



Website Checklist for **Maintained Schools**

Ensure your school website meets
Ofsted requirements - 2022-23

Maintained Schools Website Checklist



This checklist gives an overview of the information that Ofsted requires that you publish on your website if you are a maintained school.

Contact Details

Your School's Name.

Your School's Postal Address.

Your School's Telephone Number.

The name of the member of staff who deals with queries from parents and other members of the public.

The name and contact details of your special educational needs co-ordinator (SENCO), unless you're a special school.

Ethos & Values Statement

A statement of your school's ethos and values.

Requests for Paper Copies

A statement informing users that paper copies of the information on your school's website are provided free of charge.

Admissions Arrangements

Foundation schools and voluntary-aided schools:

(The school's governing body decides your admissions)

The admission arrangements must explain:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | How you'll consider applications for each relevant age group at your school - this is the age group at which children are normally admitted to the school. |
| <input type="checkbox"/> | What parents should do if they want to apply for their child to attend your school. |
| <input type="checkbox"/> | Your arrangements for selecting the pupils who apply (if you are a selective school). |
| <input type="checkbox"/> | Your over-subscription criteria (how you offer places if there are more applicants than places). |

You must also publish a timetable for organising and hearing admission appeals for your school by 28 Feb each year. This must:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Include a deadline for lodging appeals which allows those making an appeal at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. |
| <input type="checkbox"/> | Include reasonable deadlines for: <ul style="list-style-type: none">• those making an appeal to submit additional evidence• admission authorities to submit their evidence• the clerk to send appeal papers to the panel and parties |
| <input type="checkbox"/> | Ensure that those making an appeal receive at least 10 school days' notice of their appeal hearing. |
| <input type="checkbox"/> | Ensure that decision letters are sent within 5 school days of the hearing wherever possible. |

Admissions Arrangements

Community schools and voluntary-controlled schools

(The school's governing body decides your admissions)

The admission arrangements must explain:

Refer parents to the local authority to find out about your school's admission and appeal arrangements.

School Opening Hours

Schools should publish on their website their opening and closing times and the total time this amounts to in a typical week (for example 32.5 hours).

Ofsted Reports

A copy of your school's most recent Ofsted report (or a link to the report on the Ofsted website).

Performance Measures Website

You must include a link to the [school and college performance measures website](#) and your school's performance measures page.

Test, Exam and Assessment Results - Key Stage 2 Performance Measures

Key Stage 2 Results for 2018-19 (Results for 2021-22 are not required due to the pandemic disruption)

<input type="checkbox"/>	Average progress scores in reading, writing and maths.
<input type="checkbox"/>	Average 'scaled scores' in reading and maths.
<input type="checkbox"/>	Percentage of pupils who achieved the expected standard or above in reading, writing and maths.
<input type="checkbox"/>	Percentage of pupils who achieved a high level of attainment in reading, writing and maths.

Test, Exam and Assessment Results - Key Stage 4 Performance Measures (2021-22)

<input type="checkbox"/>	Progress 8 Score.
<input type="checkbox"/>	Attainment in English and maths - percentage of pupils achieving a grade 5 or above in GCSE English and maths.
<input type="checkbox"/>	Attainment 8 Score.
<input type="checkbox"/>	English Baccalaureate (EBacc) average point score (APS).
<input type="checkbox"/>	The percentage of pupils that enter the EBacc.
<input type="checkbox"/>	The percentage of pupils staying in education or going into employment after key stage 4 (pupil destinations).

Test, Exam and Assessment Results - Key Stage 5 (16-18) Performance Measures (2021-22)

Attainment.

Retention.

Destinations.

If your school operates a sixth form, you do not need to display progress measures (level 3 value added), or an English and mathematics progress measure, for 16 to 18 students on your website. These measures will not be published for the 2021 to 2022 academic year.

Curriculum

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

The names of any phonics or reading schemes you're using in Key Stage 1.

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

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

You must also set out how over time you will increase the extent to which disabled pupils participate in the school's curriculum, as part of your school's accessibility plan.

Remote Education

You should consider publishing information about your school's remote education provision on your website.

Policies & Procedures	
<input type="checkbox"/>	School's Behaviour Policy (This must comply with section 89 of the Education and Inspection Act 2006).
<input type="checkbox"/>	School Complaints Procedure (This must comply with section 29 of the Education Act 2002).
<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).
<input type="checkbox"/>	School Uniform Policy - Details here

Pupil Premium & Recovery Premium	
Current Academic Year published by 31 December: Strategy Statement	
<input type="checkbox"/>	Pupil Premium and recovery premium strategy statement (Guidance for creating your strategy using the mandatory DfE template can be found here).

PE and Sport Premium for Primary Schools

If your school receives PE and sport premium funding, you must publish the following information by 31 July at the latest:

The amount of premium received.

A full breakdown of how it has been spent (or will be spent).

What impact the school has seen on pupils' PE and sport participation and attainment.

How the improvements will be sustainable in the future.

You are also required to publish the percentage of pupils within your year 6 cohort who met the national curriculum requirement to:

Swim competently, confidently, and proficiently over a distance of at least 25 metres.

Use a range of strokes effectively (for example, front crawl, backstroke, and breaststroke).

Perform safe self-rescue in different water-based situations.

Public Sector Equality Duty - you must publish:

Details of how your school complies with the [public sector equality duty](#) - you must update this every year.

Your school's equality objectives - you must update this at least once every 4 years.

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.

You can find details of what you must include in schedule 1 of the Special Educational Needs and Disability Regulations 2014, and section 6 of the Special educational needs and disability code of practice: 0 to 25 years.

Careers programme information - Years 7-13

The name, email address and telephone number of the school's careers leader.

A summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about it.

How the school measures and assesses the careers programme's impact on pupils.

The date of the school's next review of the information published.

Read the statutory guidance for schools on [careers guidance and access for education and training providers](#) for more information.

Financial Information - you must publish:

How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this.

A link to the webpage which is dedicated to your school on the [schools financial benchmarking service](#) - follow the prompts to find your school's specific page.

Governors' Information and Duties

<input type="checkbox"/>	Details of the structure and responsibilities of the governing body and its committees.
<input type="checkbox"/>	The full names of the chair of the governing body and chair of each committee.
<input type="checkbox"/>	For each Governor; full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing body's instrument of government).
<input type="checkbox"/>	Business and Financial Interests including Governance Roles in Other Educational Institutions, and any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives).
<input type="checkbox"/>	Attendance record at governing body and committee meetings over the last academic year.
<input type="checkbox"/>	You should also publish the same information for associate members making it clear whether they have voting rights on any of the committees to which they have been appointed.
<input type="checkbox"/>	Attendance Record at Governing Body and Committee Meetings over the Last Academic Year.



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

To Improve Parental Engagement

<input type="checkbox"/>	News Section
<input type="checkbox"/>	News Feed on Home Page (Keep your home page looking fresh)
<input type="checkbox"/>	Letters Page
<input type="checkbox"/>	Uniform List and Suppliers
<input type="checkbox"/>	Term Dates Table
<input type="checkbox"/>	Events Calendar (for parents evenings, sports day, key assemblies etc)
<input type="checkbox"/>	Home Page Notice Board
<input type="checkbox"/>	School Day Page (times of the school day, mealtime information etc)
<input type="checkbox"/>	School Clubs / Extra Curricular Activities
<input type="checkbox"/>	Links to Local Authority, direct.gov and DfE websites

Governors Portal (Secure area for Governors)

<input type="checkbox"/>	Meeting Dates
<input type="checkbox"/>	Essential Reading
<input type="checkbox"/>	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 April 2023. 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.