

INFORMATION PUBLISHED ON SCHOOL WEBSITE

Version 1.0

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Next Committee Review Due: Summer 2022

Reviewer: Nina Bain

Governor Link: Chair of Resources Committee

Information Published on School Website Policy

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

Statement of Principle

The school website is an integral link between the school, students, parents/carers, staff, governors and the wider community. Along with the statutory guidance published by the Department for Education (DfE), East Barnet School recognises the importance of providing clear, purposeful, useful information for reference and guidance.

The purpose of this policy is:

1. To define the minimum amount of information to be published, as prescribed by the DfE;
2. To set out school expectations for additional information to be published;
3. To set out key responsibilities for ensuring accuracy and updating of information.

Legislation

Schools have a statutory responsibility to publish certain information available on their website, as set out in The School Information (England) (Amendment) Regulations 2020, which came into force on 1st January 2021. In relation to statutory guidance, there are different types of 'schools', such as: maintained, academy, free, college, trust, community, etc., but the requirements below pertain to the type of school East Barnet is, which is an Academy.

1. The minimum amount of information to be published, as prescribed by the DfE:

School Contact Details

- Name of school;
- Postal address of school;
- Telephone number of school;
- Name of the member of staff who deals with queries from parents and other members of the public;
- Name of the Headteacher;
- Name and address of the Chair of the Governing Body;
- Name and details of the SEN Coordinator (SENCO);
- If the school's owner is a body of persons, the address and telephone number of its office.

Admission Arrangements

As our Governing Body decides admission arrangements, we must publish the arrangements and keep them visible on our website for the whole year, (the school year in which offers for places are made). The admission arrangements of all mainstream academies must comply with the 'School Admissions Code' and the 'School Admissions Appeals Code', which includes:

- How applications are considered for each relevant year group;
- What parents/carers should do if they wish for their child to attend our school;
- Our arrangements for selecting students that apply;
- Our 'over-subscription criteria', i.e. how we offer if the number of applicants exceeds the number of available places.

In addition, by 28th February each year, we must also publish a timetable for organising and hearing admission appeals. This information must include:

- The deadline for lodging appeals - this date must allow at least 20 school days from the date of notification that an application was unsuccessful to give the appellant time to prepare and lodge their written appeal;
- Reasonable deadlines for those making an appeal to submit additional evidence, for admission authorities to submit their evidence and for the clerk to send appeal papers to the panel and parties;
- At least 10 school days' notice of the applicant's appeal hearing;
- Decision letters sent within five school days of the hearing wherever possible.

As a school with a Sixth Form, the recommendation is to publish details of the relevant admission arrangements, with details including:

- Open days or evenings that we are planning;
- The process for applying for a place at East Barnet School;
- Whether we give priority to applications for students enrolled at particular schools.

The 'School Admissions Code' and the 'School Admissions Appeals Code' does not apply to Sixth Form. The published information should be present a year before the beginning of the academic year to which the arrangements apply. The recommendation is that following publication, these arrangements do not change, to allow parents/carers and students to make an informed choice.

Ofsted Reports

All schools and colleges should do one of the following:

- Publish a copy of the school's most recent Ofsted report;
- Publish a link to the web page where users can find the school's most recent Ofsted report.

Exam and Assessment Results

The following results from the school's most recent Key Stage 4 performance measures (i.e. for the previous academic year), as published by the Secretary of State, should be displayed on a school's website:

- The school's Progress 8 score;
- The school's Attainment 8 score;
- Attainment in English and Maths – percentage of students achieving grade 5 or above in GCSE English and Maths;
- English Baccalaureate (EBacc) average point score (APS) – in 2018, the EBacc attainment measure changed to an average point score, showing students' point scores across the five pillars of the EBacc;
- Academies should also publish student destinations – the percentage of students staying in education or employment after Key Stage 4.

As we have a Sixth Form, we must publish details from the school's 16-18 Performance Tables page with the most recent Key Stage 5 performance measures 16-18 Accountability Headline Measures Guidance (i.e. for the previous academic year), as published by the Secretary of State. The details to be published are:

- The progress students have made compared with students across the country, (shown separately for A Levels, Academic, Applied General and Tech Level qualifications);
- The average grade that students achieved at Key Stage 5, (shown separately for A Levels, Academic, Applied General and Tech Level qualifications);
- The progress students have made in English and Maths;
- Retention - this is the proportion of students who get to the end of the main programme of study that are enrolled, (shown separately for A Levels, Academic, Applied General and Tech Level qualifications);
- Destinations – this is the percentage of students who continue in education or training, or move on to employment in the year after the end of Key Stage 5.

