



## Brentwood Diocesan Education Service

### What academies (Secondary schools) should publish online

The information that academies should 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		
• name of head teacher or principal		
• name and address of 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 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

##### Academies

Admission arrangements must comply with the Schools admissions code and the Schools admissions appeals code.

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

You must explain

	Check	Which tab
<ul style="list-style-type: none"> <li>how you'll consider applications for every age group</li> </ul>		
<ul style="list-style-type: none"> <li>what parents should do if they want to apply for their child to attend your school</li> </ul>		
<ul style="list-style-type: none"> <li>your oversubscription criteria (how you offer places if there are more applicants than places)</li> </ul>		

## Ofsted reports

You must publish **either**:

	Check	Which tab?
<ul style="list-style-type: none"> <li>a copy of your school's most recent Ofsted report</li> </ul>		
<ul style="list-style-type: none"> <li>a link to the report on the Ofsted website</li> </ul>		

## Exam and assessment results

### Key stage 4 (end of secondary school) results

You must publish the following details from your school's most recent key stage 2 results:

	Check	Which tab?
<ul style="list-style-type: none"> <li>progress 8</li> </ul>		
<ul style="list-style-type: none"> <li>attainment 8</li> </ul>		
<ul style="list-style-type: none"> <li>percentage of pupils who achieved a strong pass (grade 5 or above) in English and maths at the end of Key Stage 4</li> </ul>		
<ul style="list-style-type: none"> <li>percentage of pupils entering the English Baccalaureate</li> </ul>		
<ul style="list-style-type: none"> <li>percentage of pupils achieving the English Baccalaureate</li> </ul>		
<ul style="list-style-type: none"> <li>percentage of students staying in education or employment after KS4 (destinations)</li> </ul>		

### Key stage 5 (16-18) information

	Check	Which tab?
<ul style="list-style-type: none"> <li>a link to 16-18 performance tables page</li> </ul>		

## Performance tables

	Check	Which tab?
You should publish a link to the school and college performance tables and your school or college's performance tables page.		
<b><i>Having a link to the above does not remove the requirement to publish your own assessment results!</i></b>		

## Curriculum

You should publish:

	Check	Which tab?
<ul style="list-style-type: none"> <li>the content of your school curriculum in each academic year for every subject, including RE</li> </ul>		
<ul style="list-style-type: none"> <li>your approach to the curriculum</li> </ul>		
<ul style="list-style-type: none"> <li>how parents or other members of the public can find out more about the curriculum your school is following</li> </ul>		
<ul style="list-style-type: none"> <li>how you meet the 16-19 study programme requirements</li> </ul>		
<ul style="list-style-type: none"> <li>a list of the courses available to pupils at KS4, including GCSEs</li> </ul>		
<ul style="list-style-type: none"> <li>the 16-19 qualifications you offer</li> </ul>		

## Behaviour policy

	Check	Which tab?
You should publish details of your school's behaviour policy including anti-bullying strategy. The policy must comply with Section 89 of the Education and Inspections Act 2009		

## School complaints procedure

	Check	Which tab?
It is recommended that you publish details of your schools complaints procedure which must comply with Section 29 of the Education Act 2002		
It is recommended that you publish your schools Whistleblowing policy		
You must publish any arrangements for handling complaints from parents of children with Special Educational Needs (SEND) about the support the school provides		

## Pupil premium

It is recommended you publish details of your pupil premium strategy'.

<b>For the current academic year, you should include:</b>	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, you must include:		
• how you spent the pupil premium allocation		
• the effect the pupil premium had on 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 aprents understand the school system.

As you won't know allocations for the end of the academic year (april to July) you should report on funding up to the end of the financial year and update it when you have the figures.

The Teaching Schools Council has published guidance to support schools on developing and presenting their pupil premium strategies. Use of the templates is voluntary.

