Website Compliance Audit and Checklist

|  |  |
| --- | --- |
| **School** |  |
| **Head Teacher** |  |
| **Website Address** |  |
| **Date Audited** |  |
| **Audited by** | Mrs Rebecca Simpson |

This audit has been designed and undertaken by the Swaledale Teaching School Alliance on behalf of the North Yorkshire Primary Improvement Partnership.

The audit is designed to help North Yorkshire LA maintained schools ensure that their websites are compliant with the statutory content required by the Department for Education and as set out in the North Yorkshire “What schools must publish on-line” guidance. The audit also checks that the content meets the OfSTED expectations set out in the “OfSTED: School Inspection Handbook” and that it is readily available as described in “Information for all schools inspectors on website ‘compliance’ checking” from the January 2017 OfSTED newsletter. In addition the audit takes into account advice and guidance provided to schools by NYCC SchoolsICT.

Although the audit confirms that the required information and policies are available and appear to have been appropriately reviewed and updated this audit **DOES NOT** check that the content of policies and procedures meets the required legislation or is fit for purpose.

Where a section is judged as non-compliant schools should review their website to satisfy themselves that their information is current and easily found.

The ease of use and accessibility of the school’s website is also assessed against criteria set out with the judgements.

We hope that you find this audit and checklist both informative and a valuable tool to assist you with your website compliance.

**Key to abbreviations and sources of information**

|  |  |
| --- | --- |
| Appears Compliant | Information readily found and appears current |
| Appears non-compliant | Information could not be found or could not be readily found. Information appears to be outdated. |
| Not easily found | Information could not be found “in a (very) few minutes”. (OfSTED guidance) |
| **DfE** | “What maintained schools must publish online”  <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online> |
| **LA** | North Yorkshire Guidance - “What maintained schools must publish online”  <http://cyps.northyorks.gov.uk/index.aspx?articleid=33286> |
| **OfSTED** | Schools Inspection Handbook  <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/553942/School_inspection_handbook-section_5.pdf> |
| ***GP*** | Good practice – suggested information that a school’s website might also include |

**Contacts**

**Queries about the design or conduct of this audit**

Phil Bennington Swaledale Alliance Strategy Manager [pbennington@swaledalealliance.org](mailto:pbennington@swaledalealliance.org)

Andrea Offord Swaledale Alliance Business Manager [aofford@swaledalealliance.org](mailto:aofford@swaledalealliance.org)

**Technical support for website design and support**

NYCC SchoolsICT <http://www.schoolsict.co.uk/>

**Support on the content and compliance of individual policies and procedures**

The Swaledale Alliance cannot provide specialised advice on the content of policies or procedures. Follow links to appropriate LA or DfE guidance in the audit or contact appropriate Local Authority Advisers or seek other specialist advice.

**Summary of Website Compliance Audit**

Please find below a summary of all the audit outcomes, showing clearly areas that may require further attention.

Please note that detailed information for the outcome of each area is contained within the following pages.

|  |  |  |
| --- | --- | --- |
| **Compliance Area** | **Appears Compliant** | **Appears Non-Compliant** |
| **School Contact Details** |  |  |
| **Admission Arrangements** |  |  |
| **Ofsted Reports** |  |  |
| **Exam and Assessment Results** |  |  |
| **Curriculum** |  |  |
| **Behaviour Policy** |  |  |
| **School Complaints Policy and Procedure** |  |  |
| **Child Protection Policy** |  |  |
| **Pupil Premium** |  |  |
| **PE and Sport Premium for Primary Schools** |  |  |
| **Special Educational Needs (SEN) Report** |  |  |
| **Governor Information and Duties** |  |  |
| **Charging and Remissions Policies** |  |  |
| **Values and Ethos** |  |  |
| **Request for Paper Copies** |  |  |

**Website Audit Form**

**School Contact Details – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found | Comments |
| **DfE** | School name visible and clear |  |  |  |  |
| **DfE** | Full Address with postcode |  |  |  |  |
| **DfE** | Contact telephone number |  |  |  |  |
| **DfE** | Details of who to contact with queries |  |  |  |  |
| ***GP*** | *User friendly contact form* |  |  |  |  |
| ***GP*** | *Map showing location of school* |  |  |  |  |

