

WEBSITE AUDIT FOR ACADEMIES, FREE SCHOOLS AND COLLEGES

HUJJAT SAT – 19.09.24

The information that academies, including free schools, colleges and any educational institution with academy arrangements must or should publish on their websites.

RAG Ratings - Red = not in place | Amber = part in place | Green = in place

The purpose of a website audit is to check that the required information is published on the school or college website and follows the guidance provided by the Department for Education (DfE).

The audit does not confirm the accuracy of the information or the requirements of the school or college's funding agreement stating what information must be published on the website.

The audit does not confirm that full information as detailed in the notes section is published on the website.

The notes are provided for guidance for the school.

The information about the Governing Board has been checked against the information recorded on GovernorHub, if appropriate.

For audit purposes the use of the term 'School' refers to but is not limited to School, Academy and College.

	Requirement	X	X	X	Comments
Contact Details					
1	School's name			X	
2	School's postal address			X	
3	School's telephone number			X	
4	The name of the member of staff who deals with queries from parents and other members of the public			X	
5	Name of the headteacher or principal			X	
6	Name of the chair of the governing body (if there is one in place)			X	
7	Contact details of the chair of the governing body (if there is one in place)			X	
Information and Policies					
8	The name and contact details of the SENCO, unless a special academy or sixth form or FE college. Mainstream academy schools must also publish in their SEN information report the name and contact details of their special educational needs co-ordinator .			X	
9	Academies should publish the website address and telephone number of the academy trust			X	
10	Admission arrangements <i>See Note 10</i>			X	
11	School uniforms <i>See Note 11</i>			X	
12	Ofsted reports A copy of school's most recent Ofsted report or a link to the report on the Ofsted website			X	
13	Test, exam and assessment results <i>See Note 13</i>			X	
14	Performance measures website Academies must include a link to the school and college performance measures website and to their own performance measures page as detailed in 13 above.			X	

15	School opening hours Academies 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). <i>See Note 15</i>			X	
16	Curriculum Academies must publish their policy on relationships education or relationships and sex education Academies should publish details on their curriculum <i>See Note 16</i>		X		Overall curriculum information found, no policy on relationships education or relationships and sex education found.
17	Remote education Academies should publish information about their remote education provision . <i>See Note 17</i>			X	
18	Behaviour policy Academies must publish their behaviour policy, including their anti-bullying strategy. Guidance on developing and publishing a behaviour policy is available. FE colleges should publish their behaviour policy, including their anti-bullying strategy.			X	
19	Pupil premium and recovery premium Academies that receive pupil premium and recovery premium funding must publish a strategy statement by 31 December each year. <i>See Note 19</i>			X	
20	PE and sport premium for academies with primary-aged pupils Academies that receive PE and sport premium funding , must publish, by 31 July each year information detailed in the notes. <i>See Note 20</i>			X	
21	Public sector equality duty Academies and FE colleges must publish information as detailed in the notes. <i>See Note 21</i>			X	
22	Special educational needs and disability (SEND) information Academy schools must publish a SEN information report. It should be updated annually and any changes to the information occurring during the year should be updated as soon as possible. <i>See Note 22</i>			X	
23	Careers programme information <i>See Note 23</i>				N/a
24	Complaints procedure <i>See Note 24</i>			X	

25	Annual Reports and accounts <i>See Note 25</i>			X	
26	Executive pay What academy trusts must publish Academy trusts must publish the number of employees whose salary and related benefits exceeded £100,000 during the previous academic year ended 31 August. They must present this information in: <ul style="list-style-type: none"> • an easily accessible form • £10,000 bandings The requirements to publish financial information are set out in the academy trust handbook . What FE colleges must publish FE colleges must publish in their annual accounts the salaries of higher-paid staff, in line with the college accounts direction .				N/a
Governance information					
27. Academies Academy trusts must publish the following in an easily accessible format on their website: Further guidance is available in the academy trust handbook . See Note 27					
27a	Memorandum of association				Not found
27b	Articles of association			X	
27c	The full names of trust members and academy trustees			X	
27d	The relevant business and financial interests of members, trustees, local governors and accounting officers			X	Previous years.
27e	Funding agreement			X	
27f	Any supplemental funding agreement				N/a
27g	Up to date details of governance arrangements:			X	
27g1	Details of any committees		X		Chair names found, but not other members. No ToR on website, although note that can be requested from the school office.
27g2	The full name of the chair of the governing body			X	
27g3	The full names of the chairs of each committee			X	
27g4	Full details of any trustees or governors who have stepped down over the past 12 months				Not found
27g5	Academy trusts should publish easily accessible data about the diversity of their board and any associated committees. See Note 27g5				N/a - optional
27g6	Attendance records at governing body and committee meetings over the last academic year				2022-23 attendance data found, but not 2023-24.

