

# YOUR SCHOOL WEBSITE REQUIREMENTS

THE STATUTORY OFSTED REQUIREMENTS THAT ACADEMIES, INCLUDING FREE SCHOOLS, 16-19 COLLEGES AND ANY EDUCATIONAL INSTITUTION THAT HAS ACADEMY ARRANGEMENTS, MUST PUBLISH ON THEIR SCHOOL WEBSITE.

If you require any help or advice,  
please don't hesitate to contact  
us on **03453 191 039** or  
**[hello@e4education.co.uk](mailto:hello@e4education.co.uk)** and  
we'll be happy to help!

The School Information (England) (Amendment) Regulations 2016 were laid before Parliament on the 30th March 2016 and came into force on the 1st September 2016.

## THE UPDATED GUIDANCE FOR THE CURRENT ACADEMIC YEAR WAS PUBLISHED ON THE 25<sup>TH</sup> OCTOBER 2018.

To make it as simple as possible for you to navigate the Ofsted requirements, we have provided you with a handy checklist to ensure you have everything covered.

The checklist starts off with general essential criteria before going on to split into three sections; **Up to and including Key Stage 2, Key Stage 3, 4 and 5** and **FE and Sixth-Form Colleges** so that you can easily find the sections relevant to your school. The document then ends with some non-essential but helpful information which you may choose to include on your website.

### BEFORE YOUR OFSTED INSPECTION, YOUR WEBSITE WILL BE REVIEWED TO ENSURE THAT:

- All statutory information is present
- Safeguarding guidance is present
- SEN and equality information is made available
- Curriculum information is present
- You are encouraging parents to complete Parent View by placing a link on your website to <https://parentview.ofsted.gov.uk/>

These guidelines are in accordance with the specifications outlined by Ofsted and the Department for Education.

## ESSENTIAL CRITERIA – ALL SCHOOLS AND COLLEGES

**THE FOLLOWING FEATURES ARE ESSENTIAL OFSTED CRITERIA AND MUST FEATURE ON YOUR SCHOOL WEBSITE.**

**THE SCHOOL OR COLLEGE CONTACT DETAILS INCLUDING:**

- ☐ School / college name
- ☐ Postal address
- ☐ Telephone number
- ☐ Contact name for enquiries from parents and other members of the public
- ☐ Name of the Headteacher or Principal
- ☐ Name and details of the Special Educational Needs (SEN) Co-Ordinator (SENCO) if you're a mainstream academy. *A mainstream academy is one that is not specifically for pupils with special educational needs*

**IF YOU'RE AN ACADEMY OR FREE SCHOOL, YOU SHOULD PUBLISH THE FOLLOWING DETAILS ABOUT YOUR ACADEMY SPONSOR:**

- ☐ Full name, address and phone number if your school owner is an individual
- ☐ Address and telephone number of its office if your school owner is a group or business

**AS A PUBLIC BODY; ACADEMIES AND FURTHER EDUCATION INSTITUTIONS MUST COMPLY WITH THE PUBLIC SECTOR EQUALITY DUTY IN THE EQUALITY ACT 2010 AND THE EQUALITY ACT 2010 (SPECIFIC DUTIES) REGULATIONS 2011. UNDER THIS ACT, YOU ARE REQUIRED TO PUBLISH THE FOLLOWING INFORMATION:**

- ☐ Details of how your school or college is complying with public sector equality duty. This should be updated every year.
- ☐ Your school equality objectives. This should be updated at least once every four years.
- ☐ How you eliminate discrimination within your school or college
- ☐ How your school is improving equality of opportunity for people with protected characteristics
- ☐ How you consult and involve those affected by inequality in the decisions your school or college takes to promote equality and eliminate discrimination. Affected people can include parents, pupils, staff and members of your local community.
- ☐ Information about the gender pay gap in your organisation (<https://www.gov.uk/government/publications/academies-financial-handbook>)

## **YOU SHOULD ALSO INCLUDE:**

- ☐ A statement outlining the school's Ethos & Values

## **IF YOU ARE A MAINSTREAM ACADEMY SCHOOL, YOUR ADMISSIONS ARRANGEMENTS MUST BE PUBLISHED ON YOUR WEBSITE. THEY MUST**

- ☐ Be kept up for the whole of the offer year (the school year in which offers are made)
- ☐ Demonstrate compliance with the following:
  - o The School Admissions Code:  
[www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2)
  - o The School Admission Appeals Code:  
<https://www.gov.uk/government/publications/school-admissions-appeals-code>

