# eLIM Guide to school website
## Statutory and Recommended content

Source: https://www.gov.uk/guidance/what-maintained-schools-must-publish-online or
https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online

Use the eLIM – School Website Checklist to record compliance.


❶ **Statutory Information**

☐ **School Contact Details**

Including: your school's name, postal address, telephone number, name of the member of staff who deals with queries from parents and other members of the public.

*Academies: Name of the Headteacher or principal. Name and address of the chair of the governing body (if you have one), Name and details of your SEN co-ordinator (SENCO) if you are a mainstream academy.*
*If you are an academy or free school, you should also publish details about your academy's owner: if the school's owner is an individual, you should publish their full name and contact details (address and a telephone number), if the school's owner is a body of persons, you should publish the address and telephone number of its office.*

☐ **Admission Arrangements**

If the school's governing body decides your admissions, you must publish your school's admission arrangements each year and keep them up for the whole school year.

**Community schools and voluntary-controlled schools**
If the local authority decides your admissions, write that parents should contact the local authority to find out about your admission arrangements.

You must explain:
- how you'll consider applications for every age group
- what parents should do if they want to apply for their child to attend your school
- your arrangements for selecting the pupils who apply
- your 'over-subscription criteria' (how you offer places if there are more applicants than places)
- how parents can find out about your school's admission arrangements through your local authority

*Academies: Admissions arrangements of all mainstream academies and free schools must comply with the 'School admissions code' and the 'School admissions appeals code'.*

☐ **Ofsted Reports**

You must publish either:
- a copy of your school's most recent Ofsted report
- a link to the report on the Ofsted website

☐ **Exam and Assessment Results**
**Key stage 2 (end of primary school) results**
You must publish the following details from your school's most recent key stage 2 results:
- average progress scores in reading, writing and maths
- average 'scaled scores' in reading and maths

- percentage of pupils who achieved the expected standard or above in reading, writing and maths
- percentage of pupils who achieved a high level of attainment in reading, writing and maths

*Academies:*

- *percentage of pupils who've achieved the expected standard in reading, writing and maths*
- *average score in reading test*
- *average score in maths test*

**Key stage 4 (end of secondary school) results**

You must publish the following details from your school's most recent key stage 4 results:

- Progress 8 score
- Attainment 8 score
- percentage of pupils who got a good pass in English and maths
- percentage of pupils achieving the English Baccalaureate combination of subjects (this means pupils who got a GCSE grade C or above in English, maths, 2 sciences, a language, and history or geography)
- student 'destinations' (the percentage of students who continue in education or training, or move on to employment at the end of 16 to 19 study)

Find out what key stage 5 (16 to 19) information colleges should publish.

☐ **Performance Tables**

You must include a link to the school and college performance tables service.

☐ **Curriculum**

You must publish:

- the content of your school curriculum in each academic year for every subject
- the names of any phonics or reading schemes you're using in key stage 1
- a list of the courses available to pupils at key stage 4, including GCSEs
- how parents or other members of the public can find out more about the curriculum your school is following

☐ **Behaviour policy**

You should publish details of your school's behaviour policy including anti- bullying strategy.
The policy must comply with Section 89 of the Education and Inspections Act 2006.
Read advice on developing and publishing your school's behaviour policy.

☐ **Academies: Exclusion arrangements**

*You should publish details of your policy for excluding pupils.*

☐ **School complaints procedure**

You must publish details of your school's complaints procedure, which must comply with Section 29 of the Education Act 2002.
Read guidance on developing your school's complaints procedure.

☐ **Pupil Premium**

You must publish a strategy for the school's use of the pupil premium. You no longer have to publish a 'pupil premium statement'.

For the current academic year, you must include:
- your school's pupil premium grant allocation amount
- a summary of the main barriers to educational achievement faced by eligible pupils at the school
- how you'll spend the pupil premium to address those barriers and the reasons for that approach
- how you'll measure the impact of the pupil premium
- the date of the next review of the school's pupil premium strategy

For the previous academic year, you must include:

- how you spent the pupil premium allocation
- the impact of the expenditure on eligible and other pupils

Pupil premium funding is allocated for each financial year, but the information you publish online should refer to the academic year, as this is how parents understand the school system.
As you won't know allocations for the end of the academic year (April to July), you should report on the funding up to the end of the financial year and update it when you have all the figures.
The Teaching Schools Council has published templates to support schools in presenting their pupil premium strategies. Use of the templates is voluntary.

