



School Website Checklist

**Ensure your Website meets
Ofsted Requirements**

**Secondary Academies, Free Schools,
Sixth Forms & Colleges**

Secondary **Academies, Free Schools,** **Sixth Forms & Colleges** **Website Checklist**

If your school or college is one of the following types, you need to check your funding agreement to find out exactly what information you must publish on your website:

- academies, including free schools, studio schools and university technical colleges
- sixth-form colleges
- general further education (FE) colleges



This checklist gives an overview of the information that the Department for Education (DfE) recommends that you publish on your website if you are one of these schools or colleges.

School Contact Details

<input type="checkbox"/>	Name of School or College.
<input type="checkbox"/>	Postal Address.
<input type="checkbox"/>	Main Telephone Number.
<input type="checkbox"/>	Full Name of Headteacher / Principal.

Key Staff Contacts

<input type="checkbox"/>	Name of contact for queries from parents and general public.
<input type="checkbox"/>	Name of contact for paper copies of information on your website (Paper copies must be provided free of charge).
<input type="checkbox"/>	Name and contact details of your SENCO unless you're a special academy.
<input type="checkbox"/>	Name and address of the Chair of Governors (if you have one).

Secondary **Academies, Free Schools,** **Sixth Forms & Colleges** **Website Checklist**

Academy or Free School Sponsor

If the school's owner is an individual, you should publish their full name and contact details (address and a telephone number).

If the school's owner is a group or organisation, you should publish the address and telephone number of its office.

Admissions Arrangements

Academies:

Admissions arrangements for all mainstream academy schools, other than the institutions detailed below, must comply with the School admissions code and the School admission appeals code.

Academy trusts must publish the admissions arrangements for their schools on their website and keep them there for the whole of the offer year (the school year in which offers for places are made).

16 to 19 Academies, FE College or Sixth Form:

Details of Admission Arrangements.

Open Days your College or Academy is planning.

The process for applying for a place at your College or Academy.

Whether your College or Academy gives priority to applications from pupils enrolled at particular schools.

Secondary **Academies, Free Schools,** **Sixth Forms & Colleges** **Website Checklist**

Exam and Assessment Results

Key Stage 4 Results

Progress 8 Score.

Attainment 8 Score.

Percentage of pupils who achieved a strong pass (grade 5 or above) in English and maths at the end of Key Stage 4.

Percentage of pupils entering the English Baccalaureate (EBacc).

Percentage of pupils achieving the English Baccalaureate (EBacc).

Percentage of students staying in education or going into employment after key stage 4 (destinations).

Performance Tables

A link to your school's performance tables.

Key Stage 5 Information (16 - 18)

A link to your school's 16 to 18 performance tables page.

Secondary **Academies, Free Schools,** **Sixth Forms & Colleges** **Website Checklist**

Ofsted Reports

A copy of your school's or college's most recent Ofsted report (or a link to a webpage where the report can be found).

Ethos & Values Statement

A statement of your school's ethos and values.

Curriculum

The content of the curriculum your school follows in each academic year for every subject, including for mandatory subjects such as Religious Education even if it's taught as part of another subject or subjects or is called something else.

Your approach to the curriculum.

How parents or other members of the public can find out more about the curriculum your school is following.

A list of the courses available to pupils at key stage 4, including GCSEs.

How you meet the 16 to 19 study programme requirements (if you offer education for students from 16 to 19).

The 16 to 19 qualifications you offer.

Secondary **Academies, Free Schools,** **Sixth Forms & Colleges** **Website Checklist**

Policies	
<input type="checkbox"/>	School's Behaviour Policy , including its anti-bullying strategy.
<input type="checkbox"/>	School Complaints Policy (This must comply with section 29 of the Education Act 2002).
<input type="checkbox"/>	Whistleblowing Policy
<input type="checkbox"/>	SEN Complaints Procedure (Any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides.
<input type="checkbox"/>	Charging and Remissions Policy (This must include the activities or cases where your school will charge pupils' parents and the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy).
<input type="checkbox"/>	Equality Objectives (This must include details of how your school is complying with the public sector equality duty - you should update this every year. It should also include your school's equality objectives - you should update this at least once every 4 years.

