



CHECKLIST

Westwood Park Primary School website: checklist for maintained schools

The following checklist summarises the information that maintained schools are required to publish on their school website.

As a school governor, read more about your role in this in our article on [website publishing requirements and your role](#).

We've referenced throughout this checklist where each requirement comes from.

If your school **doesn't maintain its own website**, it **must** still publish all of the relevant information in the checklist online. Your school can use an alternative website to host the information as long as it lets parents/carers know the address and details – e.g. by providing parents/carers with the URL (website address) and any other relevant details.

In addition to the requirements in the checklist, schools also need to make the following information publicly available, which your school can do by putting it up on its website:

- › **Child protection policy** – the DfE told us that if your school doesn't put its child protection policy on its website, it must provide a paper copy on request
- › **Freedom of information publication schemes** – your school [must make certain information publicly available](#) as part of the 'publication schemes' it's required to have under the Freedom of Information Act 2000

[January 2026 Summary of Main Changes](#)

[Lots of changes from Sara Walker to Mandy Knipe](#)

[Admissions](#)

[Freedom of Information](#)

[Data](#)

[Governors](#)

[Sports Premium](#)

[Music Development Plan](#)

[Withdrawal from RE rights](#)

SCHOOL CONTACT DETAILS	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
School name	•	•	•	Contact details: what maintained schools must or should publish online	Y Home Contact us
Postal address	•	•	•	Contact details: what maintained schools must or should publish online	Y Home Contact us
Telephone number	•	•	•	Contact details: what maintained schools must or should publish online	Y Home Contact us
Name of person who deals with queries from parents, carers and the public	•	•	•	Contact details: what maintained schools must or should publish online	Y Home Contact us
Name and contact details of your special educational needs (SEN) co-ordinator (SENCO)	•	•		Contact details: what maintained schools must or should publish online	Y Home
School opening hours (you “should” publish this but it’s not a requirement to do so): <ul style="list-style-type: none"> • 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 	•	•	•	School opening hours: what maintained schools must or should publish online	Y School Day Page

FINANCIAL INFORMATION	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
Number of individuals (if any) earning over £100k, in £10k bandings (a table is recommended, update annually)	•	•	•	Financial information: what maintained schools must or should publish online	N/A but statement made on Staff Page
A link to your school's dedicated page on the ' schools financial benchmarking ' service	•	•	•	Financial information: what maintained schools must or should publish online	Y Funding Page

ADDITIONAL SCHOOL INFORMATION	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
Statement of ethos and values	•	•	•	Ethos and values: what maintained schools must or should publish online	Y School values page and Governor page (Vision)
Behaviour principles written statement	•	•	•	Behaviour and discipline in schools: guide for governing bodies	Y Policy page
A link to, or copy of, your most recent Ofsted report	•	•	•	Ofsted reports: what maintained schools must or should publish online	Y Ofsted page
A link to the school and college performance measures website and your school's performance measures page	•	•	•	Test, exam and assessment results: what maintained schools must or should publish online	Y Assessment page
Privacy notices*	•	•	•	Data protection in schools: data protection	Y Terms Page

				policies and procedures	
Details of the amount of time off taken by staff who are union officials to carry out their union duties**	•	•	•	The Trade Union (Facility Time Publication Requirements) Regulations 2017	N/A

- > * Privacy notices must be 'freely available to those whose personal data it handles' – publishing them on your website is the best way to meet this requirement.
- > ** Applicable to foundation and voluntary aided schools (for community and voluntary controlled schools, the responsibility to publish this lies with the local authority (LA) as the employer). This only applies to schools of a certain size. Check [the guidance](#) for details

EQUALITY INFORMATION	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
Equality objectives (update at least every 4 years)*	•	•	•	Public sector equality duty: what maintained schools must or should publish online	Y Policy page
Details of how you comply with the public sector equality duty (update annually)*	•	•	•	Public sector equality duty: what maintained schools must or should publish online	Y In the equality scheme policy
Accessibility statement**	•	•	•	Understanding accessibility requirements for public sector bodies	Y Policy page
Gender pay gap data***	•	•	•	Gender pay gap reporting: guidance for employers and Pay gap reporting: what maintained schools must or should publish online	N/A see below (Applicable to organisations with 250+ employees)