## **YOU ARE ALSO REQUIRED TO:**

- ☐ Include the details of your policy for excluding pupils

## **IF YOU ARE A 16-19 ACADEMY, FE COLLEGE OR SIXTH FORM, THE DEPARTMENT FOR EDUCATION RECOMMEND THAT YOUR ADMISSIONS ARRANGEMENTS ARE PUBLISHED ON YOUR WEBSITE. THIS SHOULD BE POSTED A YEAR BEFORE THE BEGINNING OF THE ACADEMIC YEAR THE STUDENT WOULD BE APPLYING FOR, TO ENSURE THAT PARENTS AND STUDENTS CAN MAKE AN INFORMED CHOICE. YOU ARE RECOMMENDED NOT TO CHANGE YOUR ARRANGEMENTS DURING THE YEAR AND SHOULD INCLUDE:**

- ☐ Details of Open Day dates
- ☐ The process for applying for a place
- ☐ Whether your college or academy gives priority to applications from pupils enrolled at particular schools

**PLEASE BE AWARE THAT THE SCHOOL ADMISSIONS CODE AND THE SCHOOL ADMISSIONS APPEAL CODE DO NOT APPLY TO 16 - 19 ACADEMIES, FE COLLEGES AND SIXTH FORM COLLEGES.**

**ACADEMIES ARE REQUIRED TO BE TRANSPARENT ABOUT THEIR GOVERNANCE ARRANGEMENTS\* AND YOU SHOULD DISPLAY THIS INFORMATION ON A PAGE WITHIN YOUR WEBSITE. THE PAGE WILL NEED TO DISPLAY:**

- ☐ The structure and remit of the members, board of trustees, committees and local governing bodies, including the full name of the chair of each
- ☐ The full names, dates of appointment, term of office, date they stepped down and appointee details for each member, trustee and local governor who has served over the last 12 months. You must also include their relevant business and pecuniary interests including governance roles in other educational institutions. If the accounting officer is not a trustee then their business and pecuniary interests must still be published.
- ☐ Each local governor's attendance at meetings over the last academic year.

\*Full details of the above can be found in the Academies Financial Handbook 2018 - <https://www.gov.uk/government/publications/academies-financial-handbook>

**IF YOU ARE A FURTHER EDUCATION OR SIXTH FORM COLLEGE THEN YOU SHOULD PUBLISH THE FOLLOWING INFORMATION ABOUT YOUR COLLEGE'S GOVERNING BODY. YOU MAY WISH TO SIMPLY PUBLISH YOUR GOVERNORS HANDBOOK, IF IT ALREADY INCLUDES THIS INFORMATION:**

- ☐ The structure and responsibilities of the governing body including details of any committees
- ☐ The name of all governors, including the chair

**ACADEMIES AND FREE SCHOOLS MUST PROVIDE FINANCIAL INFORMATION ON THE SCHOOL WEBSITE, SPECIFICALLY ON ACCOUNTS AND ANNUAL REPORTS. THE INSPECTORS WILL NEED TO BE ABLE TO SEE:**

- ☐ The Annual Report and the Annual Audited Accounts\*

\*Find out more here: <https://www.gov.uk/government/publications/academies-financial-handbook>

- ☐ A Memorandum of Association
- ☐ The names of charity trustees and members
- ☐ The Articles of Association
- ☐ The funding agreement

**FURTHER EDUCATION AND SIXTH-FORM COLLEGES SHOULD PUBLISH THE FOLLOWING ON THEIR WEBSITE EVERY YEAR:**

- ☐ Instruments and articles of government
- ☐ Annual members report
- ☐ Audited financial statement

**IF YOUR SCHOOL RECEIVES PUPIL PREMIUM FUNDING THEN YOUR FUNDING AGREEMENT WILL STATE WHAT INFORMATION YOU ARE REQUIRED TO PUBLISH. HOWEVER, REGARDLESS OF THIS, THE DEPARTMENT FOR EDUCATION ADVISE THAT YOU PUBLISH THE FOLLOWING INFORMATION ON YOUR WEBSITE:**

- ☐ A strategy outlining the school's use of Pupil Premium for the current academic year which includes:
  - o The amount of pupil premium received
  - o A summary of the main barriers to educational achievement faced by disadvantaged pupils at the school
  - o How you will spend the pupil premium to overcome these barriers and the reasons for this approach
  - o How you will measure the effects
  - o The date of the next strategy review
- ☐ Details of the Pupil Premium spend for the previous academic year including:
  - o How you spent the allocation
  - o The effect of the spend on both eligible and other pupils

## **ACADEMIES AND FREE SCHOOLS MUST PROVIDE INFORMATION ON THE FOLLOWING IMPORTANT POLICIES:**

- ☐ The school's behaviour policy including its anti-bullying policy.
- ☐ The Charging and Remissions Policy, specifically:
  - o The activities or cases for which your school will charge pupils' parents
  - o The circumstances where your school will make an exception on a payment you would normally expect to receive under the charging policy.
- ☐ The Special Educational Needs Information Report (SEN) Policy. It must be updated annually but it also should be amended as soon as possible whenever any changes occur within the year.

