



Website Compliance Checklist



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Website Compliance Checklist

School & Website Profile

School Name	
School Type	
Local Authority	
Website URL	
Platform or Designer	

Section 1: Contact Details

Check	Compliance			
	Full	Partial	None	N/A
1.1 Name of school or college				
1.2 Postal address				
1.3 Telephone number				
1.4 Name of member of staff who deals with queries				
1.5 Name of headteacher or principal				
1.6 Name address of Chair of Governors if relevant (ACADEMY/FREE)				
1.7 Name and details of SENCO (UNLESS SPECIAL, FE, SIXTH FORM)				
1.8 Name, address and telephone number of owner if an individual (ACADEMY/FREE)				
1.9 Name, address and telephone number of owner if a group (ACADEMY/FREE)				
Notes				

Section 2: Admission Arrangements

Check	Compliance			
	Full	Partial	None	N/A
2.1 Publish school's admission arrangements each year and keep them up for the whole school year (MAINTAINED, GOVERNOR DETERMINED)				
2.2 How you'll consider applications for each relevant age group at your school (MAINTAINED, GOVERNOR DETERMINED)				
2.3 What parents should do if they want to apply for their child to attend (MAINTAINED, GOVERNOR DETERMINED)				
2.4 Arrangements for selecting the pupils who apply (MAINTAINED, GOVERNOR DETERMINED)				
2.5 Over-subscription criteria (MAINTAINED, GOVERNOR DETERMINED)				
2.6 Publish a timetable for organising and hearing admission appeals for your school by 28th February (MAINTAINED, GOVERNOR DETERMINED)				
2.7 Deadline for lodging appeals which allows at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal (MAINTAINED, GOVERNOR DETERMINED)				
2.8 Include reasonable deadlines for those making an appeal to submit additional evidence (MAINTAINED, GOVERNOR DETERMINED)				
2.9 Include provision for those making an appeal to receive at least 10 school days' notice of their appeal hearing (MAINTAINED, GOVERNOR DETERMINED)				
2.10 Include provision for decision letters to be sent within 5 school days of the hearing wherever possible (MAINTAINED, GOVERNOR DETERMINED)				
2.11 If the local authority manages your admissions process, refer parents to the local authority to find out about your school's admission and appeal arrangements (COMMUNITY AND VOLUNTARY CONTROLLED)				
2.12 Publish admissions arrangements which must comply with the School Admissions Code and the School Admissions Appeals Code (ACADEMY/FREE)				

2.13 Publish admissions arrangements for their schools and keep them there for the whole of the offer year (TRUST)				
	Best Practice			
	Full	Partial	None	N/A
2.14 Publish details of your admission arrangements (16-19 ACADEMY)				
2.15 Open days planned (16-19 ACADEMY)				
2.16 Process for applying for a place (16-19 ACADEMY)				
2.17 Whether priority is given to applications from pupils enrolled at particular schools (16-19 ACADEMY)				
Notes				

Section 3: Ofsted

	Compliance			
Check	Full	Partial	None	N/A
3.1 Copy of most recent Ofsted report, or				
3.2 Link to most recent report on Ofsted website				
Notes				

Section 4: Exam & Assessment Results

Check	Compliance			
	Full	Partial	None	N/A
Note: Schools must continue to display their 2018-19 results and mark them as 'not current' until a new set of performance measures are published by the Secretary of State				
4.1 Progress scores in reading, writing and maths from most recent KS2 results (PRIMARY)				
4.2 Percentage of pupils who achieved at least the expected standard in reading, writing and maths (PRIMARY)				
4.3 Percentage of pupils who achieved at a higher standard in reading, writing and maths (PRIMARY)				
4.4 Average 'scaled scores' in reading and maths (PRIMARY)				
4.5 Progress 8 score (SECONDARY)				
4.6 Attainment 8 score (SECONDARY)				
4.7 Percentage of pupils achieving a grade 5 or above in GCSE English and maths (SECONDARY)				
4.8 English Baccalaureate average point score (SECONDARY MAINTAINED)				
4.9 Percentage of pupils entering the English Baccalaureate (SECONDARY ACADEMY/FREE)				
4.10 Percentage of students staying in education or employment after key stage 4 (SECONDARY ACADEMY/FREE)				
4.11 Progress your students have made compared with students across the country at KS5, shown separately for A-levels, academic, applied general and tech level qualifications (SIXTH FORM)				
4.12 Average grade that students in your college get at KS5, shown separately for A levels, academic, applied general and tech level qualifications (SIXTH FORM)				
4.13 Progress students in your college have made in English and maths (SIXTH FORM)				

