**ACADEMIES AND ACADEMY TRUSTS – WHAT MUST OR SHOULD BE PUBLISHED ONLINE**

**Version: 19th July 2024 (previous version 15th May 2024)**

This is a toolkit for **academies and academy trusts** setting out what must or should be published on their websites (and in some situations on their trust’s website) in accordance with the Department for Education’s guidance set out at <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

The DfE guidance also advises that academies should provide a paper copy of this information free of charge, if a parent or carer requests it.

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| **Contact details** | **Correct / Notes** |
| Academies should publish:* their postal address
* their telephone number
* the name of the member of staff who deals with queries from parents and carers, and the public
* the name of their headteacher or principal
* the name and contact details of the chair of their governing body, if applicable
* the contact details of their academy trust and a link to its website, if applicable

Mainstream academy schools must also publish in their SEN information report the name and contact details of their [special educational needs co-ordinator](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online#special-educational-needs). |  |
| **Admission arrangements**  | **Correct / Notes** |
| Academy trusts must publish their admission arrangements to comply with the:* [school admissions code](https://www.gov.uk/government/publications/school-admissions-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 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.The admissions arrangements must explain:* 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 admissions 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.

Where applicable, the trust must also explain how:* 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 delays or defers 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

In-year admissionsBy 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).If the trust manages those applications, it must provide:* an application form
* supplementary information, if necessary

If the local authority manages those applications, the trust must publish a link to the in-year application co-ordination scheme.Admission appealsBy 28 February each year, the trust must publish a timetable setting out how it will organise and hear admission appeals.This 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 a 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

Further guidance is available in the [school admission appeals code](https://www.gov.uk/government/publications/school-admissions-appeals-code).What 16 to 19 academies should publishThe school admissions and appeals codes do not apply to 16-19 academies.16 to 19 academies should publish their admission arrangements by the September of the academic year before the one in which students will apply. Parents, carers and young people will use these to make an informed choice, so they should remain unchanged during that year.The admission arrangements should include details of:* the open days planned
* how to apply for a place
* whether the 16 to 19 academy gives priority to applications from pupils enrolled at particular schools
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| **Annual reports and accounts** | **Correct / Notes** |
| 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](https://www.gov.uk/guidance/academy-trust-handbook/part-4-annual-accounts-and-external-audit). |  |
| **Behaviour policy** | **Correct / Notes** |
| Academies must publish their behaviour policy, including their anti-bullying strategy.[Guidance on developing and publishing a behaviour policy](https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools) is available. |  |
| **Careers programme information**  | **Correct / Notes** |
| Secondary academies (including middle schools) and 16-19 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 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 (including middle schools) and 16-19 academies should publish information about how they deliver careers guidance to pupils in 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 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 measures and assesses the programme’s impact on pupils
* the date by which it will review this information

Statutory guidance on providing [careers guidance](https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools) is available. |  |
| **Charging and remissions policies** | **Correct / Notes** |
| 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

Guidance on [charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities) is available. [Sections 449 to 462 of the Education Act 1996](https://www.legislation.gov.uk/ukpga/1996/56/section/449) set out the law on charging in schools maintained by local authorities. Academies are required by their funding agreement to comply. |  |
| **Complaints policy** | **Correct / Notes** |
| 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](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 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](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online#special-educational-needs).Academy trusts must publish details of their whistleblowing procedure.  |  |
| **Curriculum - New: music development plan** | **Correct / Notes** |
| All 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.:All academies should publish:* 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

Alongside the content of their music curriculum, all schools are expected to publish information about their music development plan. A [template](https://www.gov.uk/government/publications/school-music-development-plan-summary-template) is available to support with this.Where applicable, they should also publish a list of the:* key stage 1 phonics or reading schemes they use
* key stage 4 courses, including GCSEs, available
* 16 to 19 qualifications they offer

Academy schools must prepare an accessibility plan that sets out how, over time, they will increase the extent to which [disabled pupils](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#special-educational-needs) participate in the curriculum.Academies with 16 to 19 provision should also publish information on how their curriculum meets the [16 to 19 study programme requirements](https://www.gov.uk/government/publications/16-to-19-study-programmes-advice-on-planning-and-delivery). |  |
| **Ethos and values** | **Correct / Notes** |
| Academies should publish a statement setting out their ethos and values. |  |
| **Executive pay and financial information** | **Correct / Notes** |
| 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:* an easily accessible form
* £10,000 bandings