The SEN report should comply with:

  - o Section 69 of the Children and Families Act 2014 which includes
    - The arrangements for the admission of disabled pupils
    - The steps you have taken to prevent disabled pupils from being treated less favourably than other pupils
    - The facilities you provide to help disabled pupils to access the school
    - The plan prepared by the governing body or owner in compliance with paragraph 3 of schedule 10 to the Equality Act 2010 which should cover:
      - o Increasing the extent to which disabled pupils can participate in the school's curriculum
      - o Improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of the education, benefits, facilities and services which are offered or provided by the school.
      - o Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.
  - o Regulation 51 and Schedule 1 of the Special Educational Needs and Disability Regulations 2014.
  - o Section 6 of the Special Educational Needs and Disability Code of Practice: 0 – 25 years
- ☐ The Complaints Procedure and your Whistleblowing Procedure. You also must publish any arrangements for handling complaints from parents of children with Special Educational Needs (SEN) about the support the school provides.

## **IT IS IMPORTANT TO NOTE THAT ALL SCHOOLS NEED TO ENSURE THAT THE INFORMATION THEY PROVIDE ON THE WEBSITE IS ACCESSIBLE TO PARENTS:**

- ☐ You must be able to, free of charge, provide a paper copy of the information on your website to a parent, should they request this from you.

## **ACADEMIES AND FREE SCHOOLS ARE REQUIRED TO PUBLISH THE FOLLOWING CURRICULUM INFORMATION:**

- ☐ The content in each academic year for every subject including Religious Education, even if it is taught as part of another subject, or has another name.
- ☐ Your approach to the curriculum
- ☐ How parents and other members of the public can find out more information about the curriculum your school is following
- ☐ How you meet the 16-19 study programme requirements (if you have a sixth form or offer education at 16 to 19).

## **ALL SCHOOLS ARE REQUIRED TO PROVIDE THE FOLLOWING PERFORMANCE INFORMATION:**

- ☐ A copy of or a link to your latest Ofsted report
- ☐ A link to your performance tables which can be found via <https://www.compare-school-performance.service.gov.uk/>

## **ESSENTIAL CRITERIA - UP TO AND INCLUDING KEY STAGE 2**

### **ACADEMIES AND FREE SCHOOLS WITH STUDENTS UP TO AND INCLUDING KEY STAGE 2 ARE ALSO REQUIRED TO PROVIDE:**

- ☐ Information on the PE & Sports Premium (if your school receives it) including:
  - o The amount of funding received for the academic year
  - o A breakdown of spend or planned spend
  - o The effect on pupil's participation and attainment
  - o How you will ensure sustainable improvement
  - o How many pupils within year 6 can do each of the following:
    - o Swim competently, confidently and proficiently over a distance of at least 25 metres
    - o Use a range of strokes effectively
    - o Perform safe self-rescue in different water-based situations
- ☐ KS1 phonics and reading scheme names
- ☐ The percentage of pupils who have achieved the expected standards in Reading, Writing and Maths
- ☐ The percentage of pupils who have achieved a higher standard in Reading, Writing and Maths
- ☐ The average progress that pupils have made in Reading, Writing and Maths between KS1 and KS2
- ☐ The average scaled score your pupils have attained in the Reading Test and the Maths Test.

## ESSENTIAL CRITERIA – KEY STAGE 3, 4 AND 5

### ACADEMIES AND FREE SCHOOLS WITH STUDENTS IN KEY STAGE 3 ARE ALSO REQUIRED TO PROVIDE:

- ☐ Information on the Year 7 Literacy and Numeracy Catch Up Premium (if your school receives it) including:
  - o The funding allocation for the current academic year
  - o Details of the intended spend for this allocation
  - o Details of how last year's allocation was spent
  - o The impact on attainment and how it made a difference to the pupils who benefitted from the funding last year

