|  |  |
| --- | --- |
| C:\Users\Andrew Mckeever\Desktop\checklist-keydocs-icon-gov.png | School website – checklist  |

Use this checklist to check whether your school’s website includes all the information it has to.

Information in this checklist is taken from the following sources:

* [The School Information (England) (Amendment) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/1124/made)
* [Explanatory memorandum to the School Information (England) (Amendment) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/1274/note/made)
* [What maintained schools must publish online](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online)
* [SEND code of practice: 0 to 25 years](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)
* [Governance handbook](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481147/Governance_handbook_November_2015.pdf)
* [The constitution of governing bodies of maintained schools: statutory guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459032/The_Constitution_of_Governing_Bodies_of_Maintained_Schools_Stat_Guidance....pdf)
* [Academies financial handbook 2015](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469495/Academies_Financial_Handbook2015.pdf)
* [Mainstream academy and free school: single model funding agreement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459010/September2015_Mainstream_Single_V5.odt)

The requirements listed for academies are based on those set out in the Department for Education’s model funding agreement. You should also check your own funding agreement for specific requirements to publish information.

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| --- | --- | --- | --- |
| **School contact details**  | **Maintained** | **Academy** | **Correct on website?** |
| School name | **🗸** | **🗸** |  |
| Postal address | **🗸** | **🗸** |  |
| Telephone number | **🗸** | **🗸** |  |
| Name of person who deals with enquiries | **🗸** | **🗸** |  |
| **Pupil premium** | **Maintained** | **Academy** | **Correct on website?** | **Maintained** | **Academy** | **Done?** |
| Amount of pupil premium allocation for the year | **🗸** | **🗸** |  |
| How you intend to spend your pupil premium allocation | **🗸** | **🗸** |  |
| How you spent your previous academic year’s allocation | **🗸** | **🗸** |  |
| Details of impact this spending had on the attainment of eligible pupils | **🗸** | **🗸** |  |
| **PE and sport premium (primary schools)** | **Maintained** | **Academy** | **Correct on website?** |
| Amount of PE and sport premium allocation for the current academic year | **🗸** | **🗸** |  |
| How you intend to spend your PE and sport premium allocation | **🗸** | **🗸** |  |
| How you spent your previous academic year’s allocation | **🗸** | **🗸** |  |
| Details of impact this spending had on sport participation and attainment of eligible pupils | **🗸** | **🗸** |  |
| **Year 7 catch-up premium (secondary schools)** | **Maintained** | **Academy** | **Correct on website?** |
| Catch-up premium allocation for the current academic year | **🗸** | **🗸** |  |
| How you intend to spend your catch-up premium allocation | **🗸** | **🗸** |  |
| How you spent your previous academic year’s allocation | **🗸** | **🗸** |  |
| Details of impact this spending had on the attainment of eligible pupils | **🗸** | **🗸** |  |
| **Curriculum** | **Maintained** | **Academy** | **Correct on website?** |
| For each academic year, the content of the curriculum for each subject | **🗸** | **🗸** |  |
| Details of how to obtain additional information on the curriculum | **🗸** | **🗸** |  |
| For Key Stage (KS) 1, the names of any phonics or reading schemes in operation | **🗸** | **🗸** |  |
| For KS4, a list of courses provided that lead to a GCSE qualification | **🗸** | **🗸** |  |
| For KS4, a list of other courses offered and qualifications that may be acquired | **🗸** | **🗸** |  |
| **Admissions** | **Maintained** | **Academy** | **Correct on website?** |
| Admission arrangements for each relevant age group at the school | **🗸** | **🗸** |  |
| Details of any arrangements for selection | **🗸** | **🗸** |  |
| Details of any over-subscription criteria | **🗸** | **🗸** |  |
| An explanation of the process of applying for a school place**OR**Information on where and how parents may access that information through the local authority | **🗸** | **🗸** |  |
| **Policies and other information** | **Maintained** | **Academy** | **Correct on website?** |
| Behaviour policy | **🗸** | **🗸** |  |
| Written statement of behaviour principles  | **🗸** | **X** |  |
| Charging policy | **🗸** | **🗸** |  |
| SEN information report | **🗸** | **🗸** |  |
| Link to your most recent Ofsted report | **🗸** | **🗸** |  |
| Link to DfE performance and attainment data | **🗸** | **🗸** |  |
| Your ethos and values | **🗸** | **🗸** |  |
| **Governance information** | **Maintained** | **Academy** | **Correct on website?** |
| The structure and remit of the governing body, members, board of trustees, its committees and local governing bodies, and the names of the chair of each *(as applicable)* | **🗸** | **🗸** |  |
| Each governor/member/trustee/local governor’s full name *(as applicable)* | **🗸** | **🗸** |  |
| Each governor /member/trustee/local governor’s date of appointment *(as applicable)* | **🗸** | **🗸** |  |
| Each governor/member/trustee/local governor’s term of office and date when he or she stepped down *(as applicable)* | **🗸** | **🗸** |  |
| Name of the body which appointed him/her  | **🗸** | **🗸** |  |
| Register of interests | **🗸** | **🗸** |  |
| Each governor/trustee/local governor’s attendance record at governing body/board/committee/local governing body meetings *(as applicable)* | **🗸** | **🗸** |  |  | **🗸** |
| Annual reports and accounts, including an annual governance statement | **X** | **🗸** |  | **🗸** |
| Memorandum and articles of association | **X** | **🗸** |  |
| Funding agreement | **X** | **🗸** |  |

*This KeyDoc is featured in our article ‘What must schools publish on their websites?’ To read the article, visit https://schoolgovernors.thekeysupport.com and enter the reference number 3940 in the search box.*