives - you should update this at least once every 4 years		
• You need to include details of: • Eliminating discrimination • Improving equality of opportunity for people with protected characteristics • Consulting and involving those affected by inequality in the decisions your school takes(parents, pupils, staff and members of the local community)		

Details of these publishing obligations are set out in Equality Act 2010: advice for schools

Annual reports and accounts

You should publish the following financial information about your school

Annual report		
Annual audited accounts		
Memorandum of Association		
Articles of Association		
Names of Charity Trustees and Members		
Funding Agreement		

Trustees' information and duties

You must publish up to date details of governance arrangements

• You **must publish**, on the academy trust's website, the relevant business and pecuniary interests of members, trustees, local governors and accounting officers		

It is likely this will include
 	
• information about each governor, including their:
 	
   ➢ full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed the (in accordance with the Governing Body's/Trust's instrument of government)
   ➢ business and financial interests
   ➢ governance roles in other educational institutions
   ➢ any material interests arising from relationships between governors or between governors and school staff (including spouses, partners or close relatives)
   ➢ attendance record at governing body and committee meetings over the last academic year		

Charging and remissions policies

You must publish your school's charging and 'remissions' policies (this means when you cancel fees). The policies must include details of:

	Check	Which tab?
• 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		

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.

Note

*In the DFE latest guidance, it does not require schools to publish **Safeguarding/Child Protection Policies** online but OFSTED do look for these.*
*Any policy you publish online must be **in date** and have its **review date clear**.*

Diocese would expect to see

	Check	Which tab?
Section 48 Report		
Link to parish website or details about the parish		
Brentwood Diocesan Vision Document		

Even better if
- Other school policies
- School news posts/ Newsletters
- Calendar with events
- Term dates/School holidays/INSET Day dates
- Times of the school day
- Letters home (downloadable)
- Uniform list and suppliers
- Lunch menu (menu, cost, free school meal sign up)
- Information about the PTA / Parents Forum
- Parents feedback page
- Links to educational sites
- Links to emotional support sites e.g. Childline, Youngminds
- After-school clubs / extra- curricular activities
- News feed e.g. Twitter
- Translator tool
- A location map including directions and parking
- Links to Direct.Gov Schools, DfE home page and Local Authority Schools website

Making it user friendly
- Remove out of date information/external links and hide 'under construction' pages
- Keep main navigation sections to a minimum using clear titles
- Avoid long drop down menus, instead, keep information in subsections
- Keep all news up to date
- Avoid making viewers download a document for a small piece of information, copy it into the web page
- Offer downloadable versions of information where possible
- Keep the font, text sizes and heading consistent throughout the website
- Avoid typing in CAPITALS, as it interferes with the translation of the page
- Use high resolution photography

In order to give your Diocesan Team peace of mind around the compliance of your website, we hope you will be able to complete this checklist by the date mutually agreed at your Link Advisor visit.

When you return this to your advisor, using your "Which tab?" guide, we will then do a navigation check and confirm back with you that all is well!

Many thanks in anticipation!