28. FE and sixth-form colleges must publish				
28a	Submitted annual accountability statement (part 2) within 3 months of the start of the academic year –that is, by 1 December			
28b	Regular reviews of how well the education or training provided by the college meets local needs , in particular, those related to employment			
28c	A statement in their annual report on recruiting and developing governors and governance professionals They should publish a summary of the outcomes of their external governance review and the associated action plan (at least every 3 years, with updates following the annual governance self-assessment)			
28d	FE and sixth-form colleges should publish Either their governor's handbook which should include the information in 28e – 28j or publish the information below in 28e – 28j			
28e	The governing body's structure and responsibilities			
28f	Details of any committees			
28g	The full name of the chair of the governing body			
28h	The full names of the chairs of each committee			
28i	Full name of each governor			
28j	Information of governor recruitment, such as selection procedures and the work of any search committee			
28k	Instrument of articles of government			
28l	Attendance records at governing body and committee meetings over the last academic year			
28m	An energy and carbon reporting disclosure See Note 28m			
29	Pay Gap Reporting See Note 29			
30	Charging and remissions policies Academies should publish their charging and remissions policies. See Note 30			
31	Ethos and values Academies and FE colleges should publish a statement setting out their ethos and values.			
Requests for paper copies <i>If a parent requests a paper copy of the information on your website, you should provide this.</i>				

NOTES TO SUPPORT A WEBSITE AUDIT

10	<p>Admission arrangements</p> <p>What academy trusts must publish</p> <p>Academy trusts must publish their admission arrangements to comply with the:</p> <ul style="list-style-type: none"> • school admissions code • school admission appeals code <p>The school admissions and appeals codes do not apply to special academies, alternative provision settings or stand-alone 16 to 19 institutions.</p> <p>September admissions – normal point of entry</p> <p>By 15 March each year, the trust must publish on its website the admission arrangements for children who will be starting school at the normal point of entry in September of the following year. It must retain them there for the whole of the academic year in which offers for places are made.</p> <p>The admission arrangements must explain:</p> <ul style="list-style-type: none"> • how the trust considers applications for places in each relevant age group (that is, the age group in which children are normally admitted to its schools) • how many children the trust intends to admit in each relevant age group (known as the published admission number, or PAN) • what a parent or carer needs to do if they want to apply for their child to attend one of the trust's schools • how the trust allocates places if there are more applicants than places available <p>Where applicable, the trust must also explain how:</p> <ul style="list-style-type: none"> • children applying to a selective school are selected for a place • a parent or carer of a primary-age child can request that a school delay or defer their child's entry to reception, and the process for requesting admission outside the normal age group • many external applicants a school intends to admit into the sixth form <p>In-year admissions</p> <p>By 31 August each year, the trust must publish how it will manage in-year applications for places (that is, applications for places in the middle of a school year, or to start in the September of a year which is not the normal point of entry).</p> <p>If the trust manages those applications, it must provide:</p> <ul style="list-style-type: none"> • an application form • supplementary information, if necessary <p>If the local authority manages those applications, the trust must publish a link to the in-year application co-ordination scheme.</p> <p>Admission appeals</p> <p>By 28 February each year, the trust must publish a timetable setting out how it will organise and hear admission appeals.</p> <p>This timetable must:</p> <ul style="list-style-type: none"> • include a deadline that allows a parent or carer at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge a written appeal • include reasonable deadlines for: <ul style="list-style-type: none"> • a parent or carer to submit additional evidence
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	<ul style="list-style-type: none"> • admission authorities to submit their evidence • the clerk to send appeal papers to the panel and parties • ensure that a parent or carer lodging an appeal receives at least 10 school days' notice of their appeal hearing • ensure that decision letters are sent within 5 school days of the hearing, wherever possible <p>Further guidance is available in the school admission appeals code.</p> <p>What 16 to 19 academies and FE colleges should publish</p> <p>16 to 19 academies and FE colleges should publish their admission arrangements.</p> <p>The school admissions and appeals codes do not apply to these settings.</p> <p>By the September of the academic year before the one in which they will apply, 16 to 19 academies and FE colleges should publish their arrangements. Parents, carers and young people will use these to make an informed choice, so they should remain unchanged during that year.</p> <p>The admission arrangements should include details of:</p> <ul style="list-style-type: none"> • the open days planned • how to apply for a place • whether the 16 to 19 academy or FE college gives priority to applications from pupils enrolled at particular schools
11	<p>School Uniform</p> <p>What academies should publish</p> <p>Academies whose pupils are required to wear a uniform should publish an easily understandable policy on their website, in line with statutory guidance on the cost of school uniforms.</p> <p>It should include information about:</p> <ul style="list-style-type: none"> • optional or required items • items that will be worn only at certain times of year (for example, winter or summer uniform) • items that must be branded or can be generic • whether items can be bought only from a specific retailer or more widely • where second-hand uniform can be purchased
13	<p>Test, exam and assessment results</p> <p>What all academies should publish</p> <p>All academies should publish a link to the compare school and college performance service and to their own performance measures page on it.</p> <p>Key stage 2</p> <p>Academies with key stage 2 pupils should publish their most recent key stage 2 performance measures, as published by the Secretary of State, comprising:</p> <ul style="list-style-type: none"> • their progress scores in: <ul style="list-style-type: none"> • reading • writing • maths • the percentage of their pupils who achieved the expected standard in reading, writing and maths (combined) • the percentage of their pupils who achieved a higher standard in reading, writing and maths (combined) • their average scaled score in: <ul style="list-style-type: none"> • reading • maths

