



Kaleidoscope

Learning Trust

Embracing diverse approaches to educational excellence

Website Compliance Policy

Version and Date		Author	Committee Responsible	Review frequency	Approval	Next Review Due
1.1	26.09.2023	Miss M Duval	Standards & Outcomes	Annual	Approved by Standards & Outcomes Committee on 04.10.2023	04.10.2024

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1. Aims

The Trust aims to meet its statutory obligations in regard to the information it is required to publish on the Trust and academy websites.

2. Legislation and Guidance

The Academy Trust Handbook lists the website publication requirements for Trusts and their academies. The Academy Trust Handbook is updated and published annually.

There were no changes in the September 2023 update of the Academy Trust Handbook that affect publication requirements for trusts.

3. Checklist – Trust Website

PUBLISHING REQUIREMENTS	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
Details of your trust's: <ul style="list-style-type: none"> Registered name Company number Registered office address Part of the UK you're registered, i.e. 'England and Wales' 	The Company, Limited Liability Partnership and Business (Names and Trading Disclosures) Regulations 2015 (part 6)	
The structure and remit of the trust's: <ul style="list-style-type: none"> Members Board of trustees Committees Local governing bodies This might be set out in your trust's scheme of delegation. You also need to publish the full names of the chair of each.	Academy Trust Handbook (paragraph 2.49 to 2.50)	
For each trust member who has served at any point over the past 12 months: <ul style="list-style-type: none"> Full name Date of appointment Date they stepped down (where applicable) 	Academy Trust Handbook (paragraph 2.49 to 2.50)	
For each trustee and local governor who has served at any point over the past 12 months: <ul style="list-style-type: none"> Full name 	Academy Trust Handbook (paragraph 2.49 to 2.50)	

PUBLISHING REQUIREMENTS	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
<ul style="list-style-type: none"> • Date of appointment • Term of office • Date they stepped down (where applicable) • Details of who appointed them (in accordance with your articles) 	2.50)	
<p>Each trustee's attendance records at board and committee meetings over the last academic year</p>	Academy Trust Handbook (paragraph 2.49 to 2.50)	
<p>Each local governor's attendance records at local governing body meetings over the last academic year (if you have local governing bodies)</p>	Academy Trust Handbook (paragraph 2.49 to 2.50)	
<p>Any relevant business and pecuniary interests, including governance roles in other educational institutions, of your trust's:</p> <ul style="list-style-type: none"> • Members • Trustees (and your accounting officer if they're not a trustee) • Local governors <p>Read our guidance on who and what to include, and use our template for reporting, available here</p>	Academy Trust Handbook (paragraph 2.49 to 2.50)	
<p>Audited accounts (by the end of January each year) – you should leave these on your website for at least 2 years.</p> <p>Please note: publishing a link to the Companies House website (as you'll have submitted these accounts to Companies House) is not sufficient – as outlined in the Academies Accounts Direction guidance (page 9)</p>	Annual reports and accounts: what academies, free schools and colleges must or should publish online and the Academies Accounts Direction (page 9)	
<p>A copy of your:</p> <ul style="list-style-type: none"> • Annual report (likely included in your accounts) • Memorandum of association • Articles of association • Master funding agreement • Whistle-blowing policy and procedures <p>(The DfE suggests these go on school websites, but it's a good idea to have them on your trust website. The model funding agreement says to publish them on the academy trust website, so check what your agreement says)</p>	Annual reports and accounts: what academies, free schools and colleges must or should publish online and Academy Trust Handbook (paragraph 2.44)	
<p>Admissions:</p>	School admissions	

