



## Brentwood Diocesan Education Service

|                |              |
|----------------|--------------|
| <b>School:</b> | <b>Date:</b> |
|                |              |

# What secondary academy 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      |       |            |
| <b>If you are an academy or free school, you should publish details about your academy's sponsor.</b>                          |       |            |
| • the name and contact details of your special educational needs (SEN) co-ordinator (SENCO) if you're a mainstream school      |       |            |
| • 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          |       |            |
| <b>The following details for your trust:*</b>  |       |            |
| • Name of the academy trust  |       |            |
| • Company number of the trust  |       |            |
| • Registered office address of the trust   |       |            |
| • Part of the UK the trust is registered, i.e. 'England and Wales'   |       |            |

\* This is a publishing requirement for your trust website, and the same regulations that require this say that this should be displayed at any of its other 'business locations'

## 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:

|  | Check | Which tab? |
|--|-------|------------|
| • 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)  |       |            |
| • A timetable for organising and hearing admission appeals for your school, by 28 February each year (see below for what this must include)* |       |            |

\* This must:

- include a deadline for lodging appeals which allows those making an appeal at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
- include reasonable deadlines for those making an appeal to submit additional evidence, for admission authorities to submit their evidence and for the clerk to send appeal papers to the panel and parties.
- ensure that those making an appeal receive at least 10 school days' notice of their appeal hearing.
- ensure that decision letters are sent within 5 school days of the hearing wherever possible.

## Ofsted reports

You must publish **either**:

|   | Check | Which tab? |
|---|-------|------------|
| • 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 4 (end of secondary school) results

You must publish the following details from your school's most recent key stage 4 results:

|              | Check | Which tab? |
|--------------|-------|------------|
| • progress 8 |       |            |

|   |  |  |
|---|--|--|
| • attainment 8  |  |  |
| • percentage of pupils who achieved a strong pass (grade 5 or above) in English and maths at the end of Key Stage 4 |  |  |
| • percentage of pupils achieving the English Baccalaureate (EBacc)  |  |  |

As the exam and assessment results for 2019/20 were not published as performance measures, you do not need to publish these. You must continue to publish your 2018/19 measures until new ones are published. You should clearly mark that these are not current.

## Key stage 5 (16-18) information

|   | Check | Which tab? |
|---|-------|------------|
| • progress data                           |       |            |
| • attainment data                         |       |            |
| • English and Mathematics progress data   |       |            |
| • Retention                               |       |            |
| • Destinations                            |       |            |
| Plus                                      |       |            |
| • a link to 16-18 performance tables page |       |            |

As the exam and assessment results for 2019/20 were not published as performance measures, you do not need to publish these. You must continue to publish your 2018/19 measures until new ones are published. You should clearly mark that these are not current.

## Performance tables

|  | Check | Which tab? |
|--|-------|------------|
| You must include a link to the <a href="#">school and college performance tables</a> 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:

|  | Check | Which tab? |
|--|-------|------------|
| • the content of your school curriculum in each academic year for every subject, including R.E   |       |            |
| • Your approach to the curriculum including how you are complying with your duties in the <a href="#">Equality Act 2010</a> and the <a href="#">Special Educational Needs and Disability Regulations 2014</a> about making the curriculum accessible for those with disabilities or special educational needs* |       |            |
| • how parents or other members of the public can find out more about the curriculum your school is following   |       |            |

|  |  |  |
|--|--|--|
| • a list of the courses available to pupils at KS4, including GCSEs  |  |  |
| • the 16-19 qualifications you offer   |  |  |
| • how you meet the 16-19 study programme requirements  |  |  |
| • information about your school’s remote education provision. The DfE has produced an optional <a href="#">template</a> available here, to support schools with this requirement. ** |  |  |

\* Your approach to the curriculum **should** also include how you’re complying with your duties in the [Equality Act 2010](#) and the [Special Educational Needs and Disability Regulations 2014](#) about making the curriculum accessible for those with disabilities or SEN

\*\* By 12 February 2021, you must have published information about your **remote education provision** on your website. The DfE has produced this [optional template](#) to help you meet this requirement.

## Behaviour Policy

|   | Check | Which tab? |
|---|-------|------------|
| You should publish details of your school’s behaviour policy, including your anti-bullying strategy. The policy must comply with <a href="#">Section 89 of the Education and Inspections Act 2006</a> . |       |            |

## School complaints procedure

|  | Check | Which tab? |
|--|-------|------------|
| • It is <b>recommended that</b> you publish details of your school’s complaints procedure, which must comply with <a href="#">Section 29 of the Education Act 2002</a> . |       |            |
| • It is <b>recommended that</b> you publish your school’s Whistleblowing Policy  |       |            |
| • You <b>must</b> publish any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides.  |       |            |

## Pupil premium

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/carers understand the school system.

It is recommended you publish a strategy for the school’s use of the [pupil premium](#). The Teaching Schools Council has published guidance to support schools on developing and presenting their pupil premium strategies. Use of the templates is voluntary.

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You may wish to plan your pupil premium use over 3 years. You should aim to update the online strategy statement by the end of the autumn term each year to reflect your plans for the academic year after assessing the needs of your pupils, both new and existing.

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.