## Year 7 literacy and numeracy catch up premium

<b>You must publish details of how you spend this funding and the effect this has on the attainment of the pupils who attract it</b>	Check	Which tab?
• your funding allocation for the current academic year		
• details of how you intend to spend your allocation		
• details of how you spent your previous year's allocation		
• how it made a difference to the attainment of the pupils who attract the funding and how you assessed the effect it had		

## Special educational needs (SEN) and disability information

You must publish an SEN report on your school's policy for pupils with SEN and how you put the policy into effect. You 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?
<ul style="list-style-type: none"> <li>the arrangements for the admission of disabled pupils</li> </ul>		
<ul style="list-style-type: none"> <li>the steps you have taken to prevent disabled pupils from being treated less favourably than other pupils</li> </ul>		
<ul style="list-style-type: none"> <li>the facilities you provide to help disabled pupils to access the school</li> </ul>		
<ul style="list-style-type: none"> <li>the plan you have prepared in compliance with <a href="#">paragraph 3 of schedule 10 to the Equality Act 2010</a>.                             <ul style="list-style-type: none"> <li>Increasing the extent to which disabled pupils can participate in the school's curriculum</li> <li>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 series provided or offered by the school</li> <li>Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li><a href="#">regulation 51</a> and <a href="#">schedule 1</a> of the Special Educational Needs and Disability Regulations 2014</li> </ul>		
<ul style="list-style-type: none"> <li>Section 6 of the Special Educational needs and disability code of practice: 0 to 25 years</li> </ul>		

### Careers programme information

From September 2017 you should publish information about the school's careers programme. This information must relate to the delivery of careers guidance to years 8 to 13 pupils in accordance with Section 42A of the Education Act 1997.

	Check	Which tab?
The name, email address and telephone number of the school's Careers Leader.		
A 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		
The date of the school's next review of the information published		

### 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:

	Check	Which tab?
<ul style="list-style-type: none"> <li>details of how your school is complying with the <a href="#">public sector equality duty</a>. You should update every year</li> </ul>		
<ul style="list-style-type: none"> <li>your school's equality objectives - you should update this at least once every 4 years</li> </ul>		
<ul style="list-style-type: none"> <li>improve equality of opportunity for people with protected characteristics</li> </ul>		
<ul style="list-style-type: none"> <li>consulting and involving those affected by inequality in the decisions your school or college takes to promote equality and eliminate discrimination (affected people could include parents, pupils, staff and members of the local community)</li> </ul>		

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:

	Check	Which tab?
<ul style="list-style-type: none"> <li>Annual report</li> </ul>		
<ul style="list-style-type: none"> <li>Annual audited accounts</li> </ul>		
<ul style="list-style-type: none"> <li>Memorandum of association</li> </ul>		
<ul style="list-style-type: none"> <li>Articles of association</li> </ul>		
<ul style="list-style-type: none"> <li>Names of charity trustees and members</li> </ul>		
<ul style="list-style-type: none"> <li>Funding agreement</li> </ul>		

## Trustees' information and duties

You must publish up to date details of governance arrangements:

	Check	Which tab?
<ul style="list-style-type: none"> <li>You must publish, on the academy trusts' website, the relevant business and pecuniary interests of members, trustees, local governors and accounting officers.</li> </ul>		
<p>It is likely this will include:</p> <p>Information about each governor including their:</p> <ul style="list-style-type: none"> <li>➤ Full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the Governing Body's Trusts Instrument of Government)</li> <li>➤ Business and financial interests</li> </ul>		

<ul style="list-style-type: none"> <li>➤ Governance roles in other educational institutions</li> <li>➤ Any material interests arising from relationships between governors or between governors and school staff (including spouses, partners or close relatives)</li> <li>➤ Attendance record at governing body and committee meetings over the last academic year.</li> </ul>		
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## 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?
<ul style="list-style-type: none"> <li>• the activities or cases where your school will charge pupils’ parents</li> </ul>		
<ul style="list-style-type: none"> <li>• the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy</li> </ul>		

## Values and ethos

	Check	Which tab?
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 Diocese 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 Adviser visit. When you return this to your adviser, 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!