PUBLISHING REQUIREMENTS	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
<ul style="list-style-type: none"> • A copy of the admission arrangements for the duration of the offer year (the school year in which offers for places are made), including any variations approved during the school year • During any consultation on changes to admission arrangements (where applicable): <ul style="list-style-type: none"> ○ A copy of the full proposed admission arrangements, including the proposed published admission number (PAN) ○ Details of the person to whom comments may be sent ○ The areas on which comments are not sought • Reference to the PAN being higher than in previous years (where applicable) <p>(Note: these requirements come from the School Admissions Code, which explains that it's the admissions authority (i.e. your trust) that must publish this information. However, the DfE confirmed to us that this information is what must be published on your schools' websites as this is where parents are most likely to look for this information. It confirmed that the information can be published on the trust website. We recommend you do so, in case parents come to the trust site to look for this information)</p>	code (pages 18 to 19) and Admission arrangements: what academies, free schools and colleges must or should publish online	
<p>Your admissions appeals timetable</p> <p>Note: make sure this information is also on your schools' websites as parents are likely to look for it there</p>	Admission arrangements: what academies, free schools and colleges must or should publish online	
<p>For trusts of 250 or more employees: gender pay gap data.</p> <p>To be published each year, and you must keep it online for a minimum of 3 years. Find a full list of what you have to publish, and use our template here</p>	Gender pay gap reporting: guidance for employers	
<p>Details of the amount of time taken off each year by staff across your schools who are union officials, to carry out union duties.</p> <p>This requirement is only for trusts with more than 49 FTE employees throughout 7 of the months within the relevant period, as set out in legislation</p>	The Trade Union (Facility Time Publication Requirements) Regulations 2017	
<p>For trusts with a turnover of £36 million or more: a modern slavery act statement. There's no set list of what this statement must include</p>	Publish an annual modern slavery statement	
<p>The amount paid by the trust for someone's work who has an off-payroll arrangement, where the payment exceeds £100,000</p>	Academy Trust Handbook (paragraph 2.32)	
<p>Number of employees (and payees with off-payroll arrangements) whose</p>	Academy Trust	

PUBLISHING REQUIREMENTS	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
benefits exceeded £100k, in £10k bandings, as an extract from your financial statements for the previous year that ended on 31 August	Handbook (paragraph 2.32)	
A notice to improve, if you're issued one. It must be published within 14 days of it being issued and kept on your website until the ESFA lifts the notice	Academy Trust Handbook (paragraph 6.19)	

4. Checklist – Academy Website

SCHOOL CONTACT DETAILS	PRIMARY	SECONDAR Y	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
School name	•	•	•	School or college contact details: what academies, free schools and colleges must or should publish online	
Postal address	•	•	•	School or college contact details: what academies, free schools and colleges must or should publish online	
Telephone number	•	•	•	School or college contact details: what academies, free schools and colleges must or should publish online	
Name of person who deals with queries from parents and the public	•	•	•	School or college contact details: what academies, free schools and colleges must or should publish online	
Name of the headteacher	•	•	•	School or college contact details: what academies, free schools and colleges must or should publish online	

Name and details of your special educational needs (SEN) co-ordinator (SENCO)	•	•		School or college contact details: what academies, free schools and colleges must or should publish online	
The following details for your trust:* <ul style="list-style-type: none"> • Name of the academy trust • Company number of the trust • Registered office address of the trust • Part of the UK the trust is registered, i.e. 'England and Wales' • Website and telephone number 	•	•	•	The Company, Limited Liability Partnership and Business (Names and Trading Disclosures) Regulations 2015 (part 6) School or college contact details: what academies, free schools and colleges must or should publish online	
Behaviour policy, including anti-bullying strategy	•	•	•	Behaviour policy: what academies, free schools and colleges must or should publish online	
Statement of values and ethos	•	•	•	Values and ethos: what academies, free schools and colleges must or should publish online	
Charging and remissions policy	•	•	•	Charging and remissions policy: what academies, free schools and colleges must or should publish online	
Complaints policy (including any arrangements for handling complaints from parents of children with special	•	•	•	Complaints policy: what academies, free schools and colleges must or should publish	