- > * [The Equality Act 2010 advice for schools](#) provides information as to how your school can demonstrate compliance, for example, including details of how your school is:
 - Eliminating discrimination, harassment and victimisation (see the Equality Act 2010)
 - Advancing equality of opportunity – between those who share a protected characteristic and those who don't
 - Consulting and involving those affected by inequality, in the decisions you're taking to promote equality and eliminate discrimination
- > ** Schools are partially exempt from public sector accessibility regulations, but you must still publish an accessibility statement on your website
- > *** This requirement only applies if your school has 250 or more employees. If your school has fewer than 250 employees, it should 'give serious consideration to' publishing the data. See our article on [gender pay gap reporting](#) for more details

POLICIES	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
Behaviour policy	•	•	•	Behaviour policy: what maintained schools must or should publish online	Y Policies page
Charging and remissions policy	•	•	•	Charging and remissions policies: what maintained schools must or should publish online	Y Policies page
Complaints policy*	•	•	•	Complaints policy: what maintained schools must or should publish online	Y Policies page
Your relationships education, or relationships and sex education (RSE), policy**	•	•	•	Section 8 of the Relationships Education, Relationships and Sex Education and Health Education (England) Regulations 2019	Y Policies page
Uniform policy	•	•	•	School uniform: what maintained schools must or should publish online and statutory guidance on the cost of school uniforms	Y Policies page
Attendance policy	•	•	•	Working together to improve school attendance	Y Policies page
16 to 19 bursary fund policy (only if you access fund)	•	•	•	16 to 19 bursary fund guidance	N/A

- > * Arrangements for handling complaints from parents/carers of pupils with SEN about the support the school provides must be included as part of the SEN information report (see below).
- > ** This requirement is referred to as a 'statement' in section 8 of the [Relationships Education, Relationships and Sex Education and Health Education \(England\) Regulations 2019](#) (which amended the [Education Act 2002](#)). We clarified with the DfE and it confirmed that by 'statement' it actually means your RSE policy

SPECIAL EDUCATIONAL NEEDS (SEN) INFORMATION REPORT*	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
The SEN information specified in Schedule 1 of the Special Educational Needs and Disability Regulations 2014 *	•	•	•	SEND: what maintained schools must or should publish online	Y Policies page and SEND page
Information* as to: <ul style="list-style-type: none"> • Your admission arrangements for pupils with disabilities • The steps you've taken to prevent pupils with disabilities from being treated less favourably than other pupils • The facilities you provide to help pupils with disabilities to access the school • Your accessibility plan** 	•	•	•	SEND: what maintained schools must or should publish online	Y In the accessibility policy

- > * Update at least annually and as soon as possible when any changes occur
- > ** Your SEN information report must mention your accessibility plan and confirm that it covers the following 3 areas (it's not a requirement for the plan itself to be published on your website):
 - Increasing the extent to which pupils with disabilities can participate in your curriculum
 - Improving your school's physical environment to increase the extent to which pupils with disabilities can take advantage of the education, benefits, facilities or services you provide or offer
 - Improving the delivery to pupils with disabilities of information that is readily accessible to pupils without disabilities

CURRICULUM*	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
For each academic year, the content of the curriculum for each subject (including RE, even if it's taught as part of something else)	•	•	•	Curriculum: what maintained schools must or should publish online	Y Curriculum page
Details of how someone can find out more about your curriculum	•	•	•	Curriculum: what maintained schools must or should publish online	Y Curriculum page
Details of your remote learning provision – this is no longer a requirement, but the DfE says you should publish it	•	•	•	Remote education: what maintained schools must or should publish online	Y Policies page
Key Stage (KS) 1: the names of any phonics or reading schemes you're using	•		•	Curriculum: what maintained schools must or should publish online	Y Phonics and Reading page
Key Stage (KS) 4: a list of courses available to pupils, including GCSEs		•	•	Curriculum: what maintained schools must or should publish online	N/A
Information explaining that parents and carers can withdraw their children from any/all RE lessons	•	•	•	Curriculum: what maintained schools must or should publish online	Y Added to RE page
Information about your music development plan (alongside the content of your music curriculum) – this is an expectation rather than a requirement	•	•	•	Curriculum: what maintained schools must or should publish online	Y Updated and added to Music page