Schools are not required to publish exam and assessment results for years that have not been published as performance measures by the Secretary of State, due to the Coronavirus pandemic. However, we must continue to display our most recent performance measures until new measures are published. We must make it clear that the published measures are not current.

Performance Tables

Schools must include a link to the School and College Performance Tables website, and to East Barnet School's individual page on that site.

Values and Ethos

Schools should publish a statement of their ethos and values.

Curriculum

The requirement is to present information around the curriculum being taught at the school. Some of the requirements are education phase specific.

- The content of the curriculum the school follows in each academic year for every subject, including the mandatory subjects such as Religious Education, even if it is taught as part of another subject or subjects or is called something else;
- How parents or other members of the public can find out more about the curriculum our school is following;
- A list of the courses available to students at Key Stage 4, including GCSEs;
- The 16-19 qualifications we offer;
- How we meet the 16-19 study programme requirements;
- Our approach to the curriculum.

Careers

The government's careers strategy sets out that every school and academy providing education to students in Years 8-13 should use the Gatsby Charitable Foundation's Benchmarks to develop and improve the careers provision. For the current academic year, we must include:

- The name, email address and telephone number of the Careers Leader;
- A summary of the careers programme, including details of how students, parents/carers, teachers and employers may access information about the careers programme. This must be in a way that enables students, parents/carers, teachers and employers to access and understand it.
- How the school measures and assesses the impact of the careers programme on students;
- The date of our next review of the information published.

Provider Access Policy Statement:

- Schools should review their arrangements for provider access and must set out those arrangements in a policy statement. The school may revise the policy statement from time-to-time, and the recommendation is that this is done annually. The policy statement must be published and should be made available on the school website. The purpose of the statement is to set out opportunities for providers to visit and to explain how requests from providers will be handled.

The policy statement must include:

- Any procedural requirements in relation to requests for access, e.g. the main point of contact at the school to whom requests should be directed;
- Grounds for granting and refusing requests for access, e.g. details of timetables careers lessons, assemblies or careers events which providers may attend;
- Details of premises of facilities to be provided to a person who is given access e.g. rooms and resources to be made available in support of a provider visit.

Remote Learning Provision

In light of the Coronavirus pandemic and the need for students to be learning remotely, schools must publish their remote learning provision on their website.

Behaviour Policy

As an academy, we should publish details of our school's Behaviour Policy, including an anti-bullying strategy.

Exclusion Arrangements

As an academy we should publish details of our policy on excluding students.

Pupil Premium

We must publish a strategy for the school's use of the additional Pupil Premium funding; this includes our intention for the current year's spending, and how funds were spent the previous year.

For the current academic year, we must include:

- How much Pupil Premium funding we received for the year;
- A summary of the main barriers to educational achievement that the disadvantaged students in our school face;
- How we will spend our Pupil Premium funding to address these barriers and the reasons for the approach that we have chosen;
- How we will measure the impact of the Pupil Premium;
- The date of the next Pupil Premium strategy review.

For the previous academic year, we must include:

- How we spent our Pupil Premium funding;
- The effect of the expenditure on students.

Special Educational Needs (SEN) and Disability Information

We must publish a report on the school's policy for students with SEN and update it annually. It should be updated as soon as possible if changes happen throughout the year. The report must comply with Section 69 of the Children and Families Act 2014.

The Special Educational Needs (SEN) Report must include:

- The 'SEN Information' specified in Schedule 1 of the Special Educational Needs and Disability Regulations 2014, including:
 - The arrangements for the admission of disabled students;
 - The steps we have taken to prevent disabled students from being treated less favourably than other students;
 - The facilities we provide to help disabled students to access the school.
- Information on the plan prepared by the Governing Body under Paragraph 3 of Schedule 10 of the Equality Act 2010 (accessibility plan) for:
 - Increasing the extent to which disabled students can participate in the school's curriculum;
 - Improving the physical environment of the school for the purpose of increasing the extent to which disabled students are able to take advantage of education and benefits, facilities and services provided or offered by the school;
 - Improving the delivery to disabled students of information which is readily accessible to students who are not disabled.

Safeguarding

It is recommended that information about safeguarding should be contained on a school's website. This should include:

- Suitable safeguarding guidance;
- Schools should have an effective Child Protection Policy which should be updated annually (as a minimum), and be available publically, i.e. on the school website for the local community to see;
- The Child Protection Policy should describe procedures which are in accordance with government guidance and refer to locally agreed multi-agency safeguarding arrangements put in place by the three safeguarding partners.

Equality Objectives

All public bodies, including maintained schools, academies and free schools, must comply with the public sector equality duty in the Equality Act 2010 and the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. This means we must publish:

- Details of how we are complying with the public sector equality duty and we should update this every year;
- The school's equality objectives and we should update this every four years.