☐  **Year 7 literacy and numeracy catch-up premium**
If your school has received year 7 literacy and numeracy catch-up premium funding, you must publish:
- your funding allocation for the current academic year
- details of how you intend to spend your allocation
- details of how you spent your previous year's allocation
- how last year's allocation made a difference to the attainment of the pupils who benefit from the funding

☐  **PE and Sport Premium for Primary Schools**
If your school receives PE (physical education) and sport premium funding, you must publish:
- how much funding you received
- a full breakdown of how you've spent the funding or will spend the funding
- the effect of the premium on pupils' PE and sport participation and attainment
- how you'll make sure these improvements are sustainable

☐  **Special Educational Needs (SEN) and disability information**
Your governing body must publish an annual information report on the school's policy for pupils with SEN
The report must comply with:
- section 69(2) of the Children and Families Act 2014
- regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014
- section 6 of the 'Special educational needs and disability code of practice: 0 to 25 years'

The report must include:
- **your** school's admission arrangements for pupils with SEN or disabilities
- the steps you have taken to prevent pupils with SEN from being treated less favourably than other pupils

- details of your schools' access facilities for pupils with SEN
- the accessibility plan your governing body has written in compliance with [paragraph 3 of schedule 10 to the Equality Act 2010](#)

The following must be published on your school website:

- SEND Policy (this must be reviewed every 3 years with updates in between where needed)
- SEN Information Report (this must be reviewed annually with updates in between where needed)
- Accessibility Plan
- There should be a link from your website to the Somerset Choices Website: [www.somersetchoices.org.uk](http://www.somersetchoices.org.uk)
- Check that your school is listed on the Somerset Choices site and that there is a link to your SEN Information and Report.

☐ **Governors' information and duties**

Governors hold an important public office and their identity should be known to their school and wider communities. In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form (on a webpage not a document that has to be downloaded or opened separately). This should include:

- the structure and remit of the governing body and any committees, and the full names of the chair of each;
- for each governor who has served at any point over the past 12 months:

their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),

- relevant business and pecuniary interests (as recorded in the register of 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); and

their attendance record at governing body and committee meetings over the last academic year.

☐ **Academies: Equality objectives**

*As public bodies, academies and free schools must comply with the [public sector equality duty](#). This means you have to:*

- *publish details of how your school is complying with the [public sector equality duty](#) - you should update this every year*
- *publish your school's equality objectives - you should update this at least once every 4 years*

*You need to include details of how your school is:*

- *eliminating discrimination (see the [Equalities Act 2010](#))*
- *improving equality of opportunity for people with [protected characteristics](#)*
- *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)*

☐ **Academies: Annual reports and accounts**

*You should publish certain financial information about your school:*

- *annual report*
- *annual audited accounts*
- *memorandum of association*

- *articles of association*
- *names of charity trustees and members*
- *funding agreement*

*You can find more guidance about these in the ‘Academies financial handbook’.*

☐ **Charging and remissions policies**

You must publish your school's charging and 'remissions' policies (this means when you cancel fees).

Read about school charging and remission. The policies must include details of:
- the activities or cases where your school will charge pupils' parents
- the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy

☐ **Values and Ethos**

Your website should include a statement of your school's ethos and values.

☐ **Requests for paper copies**

If a parent requests a copy of information on your school website in another format i.e. brail, audio or printed, you must provide this free of charge and you should place in formation about how parents can get copies.

❷ **Suggested Content**

We recommend expanding on the resources and information available to current and prospective parents to give them a more complete outlook on life at your school.

☐ **Clean Website Address**

A domain name that is easy to remember and short to type, for example: www.somersetelim.org

☐ **Policy Documents**

We recommend that policies are linked to the website but the list below are placed at the top of the list as these are of more importance to the parents.
Key Policies: Charging and Remissions, Behaviour, SEND, Data Protection, Health and Safety, Admissions arrangements, Accessibility Plan, Complaints procedure, Freedom of Information, Equality Information and objectives, Child Protection policy and procedures, Early Years Foundation Stage, Supporting pupils with medical conditions.

☐ **'The School Day'**

Times of the school day such as registration; lessons and assemblies.

☐ **Newsletters and Letters**

Publish the newsletter and letters you print and send home with students. This makes information more freely accessible for parents and reduces the number of enquiries coming into the school office.

☐ **Our Staff**

Names of staff, teachers, teaching assistants, caretaker, governors, and responsibilities – e.g. English Teacher, SENCO, Deputy Head etc.

☐ **Additional Contact Details**

A map showing the location of the school, parking arrangements, disabled access etc.

☐ **Social Media**

If the school makes use of social media platforms such as Tumblr, Twitter and Facebook, include links to or embed posts on the website.

☐ **Term Dates**

Publish term dates including your school's planned inset days.

☐ **Clubs and Extra Curricular Activities**

Details of before school, lunchtime and after school clubs, including days and times.

☐ **School Uniform**

Details of the school uniform (summer and winter), including PE kit and details on where these can be purchased and their prices.

☐ **Homework**

You may want to publish homework for certain subjects, spelling lists or a homework timetable.

☐ **Parent Teacher Association (PTA) and the School Council**

Details on each of these groups, their roles, current members, pictures etc. Please note: do not put child's full name next to their picture. Check for permissions.

☐ **Lunch Menus**

Details on lunch arrangements including menus and payment details.

☐ **Data Protection**

The following documents relate to Data Protection and could be included in the Policy area of the site

- Data protection policy
- FoI Publication Scheme
- Privacy Notice – Pupils
- Privacy Notice – Staff