4.14 Proportion of students who get to the end of the main programme of study that they enrolled on at your institution, shown separately for A levels, academic, applied general and tech level qualifications (SIXTH FORM)				
4.15 Percentage of students who continue in education or training, or move on to employment in the year after the end of key stage 4 (SIXTH FORM)				
	Best Practice			
	Full	Partial	None	N/A
4.16 Percentage of students staying in education or employment after key stage 4 (SECONDARY MAINTAINED)				
4.17 Percentage of pupils entering the English Baccalaureate (SECONDARY MAINTAINED)				
Notes				

Section 5: Performance Tables

	Compliance			
Check	Full	Partial	None	N/A
5.1 Link to school and college performance tables				
5.2 Link to your school's performance tables page				
Notes				

Section 6: Curriculum

	Compliance			
Check	Full	Partial	None	N/A
6.1 The content of the curriculum your school follows in each academic year for every subject, including for mandatory subjects such as RE even if it's taught as part of another subject or is called something else				

6.2 How parents or other member of the public can find out more about the curriculum your school is following				
6.3 Names of any phonics or reading schemes you are using in KS1 (PRIMARY)				
6.4 List of the course available to pupils at KS4 including GCSEs (SECONDARY)				
6.5 16 to 19 qualifications offered (SIXTH FORM)				
6.6 How you meet the 16 to 19 study programme requirements (SIXTH FORM)				
6.7 Your approach to the curriculum (ACADEMY/FREE)				
6.8 How you comply with your duties set out in the Equalities Act 2010				
6.9 How you comply with your duties set out in the Special Educational Needs and Disabilities Regulations 2014 with regard to making the curriculum accessible for those with SEN or disabilities				
Notes				

Section 7: Remote Education

	Compliance			
Check	Full	Partial	None	N/A
7.1 Publish details of the school's remote education provision				
Notes				

Section 8: Behaviour Policy

	Compliance			
Check	Full	Partial	None	N/A
8.1 Publish behaviour policy, compliant with section 89 of the Education and Inspections Act 1986 (MAINTAINED)				
8.2 Publish behaviour policy including anti-bullying strategy (ACADEMY/FREE)				
	Best Practice			
	Full	Partial	None	N/A
8.3 Publish behaviour policy including anti-bullying strategy (FE)				
Notes				

Section 9: Pupil Premium

	Compliance			
Check	Full	Partial	None	N/A
9.1 Your Pupil Premium allocation you received for the current academic year				
9.2 Summary of main barriers to educational achievement that disadvantaged children in your school face				
9.3 How Pupil Premium will be spent to address these barriers and the reasons for the chosen approach				
9.4 How you'll measure the effect of Pupil Premium				
9.5 The date of the next Pupil Premium strategy review				
9.6 How you spent your Pupil Premium funding in the previous academic year				
9.7 The effect of the expenditure on pupils				
Notes				

Section 10: Year 7 Literacy & Numeracy Catch-up Premium

Check	Compliance			
	Full	Partial	None	N/A
10.1 Details of how you spent your allocation (SECONDARY)				
10.2 How your use of the allocation made a difference to the attainment of the pupils who benefit from the funding (SECONDARY)				
Notes				

