**Website Audit for Academies, Free Schools and Colleges**

**School:** XXXXXXXX

**Date of Audit:** XXXXX

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|  |  |  |  | **Comments** |
| **Admission arrangements**  Academy trusts must publish their admission arrangements to comply with the:   * school admissions code ([https://www.gov.uk/government/publications/school- admissions-code--2](https://www.gov.uk/government/publications/school-%20admissions-code--2) ) * school admission appeals code (<https://www.gov.uk/government/publications/school-admissions-appeals-code>).   The school admissions and appeals codes do not apply to special academies, alternative provision settings or stand-alone 16 to 19 institutions.  **September admissions – normal point of entry**  By **15th 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.  The admission arrangements must explain: | | | | |
| * how you consider applications for places in each relevant age group at your school (this is the age group at which children are normally admitted to the school). |  | | |  |
| * How many children you intend to admit in each relevant age group (known as the published admission number, or PAN) |  | | |  |
| * what parents should do if they want to apply for their child to attend the school |  | | |  |
| * your over-subscription criteria, outlining how you offer places if there are more applicants than places available |  | | |  |
| * your arrangements for selecting the pupils who apply (if the school is a selective school) |  | | |  |
| * how 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 |  | | |  |
| * how many external applicants a school intends to admit into the sixth form |  | | |  |
| **In-year admissions**  By **31st 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). | | | | |
| If the academy trust will manage in-year applications for your schools, you must provide a suitable application form to enable parents to apply for an in-year place at your school. You must also provide a supplementary information form where necessary |  | | |  |
| If the local authority manages those applications, the trust must publish a link to the in-year application co-ordination scheme. |  | | |  |
| **Admission appeals**  By **28th February** each year, the trust must publish a timetable setting out how it will organise and hear admission appeals.  Further guidance is available in the school admissions appeals code (<https://www.gov.uk/government/publications/school-admissions-appeals-code>).  The timetable must: | | | | |
| * 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 their written appeal |  | | |  |
| * include reasonable deadlines for: * a parent or carer to submit additional evidence * 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 |  | | |  |
| **16 to 19 academies and colleges**  If you’re a 16 to 19 academy, FE college or sixth-form college, we recommend that you publish details of your admission arrangements.  You should publish this information a year before the beginning of the academic year to which arrangements apply, to help parents and students make an informed choice. We recommend that the arrangements do not change during the year. You should include details of: | | | | |
| * 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 |  | | |  |
| **Annual reports and accounts**  You should publish the following financial information about your school: | | | | |
| Academy trusts must publish their audited annual report and accounts on their website by **31st January** each year.  Guidance is available in the Academy Trust Handbook ([Academy Trust Handbook - Part 4: Annual accounts and external audit - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/academy-trust-handbook/part-4-annual-accounts-and-external-audit) |  | | |  |
| **FE colleges** | | | | |
| By **31st 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. |  | | |  |
| **Behaviour policy** | | | | |
| * academies must publish their behaviour policy, including their anti-bullying strategy. * The policy must comply with legislation, guidance from the DfE at: <https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>) * It is good practice for FE colleges to also publish this information. |  | | |  |
| **Careers programme information**  **Secondary academies and 16 to 19 academies**  Secondary academies and 16 to 19 academies must publish a policy statement to comply with [section 42B of the Education Act 1997](https://www.legislation.gov.uk/ukpga/1997/44/section/42B?view=plain), known as the ‘provider access legislation’ | | | | |
| This policy 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. |  | | |  |
| **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: | | | | |
| * the name and contact details of the school’s careers leader |  | | |  |
| * a summary of the careers programme, including details of how young people, parents, carers, teachers and employers may access information about it |  | | |  |
| * how the academy or college measures and assesses the careers programme’s impact on young people |  | | |  |
| * the date of the next review of this information. |  | | |  |
| **Charging and remissions policies**  Academies should publish their: | | | | |
| * 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. |  | | |  |
| **Complaints policy** | | | | |
| All academies and trusts (with the exception of 16-19 academies) must have a complaints procedure that meets the requirements at [Education (Independent School Standards (England) Regulations 2014](http://www.legislation.gov.uk/uksi/2014/3283/schedule/made) Schedule 1, Part 7. The complaints procedure must be available to parents and carers of children attending an academy. |  | | |  |