	<p>Key stage 4 Academies with key stage 4 pupils should publish their most recent key stage 4 performance measures, as published by the Secretary of State, comprising:</p> <ul style="list-style-type: none"> • their Progress 8 score • the percentage of their pupils achieving a grade 5 or above in GCSE English and GCSE maths (combined) • their Attainment 8 score • the percentage of their pupils staying in education or going into employment after key stage 4 • the percentage of their pupils who were entered for the English Baccalaureate (EBacc) • their EBacc average point score (APS) <p>Key stage 5 (16 to 18) Academies and FE colleges with students aged 16 to 18 should publish their most recent 16 to 18 performance measures, as published by the Secretary of State, comprising their students' headline:</p> <ul style="list-style-type: none"> • attainment measures • retention measures • destination measures <p>They do not have to publish the following measures for the 2022 to 2023 academic year, as these are not being published by the Secretary of State:</p> <ul style="list-style-type: none"> • level 3 value-added • English and maths progress measure
15	<p>School opening hours Academies should show the compulsory times they are open. This time runs from the official start of the school day (morning registration) to the official end of the compulsory school day. It includes breaks, but not optional before or after school activities.</p>
16	<p>Curriculum What all academies must publish Academies must publish their policy on relationships education or relationships and sex education. They should consult parents and carers when developing and reviewing it. It must meet pupils', parents' and carers' needs, and reflect the community the academy serves.</p> <p>What all academies should publish All academies should publish:</p> <ul style="list-style-type: none"> • the content of the curriculum in each academic year for every subject, including mandatory subjects such as religious education (RE) – this applies even if it is taught as part of another subject or known by another name • information to make parents and carers aware they have the right to withdraw their child from all or part of RE • how parents, carers or other members of the public can find out more about the curriculum <p>Alongside the content of their music curriculum, all academies are expected to publish information about their music development plan. A template is available to support with this.</p> <p>Where applicable, they should also publish a list of the:</p> <ul style="list-style-type: none"> • key stage 1 phonics or reading schemes they use • key stage 4 courses, including GCSEs, available • 16 to 19 qualifications they offer <p>Academies must prepare an accessibility plan that sets out how, over time, they will increase the extent to which disabled pupils participate in the curriculum.</p>