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| Comments |

**Admission Arrangements** **– Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found | Comments |
|  | **Foundation / VA school** |  |  |  |  |
| **DfE** | Explanation of how applications are considered for each year group |  |  |  |  |
| **DfE** | What parents should do if they would like to apply for a place at the school |  |  |  |  |
| **DfE** | Arrangements for selecting the pupils who apply |  |  |  |  |
| ***GP*** | Link to Admissions Policy |  |  |  |  |
| **DfE** | Information about “over subscription” criteria |  |  |  |  |
| **DfE** | How parents can find out about school admissions arrangements through Local Authority |  |  |  |  |
| ***GP*** | Link to County Council Admissions Form |  |  |  |  |
| ***GP*** | Link to School Admissions form |  |  |  |  |
|  | **Community / VC School** |  |  |  |  |
| **DfE** | Explanation that parents should contact LA |  |  |  |  |
| ***GP*** | Link to County Council Admissions arrangements |  |  |  |  |

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| Comments |

**Ofsted Reports – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found | Comments |
| **DfE** | Link to most recent Full Ofsted Report |  |  |  |  |
| **DfE** | or Link to Ofsted website with details of the school |  |  |  |  |
| ***GP*** | SIAMS Inspection Report (if applicable) |  |  |  |  |

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| Comments |

**Exam and Assessment Results – Appears Compliant Appears Non-Compliant**

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| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found or Out of Date | Comments |
| **DfE** | Current Key Stage 2 outcomes |  |  |  |  |
| **DfE** | Average progress in reading, writing and mathematics |  |  |  |  |
| **DfE** | Average scaled score in reading and mathematics |  |  |  |  |
| **DfE** | Percentage of pupils who achieved the expected standard in reading, writing and mathematics |  |  |  |  |
| **DfE** | Percentage of pupils who achieved a high level of attainment in reading, writing and mathematics |  |  |  |  |
| **DfE** | Link to DFE Performance Tables |  |  |  |  |

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| Comments |

**Curriculum – Appears Compliant Appears Non-Compliant**

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| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found or Out of Date | Comments |
| **DfE** | Information about phonics or reading schemes used in KS1 |  |  |  |  |
| **DfE** | School Curriculum Information for each academic year for every subject |  |  |  |  |
| **DfE** | Information about how parents can find out more about the Curriculum |  |  |  |  |
| **OfSTED** | Does the curriculum promote “Preparation for an appreciation of life in modern Britain” |  |  |  |  |

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| Comments |

**Behaviour Policy – Appears Compliant Appears Non-Compliant**

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| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found or Out of Date | Comments and Last Date Reviewed |
| **DfE** | Behaviour Policy (Must be compliant with section 89 of the Education and Inspection Act 2006) |  |  |  |  |

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| Comments |

A brief overview would be to ensure that the head teacher promotes self-discipline, good behaviour, respect for others hence preventing bullying, outlines sanctions when policy is breached, guidelines on appropriate behaviour outside of the school and effective communication between the school and parents. For further information on this please refer to: <http://www.legislation.gov.uk/ukpga/2006/40/section/89>

**School Complaints Policy and Procedure – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found or Out of Date | Comments and Last Date Reviewed |
| **DfE** | Complaints Policy (last published LA update Aug 2016) |  |  |  |  |
| ***GP*** | *Parents advice sheet available* |  |  |  |  |

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| Comments |

Complaints Policy must comply with [Section 29 of the Education Act 2002](http://www.legislation.gov.uk/ukpga/2002/32/section/29). Link to most recent Complaints information and policy from the Local Authority: <http://cyps.northyorks.gov.uk/index.aspx?articleid=13724> Link to DfE guidance 2016: [Best Practice Advice for School Complaints Procedures 2016](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/489056/Best_Practice_Advice_for_School_Complaints_2016.pdf)

**Child Protection Policy – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found or Out of Date | Comments and Last Date Reviewed |
| **LA** | Up to date Child Protection Policy (last published update by LA Sept 2016) |  |  |  |  |

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| Comments |

This must be reviewed on an annual basis. The Policy must make reference to – Working Together to Safeguard Children (2015), Keeping Children Safe in Education (2016), What to do if you think a child is being abused (2015) and Information Sharing (2015). Further information and a sample copy of a child protection policy available at: <http://cyps.northyorks.gov.uk/index.aspx?articleid=13496>

Please note that the Child Protection Policy must include details of all safegurading training that staff have attended.