### ACADEMIES AND FREE SCHOOLS WITH KEY STAGE 4 PROVISION ARE REQUIRED TO PROVIDE THE FOLLOWING INFORMATION:

- ☐ The KS4 course list including GCSEs
- ☐ Your Progress 8 score
- ☐ Your Attainment 8 score
- ☐ The percentage of students who have achieved a strong pass (Grade 5 or above) in English and Maths at the end of KS4
- ☐ The percentage of students entering for the English Baccalaureate (EBacc). To enter the EBacc, the students must take up to 8 GCSEs or equivalents, across the 5 subject 'pillars' which are English Language and Literature, Maths, Sciences, a Language and History or Geography.
- ☐ The percentage of students who have achieved the English Baccalaureate. In 2017 this was the percentage of students who achieved the EBacc (students who achieved a grade 5 or above in English and Maths, and a grade C or above in the science, humanities and languages pillars). In 2018, the attainment measure will change to an average point score (EBacc APS) which will show students point scores across the 5 pillars of the EBacc.
- ☐ The percentage of students who continue in education or training or who move into employment after Key Stage 4

During the transition period to the new GCSE grading scale, the EBacc pass level will be based on grade 5 or above for reformed subjects and grade C or above for unreformed subjects.

## ACADEMIES AND FREE SCHOOLS WITH KEY STAGE 4 PROVISION ARE REQUIRED TO PROVIDE THE FOLLOWING INFORMATION:

- ☐ The 16-19 qualifications you offer
- ☐ A link to your 16 – 18 performance tables page (<https://www.gov.uk/school-performance-tables>)
- ☐ From September 2018, all academies, free schools and colleges must publish information about the school's career programme. This information must relate to the delivery of careers guidance to year 8 to 13 students and any requirement that is set out in your funding agreement to delivery careers guidance. For the current academic year, you must include the following information:
  - o The name, email address and telephone number of your school's Careers Leader
  - o A summary of your careers programme, including details of how students, parents, teachers and employers may access this information.
  - o How you measure and assess the impact of the careers programme on students
  - o The date you will be reviewing the information that has been published
  - o A policy statement (in compliance with Section 42B of the Education Act 1997) setting out the circumstances in which providers of technical education and apprenticeships will be given access to year 8 to 13 students.

## NON-ESSENTIAL EXTRAS WORTH INCLUDING ON YOUR SITE

Your website is accessed on a regular basis by staff, students and parents, as well as by the Ofsted inspectors, so it's important that your website is easy to navigate and that the day-to-day resources are instantly accessible. To assist with this, we've put together a list of non-essential additional information that you might want to feature on your site. Please note that these are just suggestions and will not be evaluated during your inspection.

### WE WOULD RECOMMEND THAT YOUR WEBSITE HAS:

- |   |  |
|---|--|
| <input type="checkbox"/> A memorable domain name (www.yourschoolname.co.uk for example)                         | <input type="checkbox"/> Lesson and assembly timetables                              |
| <input type="checkbox"/> Calendar entries for important upcoming events such as parents evening, sports day etc | <input type="checkbox"/> Lunch Menus   |
| <input type="checkbox"/> Digital copies of letters sent home  | <input type="checkbox"/> News Feeds and Newsletters                                  |
| <input type="checkbox"/> Downloadable copies of forms or electronic versions                                    | <input type="checkbox"/> Parents Forum and PTA information                           |
| <input type="checkbox"/> Extra-Curricular activities and/or clubs   | <input type="checkbox"/> Parents Portals   |
| <input type="checkbox"/> FAQ page for parents   | <input type="checkbox"/> Photo Galleries   |
| <input type="checkbox"/> First day of school information for new intake   | <input type="checkbox"/> Social Media Feeds  |
| <input type="checkbox"/> Homework timetables  | <input type="checkbox"/> Staff Lists   |
|   | <input type="checkbox"/> Term Dates for both the current and following academic year |
|   | <input type="checkbox"/> Uniform List and Policy                                     |



### Websites

Website design which will enhance the reputation of your Academy Trust and its schools. Developed on a software platform that makes managing and maintenance quick and easy.



### Email Communication

Our messaging platform is quick and simple to use. Integrated with your MIS system, it allows a low-cost way of communication with parents.



### School apps

Keeping parents up to date with news and events has never been easier. Linked directly to your school website, it instantly alerts parents of news and events.



### e-Newsletters

You can quickly and easily create beautiful newsletters, with content taken directly from your school website. Linked to our e-mail platform it allows you to send newsletters in minutes.



### Multimedia

Bring your school website to life with beautiful photography, and stunning videography. Both providing an amazing insight into your academy or Trust.



### Prospectus & Branding

To enhance your brand and identity, a beautifully designed and printed prospectus allows you to capture the essence of your Trust or its schools.

## Our Website Platform



If you require any help or advice, please don't  
hesitate to contact us on **03453 191 039** or  
**[hello@e4education.co.uk](mailto:hello@e4education.co.uk)** and we'll be happy to help!

Please also visit our e4education academy for more  
information on getting the most from your school  
website: **[academy.e4education.co.uk](http://academy.e4education.co.uk)**