- > * Your approach to the curriculum should also include how you're complying with your duties in the [Equality Act 2010](#) and the [Special Educational Needs and Disability Regulations 2014](#) about making the curriculum accessible for those with disabilities or SEN

ADMISSIONS	COMMUNIT Y SCHOOLS	VOLUNTARY CONTROLLE D SCHOOLS	VOLUNTA RY AIDED SCHOOLS	FOUNDATI ON SCHOOLS	REQUIREME NT SOURCE	CORREC T ON THE WEBSITE ? ✓
A link to your local authority's website for parents/carers who wish to find out about your school's admission and appeal arrangements	•	•			Admissions: what maintained schools must or should publish online	Y Admissions Page
Your school's admission arrangements, by 15 March each year (see what this must include)	•	•	•	•	School admissions code (paragraph 1.50 and footnote 45)	Y Updated on admissions page
A timetable for organising and hearing admission appeals for your school, by 28 February each year (see here for what this must include)			•	•	Admissions: what maintained schools must or should publish online	Y Added new-Admissions page
How you'll deal with in-year applications for the following school year, by 31 August each year, including: <ul style="list-style-type: none"> • An application form (if your governing board manages in-year admissions) • A link to the in-year admission scheme (if you manage this through your LA) • Any supplementary information 			•	•	Admissions: what maintained schools must or should publish online	Y Added new-Admissions page

PUPIL PREMIUM STRATEGY STATEMENT	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
Pupil premium strategy statement (using the DfE's template), by 31 December	•	•	•	Pupil premium: what maintained schools must or should publish online	Y Funding Page
The impact of the previous year's expenditure	•	•	•	Pupil premium: what maintained schools must or should publish online	Y Funding Page
Amount of pupil premium allocation for the current year	•	•	•	Pupil premium: what maintained schools must or should publish online and pupil premium guidance and strategy statement template	Y Funding Page
A summary of the main barriers to educational achievement faced by eligible pupils at your school	•	•	•	Pupil premium: what maintained schools must or should publish online and pupil premium guidance and strategy statement template	Y Funding Page
How you'll spend the funding to address those barriers and the evidence that supports that approach*	•	•	•	Pupil premium: what maintained schools must or should publish online and pupil premium guidance and strategy statement template	Y Funding Page
How the impact will be measured	•	•	•	Pupil premium: what maintained schools must or should publish online and pupil premium guidance and	Y Funding Page

				strategy statement template	
The date when you'll next review your pupil premium strategy	•	•	•	Pupil premium: what maintained schools must or should publish online and pupil premium guidance and strategy statement template	Y Funding Page

> * Any activity funded using the pupil premium must fall under an approach listed in the 'menu of approaches' set out in the DfE's '[Using pupil premium: guidance for school leaders](#)'

PE AND SPORT PREMIUM* (PRIMARY-AGED PUPILS ONLY)	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
How much funding your school received	•		•	PE and sport premium: what maintained schools must or should publish online	Y Funding Page
Details of how your school spent, or will spend, the funding	•		•	PE and sport premium: what maintained schools must or should publish online	Y Funding Page
The impact of the funding on pupils' PE and sport participation and attainment	•		•	PE and sport premium: what maintained schools must or should publish online	Y Funding Page
How you'll make sure these improvements are sustainable	•		•	PE and sport premium: what maintained schools must or should publish online	Y Funding Page
The percentage of pupils within your year 6 cohort that can do each of the following:	•		•	PE and sport premium: what maintained schools must or	Y Funding Page

<ul style="list-style-type: none"> • 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 				should publish online	
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- > * This must be published by 31 July. If you download a copy of the digital form return and use this as your published report, make sure the form is converted to HTML format to meet accessibility requirements