**For the current academic year, it is recommended you 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, you must include:**

|  | Check | Which tab? |
|--|-------|------------|
| <ul style="list-style-type: none"> <li>how you spent the pupil premium allocation</li> </ul> <p>(If you're having difficulty reporting on this as a result of coronavirus, you can monitor and report on your grant's impact at the end of the current financial year. Bear in mind that you'll need to cover the whole period since September 2019)</p> |       |            |
| <ul style="list-style-type: none"> <li>the effect of the expenditure on pupils</li> </ul>  |       |            |

## Coronavirus (COVID-19) catch-up premium grant in 2020/21

If your school gets the **coronavirus (Covid-19) catch-up premium grant in 2020/21**, you should also publish details online of:

|   | Check | Which tab? |
|---|-------|------------|
| • how your school intend to spend the grant                                   |       |            |
| • how you'll assess the effect of the grant on pupils' educational attainment |       |            |

## Year 7 literacy and numeracy catch up premium (this has been removed from 2020)

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|   | Check | Which tab? |
|---|-------|------------|
| <ul style="list-style-type: none"> <li>• details of how you spent your previous year's allocation 2019 to 2020</li> </ul>                                     |       |            |
| <ul style="list-style-type: none"> <li>• how last year's allocation made a difference to the attainment of the pupils who benefit from the funding</li> </ul> |       |            |

## Special educational needs (SEN) and disability information

You must publish an Information Report on your website about the implementation of 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? |
|--|-------|------------|
| <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 accessibility plan you have prepared in compliance with <a href="#">paragraph 3 of schedule 10 to the Equality Act 2010</a>.</li> </ul>   |       |            |
| <a href="#">Schedule 1</a> of the Special Educational Needs and Disability Regulations 2014 for:   |       |            |
| <ul style="list-style-type: none"> <li>• increasing the extent to which disabled pupils can participate in the school's curriculum`</li> </ul>   |       |            |
| <ul style="list-style-type: none"> <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 services provided or offered by the school</li> </ul> |       |            |
| <ul style="list-style-type: none"> <li>• improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled</li> </ul>  |       |            |

You can find details of what you must include in Schedule 1 to the [Special Educational Needs and Disability Regulations 2014](#). (Statutory guidance on this is contained in section 6.79 to 6.82 of the [Special educational needs and disability code of practice: 0 to 25 years](#))

## Careers programme information

From September 2017 you must 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. This means you have to publish:

|  | Check | Which tab? |
|--|-------|------------|
| <ul style="list-style-type: none"> <li>• the name, email address and telephone number of the school's Careers Leader</li> </ul>  |       |            |
| <ul style="list-style-type: none"> <li>• a summary of the careers programme including details of how pupils, parents, teachers and employers may access information about the careers programme</li> </ul> |       |            |

|  |  |  |
|--|--|--|
| • 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? |
|--|-------|------------|
| • details of how your school is complying with the <a href="#">public sector equality duty</a> 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:

|   | Check | Which tab? |
|---|-------|------------|
| • Annual report   |       |            |
| • Annual audited accounts (at least 2 years' worth of accounts should remain on the trust website)*   |       |            |
| • Memorandum of Association   |       |            |
| • Articles of Association   |       |            |
| • Names of Charity Trustees and Members   |       |            |
| • Funding Agreement   |       |            |
| • Register of interests for the accounting officer  |       |            |
| • Financial notice to improve (if issued with one from the ESFA)***   |       |            |
| • Number of employees whose gross annual salary and benefits exceed £100k, in £10k bandings, and as an extract of your financial statements for the previous year that ended on 31 August |       |            |

\* Constituent academies within a MAT should include a prominent link on their website to the accounts published on your trust's website.

\*\* This must be published within 14 days of being issued and you can take this down when the ESFA lifts it.

## 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:

|  | Check | Which tab? |
|--|-------|------------|
| <ul style="list-style-type: none"> <li>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)</li> </ul> |       |            |
| <ul style="list-style-type: none"> <li>business and financial interests</li> </ul>   |       |            |
| <ul style="list-style-type: none"> <li>governance roles in other educational institutions</li> </ul>   |       |            |
| <ul style="list-style-type: none"> <li>any material interests arising from relationships between governors or between governors and school staff (including spouses, partners or close relatives)</li> </ul>                                 |       |            |
| <ul style="list-style-type: none"> <li>attendance record at governing body and committee meetings over the last academic year</li> </ul>   |       |            |

\* For anyone serving at any point over the last 12 months. As above, this information **must** be published by your trust, so if you're in a MAT you should check with your trust. If you're in a single-academy trust, this needs to go on your school's website.

## 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.***

You'll also need to make the following information publicly available, which you can do by putting it up on your website:

- **Freedom of information publication schemes** – you [must make certain information publicly available](#) as part of the 'publication schemes' you're required to have under the Freedom of Information Act 2000

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<br>(The link can be found here<br><a href="http://www.dioceseofbrentwood.net/wp-content/uploads/2017/01/Vision-Document-2017-to-2022.pdf">http://www.dioceseofbrentwood.net/wp-content/uploads/2017/01/Vision-Document-2017-to-2022.pdf</a> ) |       |            |

### 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

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- After-school clubs / extra- curricular activities
- News feed e.g. Twitter
- Translator tool
- A location map including directions and parking
- Links to 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!