| Academy schools (but not colleges or 16 to 19 academies) must, as part of their SEN information report, publish any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides. |  | | |  |
| Academy trusts must publish details of their whistleblowing procedure.  FE colleges must publish their whistleblowing policy and regularly review it. |  | | |  |
| **Contact details**  Your school’s website should include the following contact information: | | | | |
| * your school’s name, postal address and telephone number |  | | |  |
| * the name of the member of staff who deals with queries from parents/carers and other members of the public |  | | |  |
| * the name of the headteacher or principal |  | | |  |
| * name and contact details of the chair of the governing body (if applicable) |  | | |  |
| * if you’re an academy, you should publish the website, address and telephone number of your academy trust |  | | |  |
| * name and contact details of your SENCo unless you are a special academy, sixth form or FE college (no longer a requirement, but it would be helpful for families) |  | | |  |
| **Curriculum**  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. |  | | |  |
| * the content of the curriculum in each academic year for every subject, including mandatory subjects such as religious education (RE), even if it’s 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. |  | | | Good practice - advise how parents/carers can access curriculum information both in digital and paper form. |
| * alongside the content of their music curriculum, all academies are expected to publish information about their [music development plan](https://www.gov.uk/government/publications/school-music-development-plan-summary-template). |  | | |  |
| * how they are complying with equality and SEND requirements by setting out how, over time, they will increase the extent to which disabled pupils participate in the curriculum |  | | |  |
| Depending on age range, you should: | | | | |
| * give the names of any phonics or reading schemes you are using in KS1 |  | | |  |
| * publish a list of the courses available to pupils at key stage 4, including GCSEs |  | | |  |
| * list the 16 to 19 qualifications you offer |  | | |  |
| * demonstrate how you meet the 16 to 19 study programme requirements (https://www.gov.uk/government/publications/16-to-19- study-programmes-advice-on-planning-and-delivery) (if you have a sixth form or offer education at 16 to 19) |  | | |  |
| **Ethos and values** | | | | |
| Academies and FE colleges should publish a statement setting out their ethos and values. |  | | |  |
| **Executive pay** | | | | |
| Academy trusts must publish the number of employees whose salary and related benefits exceeded £100,000 during the previous academic year ended 31st August. You must publish these figures in an easily accessible form and in £10,000 increments. More details are included in paragraph 2.32 of the Academy Trust Handbook (<https://www.gov.uk/guidance/academy-trust-handbook>) |  | | |  |
| FE colleges must publish in their annual accounts the salaries of higher-paid staff, in line with the College Accounts Direction (<https://www.gov.uk/government/publications/college-accounts-direction>) |  | | |  |
| **Governance information**  Academy trusts must publish the following in an easily accessible format on their website: | | | | |
| * a memorandum of association |  | | |  |
| * their articles of association |  | | |  |
| * the names of the trust members and academy trustees |  | | |  |
| * the relevant business and financial interests of members, trustees, local governors and accounting officers |  | | |  |
| * their funding agreement |  | | |  |
| * any supplemental funding agreement |  | | |  |
| * up-to-date details of governance arrangements |  | | |  |
| The DfE encourages academy trusts to publish easily accessible data about the diversity of: | | | | |
| * their board * any associated committees |  | | | 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. |
| Board or committee members can opt out of sharing their information, such as protected characteristics, including after the data has been published. 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](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools) and [data protection in schools](https://www.gov.uk/guidance/data-protection-in-schools) is available. | | | | |
| **FE colleges and 16 to 19 academies**  FE colleges and 16 to 19 academies must publish: | | | | |
| * their submitted annual [accountability statement](https://www.gov.uk/government/publications/esfa-college-and-local-authority-accountability-agreements) (part 2) within 3 months of the start of the academic year –that is, by 1 December |  | | |  |
| * [regular reviews of how well the education or training provided by the college meets local needs](https://www.gov.uk/government/publications/review-of-education-or-training-in-relation-to-local-needs), in particular, those related to employment |  | | |  |
| * a statement in their annual report on [recruiting and developing governors](https://www.gov.uk/government/publications/further-education-corporations-and-sixth-form-college-corporations-governance-guide--2/fe-and-sixth-form-college-corporations-governance-guide#recruiting-and-developing-governors) and [governance professionals](https://www.gov.uk/government/publications/further-education-corporations-and-sixth-form-college-corporations-governance-guide--2/fe-and-sixth-form-college-corporations-governance-guide#specific-roles-in-the-corporation) - a summary of the outcomes of their [external governance review](https://www.gov.uk/guidance/external-governance-reviews-guide-for-fe-college-corporations-and-designated-institutions) and the associated action plan every 3 years |  | | |  |