Secondary **Academies, Free Schools,** **Sixth Forms & Colleges** **Website Checklist**

Annual Reports & Accounts

Academies & Free Schools:

Annual Report.

Annual Audited Accounts.

Memorandum of Association.

Articles of Association.

Names of Charity Trustees and Members.

Funding Agreement.

FE & Sixth-form Colleges:

Instruments and articles of government.

Annual members' report and audited financial statement every year.

Secondary **Academies, Free Schools,** **Sixth Forms & Colleges** **Website Checklist**

Trustees' Information & Duties

Academies & Free Schools:

Accessible and up-to-date details of Governance arrangements.

FE & Sixth-form Colleges:

The governing body's structure and responsibilities.

Details of any committees.

The names of all governors, including the chair.

Governors' Handbook - optional.

Year 7 Literacy & Numeracy Catch-up Premium

How much Year 7 Catch-up Premium you received this Financial Year.

Details of how you intend to spend the funding.

Details of how you spent the Premium last financial year.

How it made a difference to the attainment of the pupils who attract the funding and how you assessed the effect it had.

Secondary **Academies, Free Schools,** **Sixth Forms & Colleges** **Website Checklist**

Pupil Premium

Current Academic Year: Strategy for use of Pupil Premium

How much Pupil Premium Funding you received.

A summary of the main barriers to educational achievement that the disadvantaged children in your school face.

How you'll spend the Pupil Premium to overcome those barriers and the reasons for that approach.

How you'll measure the effect of the Pupil Premium.

The date of the next Pupil Premium strategy review.

Previous Academic Year:

How you spent the Pupil Premium funding.

The effect that the Pupil Premium has had on pupils.

Secondary **Academies, Free Schools,** **Sixth Forms & Colleges** **Website Checklist**

Career Programme Information

Current Academic Year:

<input type="checkbox"/>	The name, email address and telephone number of the school's Careers Leader
<input type="checkbox"/>	A summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme
<input type="checkbox"/>	How the school measures and assesses the impact of the careers programme on pupils
<input type="checkbox"/>	The date of the school's next review of the information published
<input type="checkbox"/>	Careers Policy Statement (To comply 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 pupils.)

Special Educational Needs (SEN) and Disability Information



SEN Information Report on you school's policy for pupils with SEN.

Your report must comply with:

- Section 69 of the Children and Families Act 2014, including:
 - 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
 - information as to the plan prepared by the governing body or proprietor 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 are able to take advantage of education and benefits, facilities and 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
- Regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014, where appropriate
- Section 6 of the Special educational needs and disability code of practice: 0 to 25 years.

Secondary **Academies, Free Schools,** **Sixth Forms & Colleges**

Desirables



This is a list of desirable features for your website recommended by Hive.

To Improve Parental Engagement

News Section

News Feed on Home Page (Keep your home page looking fresh)

Letters Page

Uniform List and Suppliers

Term Dates Table

Events Calendar
(for parents evenings, sports day, key assemblies etc)

Home Page Notice Board

School Day Page
(times of the school day, mealtime information etc)

School Clubs / Extra Curricular Activities

Links to Local Authority, direct.gov and DfE websites

Governors Portal (Secure area for Governors)

Meeting Dates

Essential Reading

Meeting Documents & Minutes



If you would like assistance from **Hive** in preparing your school website to meet Ofsted guidelines or for further information please speak with a member of our team by calling us on

0161 204 7250

or by emailing us at
hi@hiveeducation.uk

This Ofsted checklist is correct to the best of our knowledge as of November 2018. This checklist should be used as a reference guide only, and Hive takes no responsibility for the compliancy of any school website, unless it is contractually maintained by us. For full details of the Ofsted website requirements, please visit the .gov.uk website.