**Pupil Premium – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found | Comments |
| ***GP*** | Explanation about Pupil Premium |  |  |  |  |
| **DfE** | A Published Strategy for the forthcoming year |  |  |  |  |
| **DfE** | Pupil Premium allocation for the current academic year |  |  |  |  |
| **DfE** | Summary of the main barriers to educational achievement for the eligible pupils |  |  |  |  |
| **DfE** | How the allocated spend will address the barriers and the reasons for the approach |  |  |  |  |
| **DfE** | How the school is to measure the impact and effect of expenditure of the allocation |  |  |  |  |
| **DfE** | The date of the next review of the pupil premium strategy |  |  |  |  |
| **DfE** | How the previous year’s Pupil Premium allocation was spent |  |  |  |  |
| **DfE** | Impact of the expenditure on eligible and other pupils |  |  |  |  |
| ***GP*** | Is the layout easy to follow and contains all necessary information |  |  |  |  |

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| Comments |

For further information please see: <https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings>

**PE and Sport Premium for primary schools – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found | Comments |
| ***GP*** | Information on sport premium funding |  |  |  |  |
| **LA** | Sport premium allocation for the current academic year |  |  |  |  |
| **DfE** | A full breakdown of how you intend to spend your allocation |  |  |  |  |
| **LA** | A full breakdown of how you spent your previous academic years allocation |  |  |  |  |
| **DfE** | The effect of the premium on pupils’ PE and sport participation and attainment |  |  |  |  |
| **DfE** | How you’ll make sure these improvements are sustainable |  |  |  |  |
| ***GP*** | Is the layout easy to follow and contains all necessary information |  |  |  |  |

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| Comments |

Further information is available from: <https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools>

The PE and Sports Premium for Primary Schools will also be audited between April – June 2017, if you do require any additional support with this section please contact Gavin Phillis from North Yorkshire Sport at – gavin@northyorkshiresport.co.uk

**Special educational needs (SEN) report – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found or Out of Date | Comments and Last Date Reviewed |
| **DfE** | SEND information report  (already checked for compliance by Local Authority - Christine.noyes@northyorks.gov.uk) |  |  |  |  |
| **DfE** | Accessibility Improvement Plan / Single Equality Plan |  |  |  |  |
| **DfE** | Does the Accessibility plan cover the 3 main areas? – (Physical, Curriculum & Access) |  |  |  |  |
| **DfE** | Named SENCO and how they can be contacted |  |  |  |  |
| ***GP*** | SEN Policy |  |  |  |  |

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| Comments |

SEND Information Report – to include schools admission arrangements for pupils with SEN, steps taken to prevent pupils with SEN being treated less favourably and also the facilities provided to assist access to the school by disabled pupils. To comply with section 69 of the Children and Families Act 2014, Regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014. Further information available from: <http://www.legislation.gov.uk/ukpga/2014/6/section/69> & <http://www.legislation.gov.uk/uksi/2014/1530/regulation/51/made> & <http://www.legislation.gov.uk/uksi/2014/1530/schedule/1/made>

Accessibility Improvement Plan to cover 3 main areas – Physical, Curriculum and Access. Please find further information using the following link: <http://www.legislation.gov.uk/ukpga/2010/15/schedule/10>