| FE colleges should publish their governors’ handbook (which should include the information below)  If you do not include the governors’ handbook on your website, then ensure that the following is published: | | | | |
| * their governing body’s structure and responsibilities. |  | | |  |
| * details of any committees |  | | |  |
| * the names of the chair and governors |  | | |  |
| * information on governor recruitment, such as selection procedures and the work of any search committee. |  | | |  |
| FE colleges should also publish their instrument and articles of government. |  | | |  |
| The 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](https://www.legislation.gov.uk/uksi/2018/1155/made). Guidance is available in the [college accounts direction](https://www.gov.uk/government/publications/college-corporation-financial-management-good-practice-guides/streamlined-energy-and-carbon-reporting-for-college-corporations). |  | | |  |
| **Ofsted reports**  You should do one of the following: | | | | |
| * publish a copy of your school’s most recent Ofsted report **OR**   link to your specific report on Ofsted’s website. |  | | |  |
| **Pay gap reporting**  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](https://www.legislation.gov.uk/uksi/2017/172/regulation/2/made): | | | | |
| * report their gender pay gap information to the government via the [gender pay gap service](https://gender-pay-gap.service.gov.uk/) * publish this information in a prominent place on their website within one year of their [‘snapshot date’](https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers/when-to-report), which, for most public authority employers, will be 31 March |  | | | Statutory guidance on [the gender pay gap information employers must report](https://www.gov.uk/guidance/the-gender-pay-gap-information-employers-must-report) is available. |
| Most public authority employers, including academy trusts, academies and FE colleges, do not need to publish a [written statement](https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers/overview#written-statement) on their public-facing website. Guidance on [who counts as an employee](https://www.gov.uk/guidance/who-needs-to-report-their-gender-pay-gap#headcount) is available.  However, academy trusts, academies and FE colleges with 250 or more employees may wish to publish: | | | | |
| * a [supporting narrative](https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers/overview#supporting-narrative) to explain their gender pay gap * an [action plan](https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers/overview#action-plan) that sets out how they plan to address it |  | | | For academy trusts, academies and FE colleges interested in looking at their ethnicity pay gap, guidance for employers on [voluntary ethnicity pay reporting](https://www.gov.uk/government/publications/ethnicity-pay-reporting-guidance-for-employers) is also available. |
| Academy trusts, academies and FE colleges with fewer than 250 employees are not required to comply with the regulations, but should give serious consideration to the business benefits of doing so | | | | |
| **PE and sport premium**  The [Association for Physical Education](https://www.afpe.org.uk/) and [Youth Sport Trust](https://www.youthsporttrust.org/school-support/primary-pe-sport-premium) have jointly developed a template that can be used for recording and reporting on the premium’s impact. Further guidance is available in the [conditions of grant](https://www.gov.uk/government/publications/pe-and-sport-premium-conditions-of-grant-2022-to-2023) document.  Academies that receive [PE and sport premium funding](https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools) (primary-aged pupils) must publish, by 31 July each year: | | | | |
| * 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 |  | | |  |
| 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: | | | | |
| * swim competently, confidently, and proficiently over a distance of at least 25 metres |  | | |  |
| * use a range of strokes effectively |  | | |  |
| * perform safe self-rescue in different water-based situations |  | | |  |
| **Public sector equality duty**  Academies and FE colleges must publish: | | | | |
| * details of **HOW** your school complies with the [public sector equality duty](http://www.legislation.gov.uk/ukpga/2010/15/section/149) - **must be clear that it is updated annually**   You can demonstrate **HOW** in the following ways:   * eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010 * advancing equality of opportunity between people who share a protected characteristic and people who do not * fostering good relations between people who share a protected characteristic and those who do not * consulting and involving those affected by inequality in the decisions your school or college takes to promote equality and eliminate discrimination - affected people could include parents, pupils, staff and members of the local community |  | | | [The Equality Act 2010: advice for schools](https://www.gov.uk/government/publications/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](https://www.legislation.gov.uk/ukpga/2010/15/contents) and the [Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017](https://www.legislation.gov.uk/ukdsi/2017/9780111153277/contents). |
| * their equality objectives, updating these at least every 4 years |  | | |  |
| FE colleges should publish: | | | | |
| * an annual equality, diversity and inclusion review, including data on protected characteristics at these levels: * board * executive leadership * staff * student |  | | |  |