	<p>What academies with 16 to 19 provision should publish</p> <p>Academies with 16 to 19 provision should also publish information on how their curriculum meets the 16 to 19 study programme requirements.</p>
17	<p>Remote education</p> <p>An optional template is available to support with this.</p>
19	<p>Pupil premium and recovery premium</p> <p>What academies must publish</p> <p>Academies that receive pupil premium and recovery premium funding must publish a strategy statement by 31 December each year. It must explain how the:</p> <ul style="list-style-type: none"> • pupil premium and recovery premium funding is being spent • school is improving the outcomes for pupils by how it is spending this funding <p>Schools must publish the statement in the DfE template provided on the pupil premium guidance page, so it meets the requirements set out in the conditions of grant document.</p> <p>DfE recommends that academies plan their pupil premium spending over 3 years. If they do so, they must still update their statement annually to reflect:</p> <ul style="list-style-type: none"> • their spending activity for the current academic year • the impact of pupil premium in the previous academic year
20	<p>PE and sport premium</p> <p>What academies with primary-aged pupils must publish</p> <p>Academies that receive PE and sport premium funding must publish, by 31 July each year:</p> <ul style="list-style-type: none"> • the amount of premium funding received • a full breakdown of how it has been or will be spent • the impact seen by the school on pupils' participation and attainment in PE and sport • how this improvement will be sustained <p>The Association for Physical Education and Youth Sport Trust have jointly developed a template that can be used for recording and reporting on the premium's impact.</p> <p>By 31 July each year, the academy must also publish the percentage of pupils in year 6 who have met the national curriculum requirement to:</p> <ul style="list-style-type: none"> • 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 <p>Further guidance is available in the conditions of grant document.</p>
21	<p>Public sector equality duty</p> <p>What academies and FE colleges must publish</p> <p>Academies and FE colleges must publish:</p> <ul style="list-style-type: none"> • details of how they comply with the public sector equality duty, updating this every year • their equality objectives, updating these at least every 4 years <p>The Equality Act 2010: advice for schools provides guidance on how an academy school can show it has complied, as required by the Equality Act 2010 and the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.</p> <p>What FE colleges should publish</p> <p>FE colleges should publish:</p> <ul style="list-style-type: none"> • an annual equality, diversity and inclusion review, including data on protected characteristics at these levels:

	<ul style="list-style-type: none"> • board • executive leadership • staff • student • the actions taken to address disparities
22	<p>Special educational needs and disability (SEND) Academy schools must publish an SEN information report. It should be updated annually and any changes to the information occurring during the year should be updated as soon as possible. To comply with section 69 of the Children and Families Act 2014, the report must contain:</p> <ul style="list-style-type: none"> • the SEN information specified in Schedule 1 to the Special Educational Needs and Disability Regulations 2014 – statutory guidance is available in paragraphs 6.79 to 6.82 of the SEND code of practice: 0 to 25 years • additional information about the: <ul style="list-style-type: none"> • arrangements for the admission of disabled pupils • steps the school has taken to prevent them disabled pupils being treated less favourably than other pupils • facilities it provides to help disabled pupils access the school • accessibility plan it has prepared under paragraph 3 of Schedule 10 to the Equality Act 2010 to: <ul style="list-style-type: none"> • increase the extent to which disabled pupils can participate in the curriculum • improve the physical environment to increase the extent to which disabled pupils can take advantage of the educational benefits, facilities or services provided or offered • improve the way disabled pupils can access information that is easily accessible to pupils who are not disabled
23	<p>Careers programme information What secondary academies and 16 to 19 academies must publish Secondary academies and 16 to 19 academies must publish a policy statement to comply with section 42B of the Education Act 1997, known as the ‘provider access legislation’. This statement must set out the circumstances in which they will give providers of technical education and apprenticeships access to year 8 to 13 pupils, as applicable. What secondary academies, 16 to 19 academies and FE colleges should publish Secondary academies, 16 to 19 academies and FE colleges should publish information about how they deliver careers guidance to years 7 to 13, as appropriate to their setting and required by their funding or accountability agreement. For the current academic year, this should include:</p> <ul style="list-style-type: none"> • the name and contact details of their careers lead • a summary of the careers programme, including details of how young people, parents, carers, teachers and employers can access information about it • how the academy or college measures and assesses the programme’s impact on young people • the date by which it will review this information <p>Statutory guidance on providing careers guidance is available.</p>
24	<p>Complaints procedure What academy schools and trusts must make available</p>

