

Ofsted Website Compliance Checklist

School website statutory requirements

Thank you for trusting us to provide you with the essential Ofsted guidelines for your website.

This document specifically pertains to Primary School website guidelines. Please ensure you read the checklist thoroughly and publish all required information on your website.

As specialists in primary school websites and parent communications, we are here to assist you with any needs. Don't hesitate to reach out for a speak to us.

Thanks

Claire Morritt

Education Director

claire.morritt@schooljotter.com

www.schooljotter.com

Required by law

You are required to publish all the information detailed in this document online, even if you do not maintain your own website. You may use an alternative website to host the information, as long as you provide parents with the website address and any other relevant details, such as the URL.

School Contact Details

- The name of your school
- Your school's postal address
- Your school's telephone number
- The name of the staff member who handles queries from parents and the public
- The name and contact details of your Special Educational Needs (SEN) Coordinator (SENCO), if you are a mainstream school (a local authority-maintained school other than a special school)

Admission Arrangements

Foundation schools and voluntary-aided schools.

Since the school's governing body sets your admission arrangements, you are required to publish them on your website by 15 March each year (as specified in the Admissions Code). These

arrangements must remain on your website for the entire offer year (the school year in which places are offered).

The admission arrangements must include:

- How you will consider applications for each age group
- The steps parents need to take to apply for their child to attend your school
- Your process for selecting students (if you are a selective school)
- Your over-subscription criteria (how you allocate places if there are more applicants than available spots)

You must:

- Detail how your school will handle in-year applications by 31 August.
- Publish a timetable for organizing and hearing admission appeals by 28 February each year.

If the school's governing body will manage in-year applications for your school - provide a suitable application form to enable parents to apply for an in-year place at your school. You must also provide a supplementary information form where necessary.

If the school is to be a part of the local authority's in-year co-ordination scheme, provide information on where parents can find details of the relevant scheme.

Admission arrangements must include:

- A deadline for lodging appeals, allowing at least 20 school days from the date of notification for appellants to prepare and submit their written appeal

Reasonable deadlines for:

- Appellants to submit additional evidence
- Admission authorities to submit their evidence
- The clerk to send appeal papers to the panel and parties
- Assurance that appellants receive at least 10 school days' notice before their appeal hearing
- Ensuring decision letters are sent within 5 school days of the hearing whenever possible.

Community schools and voluntary controlled schools

If the local authority decides your admissions, you need to advise parents to contact the local authority to find out about your admissions.

School Uniforms

The Department of Education produces statutory guidance on the cost of school uniforms which schools must have regard to when developing and implementing their school uniform policy. This guidance requires schools to publish their uniform policy on their website.

The published uniform policy should:

- Clearly state whether an item is optional or required
- Make clear if the item will only be worn at certain times of the year (for example, if it's summer or winter uniform)
- Make clear whether a generic item will be accepted or if a branded item is required
- Make clear whether an item can only be purchased from a specific retailer or if it can be purchased more widely, including from second-hand retailers

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.

Test, Exam and Assessment Results

You do not need to publish your key stage 2 results for the academic year 2021 to 2022 on your website, as the Secretary of State will not publish this data.

You should continue to display your school's most recent key stage 2 performance measures, as published by the Secretary of State, on your website. For most schools, these will be the performance measures published for the 2018 to 2019 academic year.

You should clearly mark that these performance measures are for the 2018 to 2019 academic year and are not current.

Performance Measures Website

You must include a link to the school and college performance measures website and your school's performance measures page.

School Opening Hours

Schools should publish on their website their opening and closing times and the total time this amounts to in a typical week (for example 32.5 hours).

Schools should show the compulsory times they are open. This time runs from the official start of the school day (morning registration) to the official end of the compulsory school day. It includes breaks, but not optional before or after school activities.

Curriculum

You must publish:

- The content of your school curriculum in each academic year for every subject - this includes mandatory subjects such as religious education
- The names of any phonics or reading schemes you're using in key stage 1
- A list of the courses available to pupils at key stage 4, including GCSEs

- How parents or other members of the public can find out more about the curriculum your school is following
- How over time you will increase the extent to which disabled pupils participate in the school's curriculum, as part of your school's accessibility plan. There are more details in the special educational needs and disabilities section.