CAREERS PROGRAMME INFORMATION (YEARS 7 TO 13 ONLY)	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
The name, email address and telephone number of your careers leader (use a school number, to avoid publishing their personal one, in line with the UK GDPR)		•	•	Careers programme information: what maintained schools must publish online	N/A
Information about your careers programme, including: <ul style="list-style-type: none"> • A summary of it, including details of how pupils, parents/carers, teachers and employers can access information about it • How you measure and assess the impact of it on pupils • The date when you'll next review the published information 		•	•	Careers programme information: what maintained schools must publish online	N/A
Provider access policy statement		•	•	Careers guidance and access for	N/A

				education and training providers (page 47)	
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KEY STAGE (KS) 2 PERFORMANCE DATA	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
Your most recent* KS2 performance data, as published by the secretary of state, comprising:					
% of pupils who achieved the expected standard in reading, writing and maths (combined)	•		•	Test, exam and assessment results: what maintained schools must or should publish online	Y Assessment and Data page
% of pupils who achieved a higher standard in reading, writing and maths (combined)	•		•	Test, exam and assessment results: what maintained schools must or should publish online	Y Assessment and Data page
Progress scores in reading, writing and maths**	•		•	Test, exam and assessment results: what maintained schools must or should publish online	Y Assessment and Data page
Average scaled scores in reading and maths	•		•	Test, exam and assessment results: what maintained schools must or should publish online	Y Assessment and Data page

> * It's not possible to calculate KS1 to KS2 progress measures for the 2023/24 or 2024/25 academic years. There is no KS1 baseline available to calculate primary progress measures for these years because of COVID-19 disruption

> ** For the 2023/24 academic year, you don't have to publish progress scores in reading, writing or maths, as the secretary of state is not publishing these

KS4 PERFORMANCE DATA	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
Your most recent KS4 performance data, as published by the secretary of state, comprising:					
Progress 8 score		•	•	Test, exam and assessment results: what maintained schools must or should publish online	N/A
Attainment 8 score		•	•	Test, exam and assessment results: what maintained schools must or should publish online	N/A
% of pupils who achieved a grade 5 or above in GCSE English and maths (combined)		•	•	Test, exam and assessment results: what maintained schools must or should publish online	N/A
You should also publish the following (but it's not a requirement):					
% of pupils entered for the English Baccalaureate (EBacc)		•	•	Test, exam and assessment results: what maintained schools must or should publish online	N/A
% of pupils staying in education or going into employment after KS4		•	•	Test, exam and assessment results: what maintained schools must or should publish online	N/A
Your EBacc average point score (APS)		•	•	Test, exam and assessment results: what maintained schools must or should publish online	N/A

KS5 PERFORMANCE DATA (16 TO 18)	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
<p>Your most recent 16 to 18 performance data, as published by the secretary of state, comprising your pupils' headline:</p> <ul style="list-style-type: none"> • Progress (value added) measures* • Attainment measures • Retention measures • Destination measures <p>(See page 11 of this guidance for more details on these measures)</p>		•	•	Test, exam and assessment results: what maintained schools must or should publish online	N/A

- > * You don't have to publish value added measures for the 2022/23 academic year, as the secretary of state is not publishing these
- > **Note:** you don't have to publish English and maths progress measures for the 2022/23 or 2023/24 academic years, as the secretary of state is not publishing these

GOVERNANCE INFORMATION*	PRIMARY	SECONDAR Y	SPECIA L	REQUIREMENT SOURCE	CORREC T ON WEBSITE ? ✓
The structure and responsibilities of the governing board and its committees, and full names of the chair of each	•	•	•	Governance information: what maintained schools must or should publish online and statutory guidance on the constitution of maintained school boards	Y Governor page
<p>For each governor who's served at any point over the past 12 months (including associate members):</p> <ul style="list-style-type: none"> • Full name • Term of office • Date of appointment • Date they stepped down (where applicable) • Who appointed them • Attendance record at governing board and committee meetings over the last academic year • Register of business and financial interests • Governance roles in other educational institutions • Any material interests arising from relationships between governors or between governors and school staff • Associate members: you should publish the same information as above and details of their voting rights on committees 	•	•	•	Governance information: what maintained schools must or should publish online and statutory guidance on the constitution of maintained school boards	Y Governor page

- > *This information must be published in a readily accessible form. For example, it should be on a webpage, without the need to download or open a separate document
- > The DfE also encourages you to publish governing board diversity data, but this is not a statutory requirement. Read more in our article on [publishing information about the governing board](#)