We need to also include details of how we are:

- Eliminating discrimination (Equalities Act 2010);
- Advancing equality of opportunity, between people who share a protected characteristic and people who do not share it;
- Consulting and involving those affected by inequality in the decisions we take to promote equality and eliminate discrimination. Affected people could include parents/carers, students, staff, governors, and members of the local community;
- Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, organisations are required to publish information on its website about the gender pay gap in their organisation if they have more than 250 members of staff.

Governors' Information and Duties

As an academy, we must publish accessible and up-to-date details of our governance arrangements. This must include:

- The structure and remit of the members, board of trustees, its committees and the full names of the chair of each;
- For each member who has served at any point over the last 12 months:
 - Their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them, relevant business and pecuniary interests including governance roles in other educational institutions, and their attendance records at board and committee meetings over the last academic year.
- For each trustee that has served at any point over the last 12 months:
 - Their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them, relevant business and pecuniary interests including governance roles in other educational institutions, and their attendance records at board and committee meetings over the last academic year.
 - If the Accounting Officer is not a trustee, their business and pecuniary interests must still be published.

Annual Accounts

It is a requirement that we publish certain financial information, and this should include:

- Annual report;
- Annual audited accounts;
- Memorandum of association;
- Articles of association;
- Names of charity trustees and members;
- Funding agreement.

Financial Information

We must publish:

- How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000;
- A link to the webpage which is dedicated to East Barnet School on the Schools' Financial Benchmarking Service.

Charging and Remissions Policy

We must publish the school's Charging and Remission Policy which must include:

- The activities or cases for which the school will charge students' parents/carers;
- The circumstances where the school will make an exception on a payment we would normally expect to receive under our Charging and Remissions Policy.

Year 7 Literacy and Numeracy Catch-Up Premium

If the school has been in receipt of the Year 7 and Literacy and Numeracy Catch-Up Premium funding, we must publish:

- Details of how we spent the allocation for that year;
- How the use of that allocation made a difference to the attainment of the students who benefitted from the funding.

The Government have announced that the 2020/21 academic year will be the last year in which this funding will be received, and therefore we will not be projecting the use of the funding across any subsequent years, as was a requirement in the past.

Coronavirus (COVID-19) Catch-Up Premium

As we are in receipt of the Coronavirus (COVID-19) Catch-Up funding, we must publish details of:

- How it is intended that the grant will be spent;
- How the effect of this expenditure on the educational attainment of those students at East Barnet School will be assessed.

Requests for Copies

If a parent/carer requests a paper copy of the information on our website, we must provide this free of charge. We must make it clear that parents/carers can request paper copies.

Complaints

All schools and colleges should provide details about their complaints policies and procedures online, which should include arrangements for handling complaints from parents/carers of children with Special Educational Needs (SEN) and the support the school provides.

As an academy, it is also a requirement to publish our Whistleblowing Policy on our website.

2. School expectations for additional information to be published:

Non-Statutory Information

In addition to the statutory requirements, we also have other information that appears on our website that the community enjoys and relies upon. The expectation is that these resources will continue to be updated and added to. These include, but are not limited to:

- Prospectus
- EBS News – the fortnightly school newsletter;
- End of Year Magazine – a roundup of the year, published each July;
- School calendar and term dates;
- Wellbeing – resources, external agencies;
- Enrichment – lessons, club timetables, trips;
- Examinations – timetables, boards, notices;
- Revision – resources, apps, helpful hints;
- Systems – the systems we used and how they can be accessed/used;
- Free School Meals – how to apply, what entitlement means;

- Library – information and links to online catalogues;
- Staff list;
- PTFA – initiatives, achievements, appeals, minutes;
- Alumni – case studies, ways to get involved;
- Dining – menus, calendar, upcoming events;
- Houses – house system, rewards, points;
- Lettings – how to let school facilities;
- Social Media – links, feeds;
- Shop – resits, revision books.

3. Key responsibilities for ensuring accuracy and updating of information.

It is the responsibility of the Governing Body to ensure that the school's statutory obligations are being met, which includes website information. As they are able to delegate that responsibility to another member of staff, it has been delegated to the Marketing and Communications Manager, who works with other members of staff to ensure the accuracy of all published information.

The website is being constantly updated with new content and developed with new features to reflect the high standards we expect throughout East Barnet School. All members of staff submit content to celebrate in the achievements of our students, and to create an historical record of our school.

All parents/carers and students are asked for explicit consent for photographs to be published on the website and in other promotional materials for the school. We do not place a student's full name next to their picture unless it has been approved and agreed with parents/carers or by the student if they are in the Sixth Form. This consent may be revoked at any time.

Review of Policy: Summer 2022