Remote Education

You should consider publishing information about your school's remote education provision on your website. An optional template is available to support schools with this.

Behaviour Policy

You must publish details of your school's behaviour policy.

The policy must comply with section 89 of the Education and Inspections Act 2006.

Pupil Premium and Recovery Premium

All schools that receive pupil premium funding must publish a pupil premium strategy statement each year by 31 December.

You must:

- Explain how your pupil premium and recovery premium is being spent
- The outcomes that are being achieved for pupils.
- Write it in a way that parents and governors will understand.

You must use the DfE template to produce your statement. This can be found [here](#).

The template has been designed to ensure that your statement reflects the requirements in the pupil premium conditions of grant. This includes a requirement for pupil premium and recovery premium to be spent in line with the department's 'menu of approaches' from the start of the 2022 to 2023 academic year.

If you plan your pupil premium use over 3 years, you are still required to update your statement each year to reflect your spending activity for that academic year and the impact of pupil premium in the previous academic year.

PE and Sports Premium

If your school receives PE and sport premium funding you must publish:

- The amount of premium received
- A full breakdown of how it has been spent (or will be spent)
- What impact the school has seen on pupils' PE and sport participation and attainment
- How the improvements will be sustainable in the future

You are also required to publish the percentage of pupils within year 6 who met the national curriculum requirement to:

- Swim competently, confidently, and proficiently over a distance of at least 25 meters
- Use a range of strokes effectively (for example front crawl, backstroke, and breaststroke)
- Perform safe self-rescue in different water-based situations

You must publish all the information in this section by the end of the summer term, or 31 July.

Public Sector Equality Duty

The Equality Act 2010: advice for schools outlines how your school can demonstrate compliance with the public sector equality duty.

You must show how your school is:

- Eliminating unlawful discrimination, harassment and victimization and other conduct prohibited under the Equality Act 2010
- Advancing equality of opportunity – between people who share a protected characteristic and people who do not
- Fostering good relations between people who share a protected characteristic and those who do not
- Consulting and involving those affected by inequality, in the decisions your school takes to promote equality and eliminate discrimination – affected people could include parents, pupils, staff and members of the local community

You must publish:

- Details of how your school complies with the public sector equality duty, which must be updated annually
- Your school's equality objectives, which must be updated at least once every four years

Special Educational Needs and Disability (SEND) Information

You must publish an information report on your website about the implementation of your school's policy for pupils with SEN. You should update the report at least annually. You should update any changes occurring during the year as soon as possible.

It must contain:

- The 'SEN information' specified in schedule 1 to the Special Educational Needs and Disability Regulations 2014. Statutory guidance on this is contained in paragraphs 6.79 to 6.82 of the special educational needs and disability code of practice: 0 to 25 years

Information on:

- The arrangements for the admission of disabled pupils

- The steps you have taken to prevent disabled pupils from being treated less favorably than other pupils
- The facilities you provide to help disabled pupils to access the school
- The plan prepared under paragraph 3 of schedule 10 to the Equality Act 2010 (accessibility plan) 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 can take advantage of education and benefits, facilities or 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

Complaints Procedure

You must publish:

- Details of your school's complaints procedure, which must comply with section 29 of the Education Act 2002.
- Any arrangements for handling complaints from parents of children with SEN about the support the school provides.

Read guidance on developing your school's complaints procedure.

Governor Information and Duties

You must publish:

- Information on the governing body in line with statutory guidance on the constitution of governing bodies of maintained schools.
- Details of the structure and responsibilities of the governing body and its committees
- The full names of the chair of the governing body and chair of each committee
- Information about the governor, including 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 instrument of government)
- Any relevant business and financial interests
- Governance roles in other educational institutions
- Any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)
- Attendance record at governing body and committee meetings over the last academic year

You should also publish the same information for associate members making it clear whether they have voting rights on any of the committees to which they have been appointed.

Financial Information

You must publish:

- How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this
- A link to the webpage which is dedicated to your school on the schools financial benchmarking service - follow the prompts to find your school's specific page

Charging and Remissions Policies

You must publish your school's charging and remissions policies.

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

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.

Values and Ethos

Your website should feature a statement outlining your school's ethos and values.



Talk To Us - Elevate Your Online Presence with School Jotter

Claire Morritt
Education Director
claire.morritt@schooljotter.com
www.schooljotter.com