Section 11: Coronavirus Catch-up Premium

Check	Compliance			
	Full	Partial	None	N/A
11.1 How it is intended that the grant will be spent (2020/21)				
11.2 How the effect of this expenditure on the educational attainment of those pupils at the school will be assessed (2020/21)				
Notes				

Section 12: PE & Sport Premium

Check	Compliance			
	Full	Partial	None	N/A
12.1 How much PE and Sport Premium funding you received for this academic year (PRIMARY)				
12.2 Breakdown of how you've spent or will spend the funding this year (PRIMARY)				
12.3 The impact the school has seen on pupils' PE, physical activity, and sport participation and attainment (PRIMARY)				

12.4 How you will make sure these improvements are sustainable (PRIMARY)				
12.5 Details of how many pupils within your year 6 cohort are meeting the national curriculum requirement to swim competently, confidently and proficiently over a distance of at least 25 metres, use a range of strokes effectively and perform safe self-rescue in different water-based situations (PRIMARY)				
Notes				

Section 13: Equality Objectives

	Compliance			
Check	Full	Partial	None	N/A
13.1 Publish details of how school is complying with the public sector equality duty and update annually				
13.2 Publish school's equality objectives and update every 4 years				
13.3 Details on how school is eliminating discrimination				
13.4 Details on how school is advancing equality of opportunity				
13.5 Details on how school consults and involves those affected by inequality in the decisions taken to promote equality and eliminate discrimination				
13.6 Publish information about the gender pay gap in the organisation (TRUSTS OVER 250 EMPLOYEES)				
Notes				

Section 14: SEND Information

Check	Compliance			
	Full	Partial	None	N/A
14.1 Publish a SEN report and update with changes				
14.2 SEN information specified in schedule 1 to the Special Educational Needs and Disability Regulations 2014				
14.3 Arrangements for the admission of disabled pupils				
14.4 Steps you have taken to prevent disabled pupils from being treated less favourably than other pupils				
14.5 Facilities you provide to help disabled pupils to access the school				
14.6 Planning related to increasing the extent to which disabled pupils can participate in the school's curriculum				
14.7 Planning related to 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				
14.8 Planning related to improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled				
Notes				

Section 15: Careers

Check	Compliance			
	Full	Partial	None	N/A
15.1 Name, email address and telephone number of the member of staff responsible for careers (YEAR 8-13)				
15.2 Summary of the careers programme, including how to access information and in a way that people understand it (YEAR 8-13)				

15.3 How the school measures the impact of the careers programme on pupils (YEAR 8-13)				
15.4 Date of the next review of careers information published (YEAR 8-13)				
15.5 Publish a Provider Access Policy Statement which explains opportunities for providers to visit and how requests from providers will be handled (YEAR 8-13)				
15.6 Procedural requirements in relation to requests for access (YEAR 8-13)				
15.7 Grounds for granting and refusing requests for access (YEAR 8-13)				
15.8 Details of premises or facilities to be provided to a person who is given access (YEAR 8-13)				
Notes				

Section 16: Complaints

	Compliance			
Check	Full	Partial	None	N/A
16.1 Publish details of school's complaints procedure which must comply with Section 29 of the Education Act 2020 (MAINTAINED)				
16.2 Publish arrangements for handling complaints from parents of children with SEN about the support the school provides				
	Best Practice			
	Full	Partial	None	N/A
16.3 Publish complaints procedure (ACADEMY/FREE)				
16.4 Publish whistle-blowing policy (ACADEMY/FREE/FE/ COLLEGE)				
Notes				