| * the actions taken to address disparities |  | | |  |
| **Pupil premium and recovery premium**  Academies that receive pupil premium and recovery premium funding must publish a strategy statement by 31st December each year.  It must explain how the: | | | | |
| * [pupil premium](https://www.gov.uk/government/publications/pupil-premium) and [recovery premium](https://www.gov.uk/government/publications/recovery-premium-funding/recovery-premium-funding) funding is being spent |  | | |  |
| * school is improving the outcomes for pupils by how it is spending this funding |  | | |  |
| Schools must publish the statement in the DfE template provided on the [pupil premium](https://www.gov.uk/government/publications/pupil-premium) guidance page, so it meets the requirements set out in the [conditions of grant](https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2023-to-2024) document. The 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: | | | | |
| * their spending activity for the current academic year |  | | |  |
| * the impact of pupil premium in the previous academic year |  | | |  |
| **Remote education** | | | | |
| Academies should publish information about their [remote education provision](https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools). |  | | |  |
| **School opening hours**  Academies should publish the: | | | | |
| * official start time of the compulsory school day |  | | |  |
| * official end time of the compulsory school day |  | | |  |
| * total time the amounts to in a typical week, including breaks but not after-school activities. |  | | |  |
| **School uniform**  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](https://www.gov.uk/government/publications/cost-of-school-uniforms).  It should include information about: | | | | |
| * 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 |  | | |  |
| **Special educational needs and disabilities (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](https://www.legislation.gov.uk/ukpga/2014/6/section/69), the report must contain: | | | | |
| * the SEN information specified in Schedule 1 to the [Special Educational Needs and Disability Regulations 2014](http://www.legislation.gov.uk/uksi/2014/1530/contents/made) – statutory guidance is available in paragraphs 6.79 to 6.82 of the [SEND code of practice: 0 to 25 years](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25) |  | | |  |
| * additional information about the: * 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](http://www.legislation.gov.uk/ukpga/2010/15/schedule/10) to: * 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 |  | | |  |
| **Test, exam and assessment results KS2 (delete as appropriate)**  **Key stage 2**  Academies with key stage 2 pupils should publish their most recent key stage 2 performance measures, as published by the Secretary of State, comprising: | | | | |
| * their progress scores in:   + 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:   + reading   + maths |  | | |  |
| * All academies should publish a link to the  [compare school and college performance service](https://www.gov.uk/school-performance-tables) and to their own performance measures page on it. |  | | |  |
| **Test, exam and assessment results KS4 (delete as appropriate)**  All academies should publish a link to the  [compare school and college performance service](https://www.gov.uk/school-performance-tables) and to their own performance measures page on it.  Academies with key stage 4 pupils should publish their most recent key stage 4 performance measures, as published by the Secretary of State, comprising: | | | | |
| * their [Progress 8 score](https://www.gov.uk/government/publications/progress-8-school-performance-measure) |  | | |  |
| * the percentage of their pupils achieving a grade 5 or above in GCSE English and GCSE maths (combined) |  | | |  |
| * their [Attainment 8 score](https://www.gov.uk/government/publications/progress-8-school-performance-measure) |  | | |  |
| * 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) |  | | |  |
| **Test, exam and assessment results KS5 (delete as appropriate)**  All academies should publish a link to the  [compare school and college performance service](https://www.gov.uk/school-performance-tables) and to their own performance measures page on it.  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: | | | | |
| * attainment measures |  | | |  |
| * retention measure |  | | |  |
| * destination measures |  | | |  |
| Academies and FE colleges with students aged 16 to 18 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:   * level 3 value-added * English and maths progress measure | | | | |
| **Non-statutory: good practice guidance** | | | | |
| Privacy Notice for parents compliant with GDPR regulations (May 18) |  | | |  |
| Safeguarding Policy is current and refers to *KCSIE 2024* |  | | |  |
| Online Safety Policy linking to *KCSIE 2024* |  | | |  |
| Useful prior to inspection: statement or policy on the teaching of British Values |  | | |  |
| **Non-statutory: navigation and usability**  **The content was *Hard/ Acceptable/ Easy* to find.** |  | | |  |

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| **SUMMARY** | | | | |
| **Main Strengths of the Audit** | | | | |
| * XXXXX | | | | |
| **Areas for Development** | | | | |
| **Page** | **Action Point (AP)** | **Priority** | **Person Responsible** | **Date Completed** |
| **Contact** | * XXXXX |  |  |  |
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| **General Questions to Consider:** | | | | |
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