

# Your School Website Requirement Checklist

New updates to the Statutory Requirements for school websites came into effect on September 1st 2016 with specific changes to the Pupil Premium sections, Results and Complaints. Here is the definitive checklist of everything your school website should include in accordance with Ofsted and the Department for Education.

## Essentials

- Contact Details**
  - School name
  - Postal address
  - Telephone number
  - Contact name for enquiries
  - Name of Headteacher/Principal
  - Name and address of the chair of the governing body
  - Name and details of SEN co-ordinator (SENCO) if you're an academy.
  - If you're an academy or free school: Full name and contact details of the school's owner or body.
- Statement about Ethos and Values**
- Strategy for school's use of the Pupil Premium for this academic year:**
  - Amount
  - Summary of main barriers to achievement
  - Intended spend and reasons
  - How you'll measure the impact
  - Date of next strategy review
- Details of Pupil Premium spend for the previous academic year**
- Impact of Pupil Premium spend for the previous academic year**
- Year 7 Literacy & Numeracy Catch-up Premium**
  - Amount for current academic year
  - Details of intended spend
  - Details of last year's spend
  - Impact on attainment
- PE & Sport Premium (primary schools)**
  - Amount for academic year
  - Breakdown of spend
  - Impact on participation & attainment
  - Ensuring sustainable improvement
- Admission Arrangements**
  - How applications are considered
  - Selection criteria
  - Over-subscription criteria
  - How to find admission arrangements through your local authority
  - How parents can apply
  - Open day dates
  - Whether your school/academy gives priority to applicants from feeder schools.
- Exclusion Arrangements**
  - Details of your policy for excluding pupils
- A copy of, or a link, to your latest Ofsted Report**
- Request for copies**
  - If a parent requests a paper copy of the information on your website, you must provide this free of charge

*Why not create a login for the Ofsted inspector so they can access everything easily?*

- **Link to Performance Tables**  
([compare-school-performance.service.gov.uk](http://compare-school-performance.service.gov.uk))
- **Curriculum**
  - Content by year group and by subject
  - Your approach to the curriculum
  - Finding out more information
  - How you meet the 16-19 study programme requirements
  - KS1 phonics & reading scheme names
  - KS4 course list including GCSEs
  - The 16-19 qualifications you offer
- **KS2 Results – Percentage of pupils achieving:**
  - Expected standard or above in Reading, Writing and Maths
  - Average progress in Reading, Writing and Maths (KS1 & KS2)
  - Average 'scaled score' in Reading and Maths
  - High level of attainment in Reading, Writing and Maths
- **KS4 Results**
  - Progress 8 score
  - Attainment 8 score
  - % of pupils who got a good pass in English and Maths
  - % of pupils achieving the English Baccalaureate subjects
  - Student destinations
- **KS5 Results**
  - Progress in English and Maths
  - Progress made, compared to students across England
  - Average grade
  - Student retention percentage
  - Student destination percentage (continue education or employment)
- **School Policies**
  - Behaviour and anti-bullying strategy, to comply with Section 89 of the Education and Inspections Act 2006
  - Charging and Remissions
  - Special Education Needs (SEN)
  - Complaints procedure, to comply with Section 29 of the Education Act 2002
- **The SEN Information Report**
- **Accessibility Plan**
  - Increasing disabled pupil's ability to participate in curriculum
  - Improving the physical environment
  - Improving availability of accessible information
- **Equality Objectives**
  - How you comply with the public sector equality duty
  - How the school eliminates discrimination
  - Improving equality of opportunity
- **Governor Information – MUST be on a page NOT a document:**
  - Structure & remit including committees & name of chair
  - Full name, dates of appointment, term, appointee
  - Relevant interests including business and any relationships with school staff
  - Attendance
- **Annual Reports & Accounts\***
  - Annual report
  - Annual audited accounts
  - Memorandum of association
  - Names of charity trustees and members
  - Funding agreement
- **FE and Sixth-Form Colleges**
  - Colleges should publish their instruments and articles of governance on their website
  - You should publish your annual members report and audited financial statement every year
- **Charging and Remissions Policies**
  - The activities or cases for which your school will charge parents
  - The circumstances where you will make an exception on a payment you would normally expect to receive under your charging policy

## Everything Else

- **Contact**
  - Headteacher's name
  - Easy to remember website address
- **Term dates for the current and following academic year**
- **School timetable (lesson times and assemblies)**
- **Calendar of major events (parents evenings, sports day, etc.)**
- **Uniform list and requirements**
- **First day of school list (stationery, textbooks, etc.)**
- **A link to VLE with login instructions**
- **Newsletters**
- **Digital copies of letters home to parents**
- **Downloadable forms**
- **Sickness and holiday forms**
- **Lunch time menu**
- **Homework timetable**
- **Staff & Governors list**
- **Information about PTA or Parents Forum**
- **List of extra curricular activities**
- **Map showing location of the school**
- **Disabled access information**
- **An option to translate the page**
- **FAQ page**
- **Twitter feed**
- **News feed**
- **Gallery**
- **Additional policies on:**
  - Snow & bad weather
  - Complaints procedure
  - Term-time holidays
  - E-Safety
  - Anti-Bullying
  - Safeguarding
  - Parent portal

## Ofsted: Be prepared for inspection

Before the Ofsted inspection, your website will be reviewed to examine:

- All statutory information is present
- Safeguarding guidance is present
- SEN and equality information is made available
- Curriculum information is present
- Whether or not schools are encouraging parents to complete Parent View by placing a link on their website to the Parent View website ([www.parentview.ofsted.gov.uk](http://www.parentview.ofsted.gov.uk)).

\*Find out more here: [www.gov.uk/government/publications/academies-financial-handbook-2015](http://www.gov.uk/government/publications/academies-financial-handbook-2015)

For more free guides and resources on a range of topics please visit the e4education Academy [academy.e4education.co.uk](http://academy.e4education.co.uk)