Section 17: Governor/Trustee Information & Duties

Check	Compliance			
	Full	Partial	None	N/A
17.1 Details of the structure and responsibilities of the governing body and its committees (MAINTAINED)				
17.2 Full name of the Chair of the governing body and Chair of each committee, information about each governor, including their 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) (MAINTAINED)				
17.3 Relevant business and financial interests including governance roles in other educational institutions, any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives) (MAINTAINED)				
17.4 Attendance record at governing body and committee meetings over the last academic year (MAINTAINED)				
17.5 Publish this information for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed (MAINTAINED)				
17.6 Structure and remit of the members, board of trustees, its committees and local governing bodies, and the full name of the chair of each (ACADEMY/FREE)				
17.7 For each member who has served at any point over the past 12 months, their full name, date of appointment, date they stepped down (where applicable), and relevant business and pecuniary interests including governance roles in the other educational institutions (ACADEMY/FREE)				
17.8 For each trustee who has served at any point over the past 12 months, their full name, 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 (ACADEMY/FREE)				
17.9 For each trustee who has served at any point over the past 12 months, their attendance records at board and committee meetings over the last academic year (ACADEMY/FREE)				

17.10 For each local governor who has served at any point over the past 12 months, their full name, 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 (ACADEMY/FREE)				
17.11 Governing body's structure and responsibilities (FE/SIXTH FORM)				
17.12 Details of any committees (FE/SIXTH FORM)				
17.13 Names of all governors including the chair (FE/SIXTH FORM)				
Notes				

Section 18: Charging & Remissions Policies

	Compliance			
Check	Full	Partial	None	N/A
18.1 Activities or cases for which the school will charge parents				
18.2 Circumstances in which exceptions will be made on payments which the school would usually expect to receive under the charging policy				
Notes				

Section 19: Values & Ethos

	Compliance			
Check	Full	Partial	None	N/A
19.1 Statement on school values and ethos				
Notes				

Section 20: Requests for Copies

	Compliance			
Check	Full	Partial	None	N/A
20.1 A paper copy of the school's website must be provided to a parent on request free of charge				
Notes				

Section 21: Exclusion Arrangements

	Best Practice			
Check	Full	Partial	None	N/A
21.1 Publish details of your policy for excluding pupils (ACADEMY/FREE TO AGE 16)				
Notes				

Section 22: Annual Accounts

	Compliance			
Check	Full	Partial	None	N/A
22.1 Annual report (ACADEMY/FREE)				
22.2 Annual audited accounts (ACADEMY/FREE)				
22.3 Memorandum of association (ACADEMY/FREE)				
22.4 Articles of association (ACADEMY/FREE)				
22.5 Names of charity trustees and members (ACADEMY/FREE)				
22.6 Funding agreement (ACADEMY/FREE)				

22.7 Instrument and articles of government (FE/SIXTH FORM)				
22.8 Annual members' report and audited financial statement (FE/SIXTH FORM)				
Notes				

Section 23: Financial Information

Check	Compliance			
	Full	Partial	None	N/A
23.1 Publish the numbers of employees who have a gross annual salary of £100,000 or more in £10,000 increments				
23.2 Link to your school's dedicated page on the schools financial benchmarking service (MAINTAINED)				
Notes				

Section 24: Safeguarding

Check	Compliance			
	Full	Partial	None	N/A
24.1 Child Protection Policy published and updated annually				
24.2 Policy to include suitable safeguarding procedures which are in accordance with government guidance				
Notes				

Introduction to SBS

School Business Services (SBS) is a leading provider of professional services and software products to the UK education sector, working across all phases of maintained schools, academies, independents and free schools. The professional services focus on the business areas of Finance, ICT, Management Information Systems, budgeting software, and HR and Payroll, delivered as consultancy, training, support or fully managed services. Our products and services are delivered by teams with a wealth of experience and an excellent reputation in the education sector.

SBS has two offices: the head office in Poole which houses central functions, Finance, SBS Budgets, HR and Payroll, while our Milton Keynes office is our hub for ICT, MIS and Procurement. SBS is ISO 27001 accredited and a member of Supporting Education Group.

What Do We Do?



Partnership Approach

SBS is a firm believer in working with our customers in a partnership based on strong relationships and shared values.

Our teams are approachable, confident, courteous and respectful of the school environment and the pressures school staff are under. Working in partnership is essential for any business to work productively. We believe that schools should aim to produce the best education for our children as possible, which is why we are passionate in supporting them by supplying quality services and software.