	<p>All academies and trusts (with the exception of 16-19 academies) must have a complaints procedure that meets the requirements in the standard at the Education (Independent School Standards (England) Regulations 2014 Schedule 1, Part 7. The complaints procedure must be available to parents and carers of children attending an academy.</p> <p>What academy schools must publish</p> <p>Academy schools must publish the details of any arrangements for handling complaints from parents and carers about the support they provide for children with special educational needs and disability (SEND). They must do this as part of their SEN information report.</p> <p>What academy trusts and FE colleges must publish</p> <p>Academy trusts must publish details of their whistleblowing procedure.</p> <p>FE colleges must publish their whistleblowing policy and regularly review it.</p>
25	<p>Annual reports and accounts</p> <p>What academy trusts must publish</p> <p>Academy trusts must publish their audited annual report and accounts on their website by 31 January each year. Guidance is available in the academy trust handbook.</p> <p>What FE colleges must publish</p> <p>By 31 January each year, FE colleges must publish their annual report and audited financial statements in an easily accessible location on their website and retain them there for 2 years.</p>
27	<p>Governance information</p> <p>Academies</p> <p>Academy trusts must publish accessible and up to date details of governance arrangements. Find more on what you need to publish about your academy and its board of trustees in the Academy Trust Handbook (paragraphs 2.49 to 2.50).</p> <p>2.49 The trust must be transparent with its governance arrangements.</p> <p>2.50 The trust must provide details of its governance arrangements in the governance statement published with its annual accounts, including what the board has delegated to committees and, in trusts with multiple academies, to local governing bodies. The trust must also publish on its website up-to-date details of its governance arrangements in a readily accessible format, including:</p> <ul style="list-style-type: none"> the structure and remit of the trust's members, board of trustees, committees and local governing bodies (the trust's scheme of delegation for governance functions), and the full names of the chair of each for each of the trust's members serving at any point over the past 12 months, their full names, date of appointment, date they stepped down (where applicable), and relevant business and pecuniary interests including governance roles in other educational institutions for each trustee and local governor serving at any point over the past 12 months, their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them, and relevant business and pecuniary interests including governance roles in other educational institutions. If the accounting officer is not a trustee their business and pecuniary interests must still be published. for each trustee their attendance records at board and committee meetings over the last academic year for each local governor their attendance records at local governing body meetings over the last academic year
27g5	<p>What academy trusts should publish</p> <p>DfE encourages academy trusts to publish easily accessible data about the diversity of:</p> <ul style="list-style-type: none"> their board any associated committees <p>There is no prescriptive way to collect this data, but trusts may choose to follow a similar approach to that they use to publish the diversity data of pupils.</p>

	<p>Board or committee members can opt out of sharing their information, such as protected characteristics, including after the data has been published.</p> <p>Trusts must ensure that individuals cannot be identified, which may be a particular issue when board or committee member levels are low. Guidance on the Equality Act 2010 and data protection in schools is available.</p>
28	<p>FE and sixth-form colleges</p> <p>Judicium and the NGA would advise institutions to seek to maximise transparency when publishing governance information.</p>
28m	<p>DfE encourages FE colleges to make an energy and carbon reporting disclosure equivalent to that set out in the Companies (Directors' Report) and Limited Liability Partnerships (Energy and Carbon Report) Regulations 2018. Guidance is available in the college accounts direction.</p>
29	<p>Pay gap reporting</p> <p>What academy trusts, academies and FE colleges with 250 or more employees must publish</p> <p>Academy trusts, academies and FE colleges with 250 or more employees must, in line with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017:</p> <ul style="list-style-type: none"> • report their gender pay gap information to the government via the gender pay gap service • publish this information in a prominent place on their website within one year of their 'snapshot date', which, for most public authority employers, will be 31 March <p>Statutory guidance on the gender pay gap information employers must report is available.</p> <p>What academy trusts, academies and FE colleges with 250 or more employees may wish to publish</p> <p>Most public authority employers, including academy trusts, academies and FE colleges, do not need to publish a written statement on their public-facing website.</p> <p>However, academy trusts, academies and FE colleges with 250 or more employees may wish to publish:</p> <ul style="list-style-type: none"> • a supporting narrative to explain their gender pay gap • an action plan that sets out how they plan to address it <p>What academy trusts, academies and FE colleges with fewer than 250 employees should publish</p> <p>Academy trusts, academies and FE colleges with fewer than 250 employees:</p> <ul style="list-style-type: none"> • are not required to comply with the regulations, but • should give serious consideration to the business benefits of doing so <p>Guidance on who counts as an employee is available.</p> <p>For academy trusts, academies and FE colleges interested in looking at their ethnicity pay gap, guidance for employers on voluntary ethnicity pay reporting is also available.</p>
30	<p>Charging and remissions policies</p> <p>What academies should publish</p> <p>Academies should publish their:</p> <ul style="list-style-type: none"> • charging policy, giving details of activities for which they will charge parents and carers • remissions policy, giving details of the circumstances in which they will wholly or partly waive any charge they would otherwise expect parents and carers to pay <p>Guidance on charging for school activities is available. Sections 449 to 462 of the Education Act 1996 set out the law on charging in schools maintained by local authorities. Academies are required by their funding agreement to comply.</p>