



CHECKLIST

School website – checklist for maintained schools

The following checklist summarises the information that you **must** publish on your website. Read more in our article about your [Website requirements: what maintained schools must publish](#). It's based on:

- [The DfE's guidance on what maintained schools must publish online](#)
- [The Education and Skills Funding Agency's \(ESFA's\) PE and sport premium conditions of grant 2021 to 2022 for maintained schools](#)
- [The School Information \(England\) Regulations 2008](#) and the [2012](#) and [2016](#) amendments
- [The school admissions code](#)
- [Technical and Further Education Act 2017](#)
- [The Trade Union \(Facility Time Publication Requirements\) Regulations 2017](#)
- [The Relationships Education, Relationships and Sex Education and Health Education \(England\) Regulations 2019](#)

If your school **doesn't maintain its own website**, you **must** still publish all of the relevant information in the checklist online. You can use an alternative website to host the information, as long as you let parents know the address and details – for example, by providing parents with the URL (website address) and any other relevant details.

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

- **Child protection policy** – the DfE told us if you don't put your child protection policy on your website, you must provide a paper copy on request
- **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
- **Public sector apprenticeship target** – find out [how to meet this](#), if applicable

If your school is carrying over any unspent funding from the **coronavirus (COVID-19) catch-up premium grant** from 2020/21, you **should** also publish details online of:

- How you plan to spend the grant
- How you'll assess the impact of the grant on pupils' educational attainment

Use our [template report](#) to do this and to share your plans with your school community.

Recent updates

Accessibility plan

It's not a requirement to publish your accessibility plan on your website – but, whether you do so or not, your SEN information report must mention it and confirm that it covers the required areas. The DfE [confirmed this](#) for us.

DfE summer school funding

You must publish brief details about your summer school by the end of October 2021 – this should include what funding you received and a breakdown of how you spent it. This only applies to summer schools funded under the DfE's programme, as explained [here](#).

Relationships and sex education (RSE) statement

The RSE regulations (linked above) state that schools must publish a written statement of their RSE policy. This is not included in the DfE's list of what must be published online, so we contacted the DfE to confirm. The DfE clarified that the statement must be published on the school's website and it should contain the same information as the school's RSE policy.

SCHOOL CONTACT DETAILS	PRIMARY	SECONDARY	SPECIAL	CORRECT ON WEBSITE? ✓
School name	•	•	•	✓
Postal address	•	•	•	✓
Telephone number	•	•	•	✓
Name of person who deals with queries from parents and the public	•	•	•	✓
Name and details of your special educational needs (SEN) co-ordinator (SENCO)	•	•		✓

POLICIES AND OTHER INFORMATION	PRIMARY	SECONDARY	SPECIAL	CORRECT ON WEBSITE? ✓
Behaviour policy	•	•	•	✓
Statement of values and ethos	•	•	•	✓
Charging and remissions policy	•	•	•	✓
Complaints procedure	•	•	•	✓
A link to, or copy of, your most recent Ofsted report	•	•	•	✓
Equality objectives (update at least every 4 years)*	•	•	•	✓
Details of how you comply with the public sector equality duty (update annually)*	•	•	•	✓

A link to the school and college performance tables and your school's performance tables page	•	•	•	✓
Details of the amount of time off taken by staff who are union officials**	•	•	•	✓
Number of individuals (if any) earning over £100k, in £10k bandings (a table is recommended, update annually)	•	•	•	✓
A link to your school's dedicated page on the ' schools financial benchmarking ' service	•	•	•	✓
A written statement of your relationships and sex education (RSE) policy***	•	•	•	✓

➤ [*The Equality Act 2010 advice for schools](#) provides information as to how your school can demonstrate compliance, for example, including details of how your school is:

- Eliminating discrimination (see the Equality Act 2010)
- Advancing equality of opportunity – between those who share a protected characteristic and those who don't
- Consulting and involving those affected by inequality, in the decisions you're taking to promote equality and eliminate discrimination

➤ **Applicable to foundation and voluntary aided schools (for community and voluntary controlled schools, the responsibility to publish this lies with the local authority (LA) as the employer)

➤ ***This requirement is outlined in section 8 of the [Relationships Education, Relationships and Sex Education and Health Education \(England\) Regulations 2019](#) (which amended the [Education Act 2002](#)). We clarified with the DfE what the written statement should contain, and it stated that the statement should contain the same information as the school's RSE policy