**Governor Information and Duties – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found | Comments |
| **DfE** | Structure and the responsibilities of the governing body and any committees |  |  |  |  |
| **DfE** | Full name of governors |  |  |  |  |
| **DfE** | Date each governor was appointed |  |  |  |  |
| **DfE** | Term of office for each governor (in year form) |  |  |  |  |
| **DfE** | The date they stepped down if applicable |  |  |  |  |
| **DfE** | Which body appoints them |  |  |  |  |
| **DfE** | Their category of Governor |  |  |  |  |
| **DfE** | Their attendance record at governing body and committee meeting over the last academic year |  |  |  |  |
| **DfE** | The names of any committees the governor serves on |  |  |  |  |
| **DfE** | Details of any positions of responsibility such as chair or vice chair of the governing body or a committee |  |  |  |  |
| **DfE** | Published information for associate members, making clear if they have voting rights of any committees they serve on |  |  |  |  |
| **DfE** | Relevant business and pecuniary interests of governors |  |  |  |  |
| **DfE** | Details of any other governance roles in other schools |  |  |  |  |
| **DfE** | Relationships between governors and members of the school staff including spouses, partners and relatives |  |  |  |  |
| **DfE** | Was the information easily accessible on a webpage (a downloadable document is not acceptable) |  |  |  |  |

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| --- |
| Comments |

For further information please see page 11: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/558622/2012_Constitution_Regulations_Statutory_Guidance__-_Sept_16.pdf>

**Charging and Remissions Policies – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found or Out of Date | Comments |
| **DfE** | Published charging and remission policy |  |  |  |  |
| **DfE** | The policy includes a list of activities or cases where the school will charge a parent |  |  |  |  |
| **DfE** | The policy includes the circumstances where the school may make an exception about payment |  |  |  |  |

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| Comments |

Further information available from: <https://www.gov.uk/government/publications/charging-for-school-activities>

**Values and Ethos – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found | Comments |
| **DfE** | A Statement of the schools Values and Ethos |  |  |  |  |
| ***GP***  **LA** | A statement about how the school develops British Values |  |  |  |  |
| ***GP*** | *A Mission Statement* |  |  |  |  |

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| Comments |

**Request for Paper Copies – Appears Compliant Appears Non-Compliant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index |  | Found | Not Easily Found | Not Found | Comments |
| **DfE** | A clear statement that the school is happy to provide paper copies of all documents free of charge |  |  |  |  |
| ***GP*** | Who to make the request to for paper copies |  |  |  |  |
| ***GP*** | *Choice to have information in a different language, braille or large print.* |  |  |  |  |

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| Comments |

***Good Practice Checklist***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Included** | **Not included** | **Comments** |
| ***Link to any collaborations, teaching school alliances (if applicable)*** |  |  |  |
| ***Website Designer*** |  |  |  |
| ***Link to Ofsted’s Parent View Website***  **OfSTED** |  |  |  |
| ***Link to CEOP***  ***(Child Exploitation and Online Protection)*** |  |  |  |

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| Comments |

**Criteria for audience and accessibility** (from the view point of a parent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Excellent** | **Good** | **In need of Attention** | **Comments** |
| **Home Page** | School name is prominent and the type of school is clear. The ethos of the school is clear from the start. An excellent first impression of the school. | School name is fully visible, front page is easy to navigate. Able to get a feel for the ethos of the school. | School name not obvious, or easy to read. It is not easy to navigate. Nothing to promote the ethos of the school |  |
| **Font Size** | The font size throughout the website is easy to read in all cases and on all pages. | The font size throughout the website is easy to read in most cases and on most pages. | Throughout the website the text is difficult to read. |  |
| **Colour Scheme** | The colour scheme used throughout the website is professional and enhance the site, making it eye catching and easy to read. | The colour scheme used is effective and maintained throughout the majority of the website. | The colour scheme used makes it very difficult to read the text or see pictures well. Some text is illegible due to the colours used. |  |
| **Navigation, Layout and information** | All the required information was easy to locate, under group headings. The website is very easy to navigate round. | Most of the required information was easy to find. The website was fairly easy to navigate round. | Most of the required information was either missing of very hard to find. The website was difficult to navigate round. |  |
| **Accessibility on a tablet** | Accessibility on a tablet is very clear and sized correctly to the screen, all pages are easily seen and the menu bars work well. | Most pages are accessible using a tablet; the occasional page is not sized to fit the screen. | Accessibility is poor on a tablet – unable to see pages correctly as not sized to the screen, making it very difficult to read the information. |  |
| **Accessibility on a mobile** | Accessibility on a mobile is very clear and sized correctly to the screen, all pages are easily seen and the menu bars work well. | Most pages are accessible using a mobile; the occasional page is not sized to fit the screen. | Accessibility is poor on a mobile – unable to see pages correctly as not sized to the screen, making it very difficult to read the information. |  |