The requirements to publish financial information are set out in the [academy trust handbook](https://www.gov.uk/guidance/academy-trust-handbook/part-2-main-financial-requirements). |  |
| **Governance information (July 24 update for 16-19 academies)** | **Correct / Notes** |
| **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 [the development of 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)

They should publish 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 (at least every 3 years, with updates following the annual governance self-assessment).**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 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

Further guidance is available in the [academy trust handbook](https://www.gov.uk/guidance/academy-trust-handbook).**What academy trusts should publish:**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. |  |
| **Ofsted reports** | **Correct / Notes** |
| Academies should publish either a:* copy of their most recent Ofsted report, or
* link to the report on the [Ofsted website](https://reports.ofsted.gov.uk/)
 |  |
| **Pay gap reporting – NEW SECTION** | **Correct / Notes** |
| **Academy trusts and academies with 250 or more employees:**Academy trusts and academies 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, 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.However, academy trusts and academies 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

**Academy trusts and academies with fewer than 250 employees:**Academy trusts and academies 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

Guidance on [who counts as an employee](https://www.gov.uk/guidance/who-needs-to-report-their-gender-pay-gap#headcount) is available.For academy trusts and academies 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. |  |
| **PE and sport premium**  | **Correct / Notes** |
| Academies that receive [PE and sport premium funding](https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools) 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

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.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 – for example, front crawl, backstroke and breaststroke
* perform safe self-rescue in different water-based situations

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. |  |
| **Public sector equality duty** |  |
| Academies must publish:* details of how they comply with the [public sector equality duty](http://www.legislation.gov.uk/ukpga/2010/15/section/149), updating this every year
* their equality objectives, updating these at least every 4 years

[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). |  |
| **Pupil premium and recovery premium** | **Correct / Notes** |
| Academies that receive pupil premium and recovery premium funding must publish a strategy statement by 31 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) is being spent
* school is improving 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.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
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| **Remote education**  | **Correct / Notes** |
| 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**  | **Correct / Notes** |
| Academies should publish the:* official start time of the compulsory school day
* official end time of the compulsory school day
* total time this amounts to in a typical week, including breaks but not after-school activities.
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| **School uniform**  | **Correct / Notes** |
| 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
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| **Special educational needs and disabilities (SEND)**  | **Correct / Notes** |
| Academies 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.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 disabled pupils from 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.
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| **Test, exam and assessment results – UPDATED SECTION** | **Correct / Notes** |
| 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.  **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

**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: * their [Progress 8 score](https://www.gov.uk/government/publications/progress-8-school-performance-measure)
* the percentage of their pupils who achieved 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)

**Key stage 5 (16 to 18)**Academies with students aged 16018 should publish their most recent 16 to 18 performance measures, as published by the Secretary of State, comprising their students’ headline:* attainment measures
* retention measures
* destination measures

They do not have to publish the following performance 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
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The items below are not in the DfE’s guidance <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online> but there is information relating to publication on the website in other Departmental Guidance:

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| **Safeguarding and child protection policy** | **Correct / Notes** |
| It’s a requirement under [Keeping Children Safe in Education](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf) that the school’s Child Protection Policy “be available publicly either via the school or college website or by other means.” (see paragraph 99 of KCSIE (Sept 23)) |  |
| **Attendance policy** | **Correct / Notes** |
| The DfE’s guidance [Working together to improve school attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) paragraph 17 (paragraph 26 from 18th August 2024) states “all schools are expected to have a clear, written school attendance policy based on the expectations set out this guidance” and paragraph 20 (paragraph 29 from 18th August 2024) states “The policy should be easily accessible to leaders, staff, pupils, and parents, including being published on the school’s website”  |  |
| **Data protection privacy notices** | **Notes** |
| Please see <https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices> where under **Details** at the bottom of the page it says: *“Providing accessible information to individuals about the use of personal data is a key element of*[*the Data Protection Act 2018*](http://www.legislation.gov.uk/ukpga/2018/12/contents)*and UK General Data Protection Regulation.**The most common way to provide information is through a privacy notice.**The department provides suggested wording that schools and local authorities may wish to use. You must review and amend to reflect local needs and circumstances, as you will process data that is not solely for use within data collections.**You can issue privacy notices in a number of ways, for example on your website, or within:** *induction packs*
* *staff contracts*
* *information about social services “*
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For further information on statutory policies for academy trusts please see:

<https://www.gov.uk/guidance/-governance-in-academy-trusts/statutory-policies-for-trusts>