SPECIAL EDUCATIONAL NEEDS (SEN) INFORMATION REPORT*	PRIMARY	SECONDARY	SPECIAL	CORRECT ON WEBSITE? ✓
The SEN information specified in Schedule 1 of the Special Educational Needs and Disability Regulations 2014	•	•	•	✓
Information as to: <ul style="list-style-type: none"> • Your admission arrangements for pupils with disabilities • The steps you've taken to prevent pupils with disabilities from being treated less favourably than other pupils • The facilities you provide to help pupils with disabilities to access the school 	•	•	•	✓

• Your accessibility plan**				
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- * Update annually and as soon as possible when any changes occur
- ** Your SEN information report must mention your accessibility plan and confirm that it covers the following 3 areas (it's not a requirement for the plan itself to be published on your website):
- Increasing the extent to which pupils with disabilities can participate in your curriculum
 - Improving your school's physical environment to increase the extent to which pupils with disabilities can take advantage of the education, benefits, facilities and services you provide or offer
 - Improving the delivery to pupils with disabilities of information which is readily accessible to pupils without disabilities

CURRICULUM*	PRIMARY	SECONDARY	SPECIAL	CORRECT ON WEBSITE? ✓
For each academic year, the content of the curriculum for each subject (including RE, even if it's taught as part of something else)	•	•	•	✓
Details of how someone can find out more about your curriculum	•	•	•	✓
Details of your remote learning provision	•	•	•	✓
Key Stage 1 (KS1): the names of any phonics or reading schemes you're using	•		•	✓

- * 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

ADMISSIONS	COMMUNITY SCHOOLS	VOLUNTARY CONTROLLED SCHOOLS	VOLUNTARY AIDED SCHOOLS	FOUNDATION SCHOOLS	CORRECT ON THE WEBSITE? ✓
A statement telling parents to contact the local authority to find out about your admission and appeal arrangements	•	•			✓

PUPIL PREMIUM STRATEGY	PRIMARY	SECONDARY	SPECIAL	CORRECT ON WEBSITE? ✓
Details of how the pupil premium was spent in the previous academic year	•	•	•	✓
The impact of the previous year's expenditure (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)	•	•	•	✓
Amount of pupil premium allocation for the current year	•	•	•	✓
A summary of the main barriers to educational achievement faced by eligible pupils at your school	•	•	•	✓
How you'll spend the grant to address those barriers and the reasoning for that approach	•	•	•	✓
How the impact will be measured	•	•	•	✓
The date when you'll next review your pupil premium strategy	•	•	•	✓

PE AND SPORT PREMIUM (PRIMARY AGED PUPILS ONLY)	PRIMARY	SECONDARY	SPECIAL	CORRECT ON WEBSITE? ✓
How much funding your school received	•		•	✓
Details of how your school spent the funding	•		•	✓
The impact of the funding on pupils' PE and sport participation and attainment	•		•	✓
How you'll make sure these improvements are sustainable	•		•	✓
The percentage of pupils within your year 6 cohort that can do each of the following: <ul style="list-style-type: none"> • 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				
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COVID-19 CATCH-UP PREMIUM	PRIMARY	SECONDARY	SPECIAL	CORRECT ON WEBSITE? ✓
If your school is carrying over any unspent funding from the coronavirus (COVID-19) catch-up premium grant from 2020/21, you should publish details online of:				
How you plan to spend the grant	•	•	•	✓
How you'll assess the impact of the grant on pupils' educational attainment	•	•	•	✓

KEY STAGE 2 (KS2) PERFORMANCE DATA	PRIMARY	SECONDARY	SPECIAL	CORRECT ON WEBSITE? ✓
As the exam and assessment results for 2019/20 or 2020/21 weren't published as performance measures, you don't need to publish these. You must continue to publish your 2018/19 measures until new ones are published. You should clearly mark that these aren't current.				
% of pupils achieving at least the expected standard in reading, writing and maths	•		•	✓
% of pupils achieving a higher standard in reading, writing and maths	•		•	✓
Progress scores in reading, writing and maths	•		•	✓
Average scaled scores in reading and maths	•		•	✓

GOVERNANCE INFORMATION	PRIMARY	SECONDARY	SPECIAL	CORRECT ON WEBSITE? ✓
The structure and responsibilities of the governing board and its committees, and full names of the chair of each	•	•	•	✓

<p>For each governor who's served at any point over the past 12 months (including associate members):</p> <ul style="list-style-type: none"> • Full name • Term of office • Date of appointment • Date they stepped down (where applicable) • Who appointed them • Register of business and financial interests • Governance roles in other educational institutions • Any material interests arising from relationships between governors or between governors and school staff • Attendance record at governing board and committee meetings over the last academic year • Associate members only: details of their voting rights on committees 	•	•	•	✓
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