**Compliance Checklist**

Please find below a list of all the areas that have been identified for your website to gain full compliance with the DFE, Ofsted and the Local Authority.

|  |  |  |
| --- | --- | --- |
| Area of Compliance Requiring Attention | | Completed |
| Contact Details |  |  |
| Admission Arrangements |  |  |
| Ofsted Report |  |  |
| Exam and Assessment Results |  |  |
| School Curriculum Information |  |  |
| Behaviour Policy |  |  |
| School Complaints Policy and Procedure |  |  |
| Child Protection Policy |  |  |
| Pupil Premium |  |  |
| PE and Sport Premium |  |  |
| SEN Policy and Information |  |  |
| Governors Information and Duties |  |  |
| Charging and Remissions Policy |  |  |
| Schools Values and Ethos |  |  |
| Request for Paper Copies |  |  |

**Good Practice Checklist**

Please find below a list of Good Practice suggestions for your website, these are recommendations based on what we believe to be a good idea to enhance your website and make it more informative and user friendly.

|  |  |  |
| --- | --- | --- |
| Good Practice Suggestion | | Completed |
| Contact Details |  |  |
| Admission Arrangements |  |  |
| Ofsted Report |  |  |
| Exam and Assessment Results |  |  |
| School Curriculum Information |  |  |
| Behaviour Policy |  |  |
| School Complaints Policy and Procedure |  |  |
| Child Protection Policy |  |  |
| Pupil Premium |  |  |
| PE and Sport Premium |  |  |
| SEN Policy and Information |  |  |
| Governors Information and Duties |  |  |
| Charging and Remissions Policy |  |  |
| Schools Values and Ethos |  |  |
| Request for Paper Copies |  |  |
| Good Practice Checklist |  |  |
| Criteria for Audience and Accessibility |  |  |

**Website Compliance Cyclic Review**

The table below provides a cyclic review highlighting when information/policies should be revisited. All school information published on a school website must be updated as soon as possible after a change and at least annually.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compliance Area** | **Suggested review frequency** | **Next review date:** | **Completed 2017/18** | **Completed 2018/19** |
| **Ofsted Reports** | As soon as a new report is created |  |  |  |
| **Request for Paper Copies** | Should remain constant | N/A |  |  |
| **School Contact Details** | As required when changes occur |  |  |  |
| **Values and Ethos** | As required when changes occur |  |  |  |
| **Admission Arrangements** | **Community / VC school:** As changes occur |  |  |  |
|  | **Foundation / VA school:** Annually | Summer term |  |  |
| **Exam and Assessment Results** | Must be reviewed at least annually | Autumn term |  |  |
| **Child Protection Policy** | Must be reviewed at least annually | *\*Insert date\** |  |  |
| **Pupil Premium** | Must be reviewed at least annually | Autumn term |  |  |
| **PE and Sport Premium** | Must be reviewed at least annually | Autumn term |  |  |
| **Governor Information and Duties** | Must be reviewed at least annually | *\*Insert date\** |  |  |
| **Curriculum** | Annually | Autumn term |  |  |
| **School Complaints Policy and Procedure** | The Governing Body is free to determine the policy renewal timeframe, however a minimum of every 3 years is recommended | *\*Insert date\** |  |  |
| **Behaviour Policy** | The Head teacher is free to determine the policy renewal timeframe, however a minimum of every 3 years is recommended | *\*Insert date\** |  |  |
| **Charging and Remissions Policies** | The Head teacher is free to determine the policy renewal timeframe, however a minimum of every 3 years is recommended | *\*Insert date\** |  |  |
| **Special Educational Needs (SEN)** | **SEN Information Report**: Annually - any changes made to the information during the school year should be updated asap | *\*Insert date\** |  |  |
| **SEN Policy**: The Governing Body is free to determine the policy renewal timeframe, however an annual review is suggested | *\*Insert date\** |  |  |
| **Accessibility Plan**: Every 3 years | *\*Insert date\** |  |  |