educational needs (SEN) about the support provided by your school)				online	
Whistle-blowing policy	•	•	•	Academy Trust Handbook (paragraph 2.44)	
A link to, or copy of, your most recent Ofsted report	•	•	•	Ofsted reports: what academies, free schools and colleges must or should publish online	
School opening and closing times, including: <ul style="list-style-type: none"> • Total hours provided in a typical week (e.g., 32.5 hours) • Morning registration time • The official end of the compulsory school day 	•	•	•	School opening hours: what academies, free schools and colleges must or should publish online	
Equality objectives (update at least every 4 years)*	•	•	•	Public sector equality duty: what academies, free schools and colleges must or should publish online	
Details of how you comply with the public sector equality duty (update annually)*	•	•	•	Public sector equality duty: what academies, free schools and colleges must or should publish online	
A link to the school and college performance measures website and your school's performance measures page	•	•	•	Performance measures website: what academies, free schools and colleges must or should publish online	

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	
Gender pay gap information***	•	•	•	Gender pay gap reporting: guidance for employers	
A modern slavery act statement****	•	•	•	Publish an annual modern slavery statement	
A written statement of your relationships and sex education (RSE) policy*****	•	•	•	Section 12 of the Relationships Education, Relationships and Sex Education and Health Education (England) Regulations 2019	
Uniform policy	•	•	•	School uniforms: what academies, free schools and colleges must or should publish online	
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 academies, free schools and colleges must or should publish online	
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 	•	•	•	SEND: what academies, free schools and colleges must or should publish online	

<p>treated less favourably than other pupils</p> <ul style="list-style-type: none"> • The facilities you provide to help pupils with disabilities to access the school • Your accessibility plan** 					
CURRICULUM	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
For each academic year, the content of the curriculum for each subject, including mandatory subjects such as religious education (RE), even if it's taught as part of something else or called something else	•	•	•	Curriculum: what academies, free schools and colleges must or should publish online	
Your school's approach to the curriculum*	•	•	•	Curriculum: what academies, free schools and colleges must or should publish online	
Details of how someone can find out more about your curriculum	•	•	•	Curriculum: what academies, free schools and colleges must or should publish online	
Details of your remote learning provision – this is no longer a requirement, but the DfE says you should consider publishing it	•	•	•	Curriculum: what academies, free schools and colleges must or should publish online	
Key Stage (KS) 1: the names of any phonics or reading	•		•	Curriculum: what academies, free schools and	

schemes in operation				colleges must or should publish online	
Key Stage 4 (KS4): a list of courses available to pupils, including GCSEs		•	•	Curriculum: what academies, free schools and colleges must or should publish online	
Post-16: the 16 to 19 qualifications you offer and how you meet the 16 to 19 study programme requirements		•	•	Curriculum: what academies, free schools and colleges must or should publish online	
ADMISSIONS	MAINSTREAM ACADEMIES	REQUIREMENT SOURCE	CORRECT ON WEBSITE?		✓
Your school's admission arrangements (publish for the whole of the school year in which offers for places are made**)	•	Admission arrangements: what academies, free schools and colleges must or should publish online			
Appeals timetable (publish by 28 February each year, see here for what this timetable must include)	•	Admission arrangements: what academies, free schools and colleges must or should publish online			
Your oversubscription criteria (including the order in which they will be applied)	•	Admission arrangements: what academies, free schools and colleges must or should publish online			
How you'll deal with in-year applications from 1 September to the following 31 August (publish by 31 August)	•	Admission arrangements: what academies, free schools and colleges must or should publish online			
During any consultation on changes to admission arrangements (where applicable): <ul style="list-style-type: none"> • A copy of the full proposed admission arrangements, including the proposed published admission number (PAN) • Details of the person to whom comments may be 	•	School admissions code (pages 18 to 19)			

sent			
<ul style="list-style-type: none"> The areas on which comments are not sought 			

- **Note for schools in multi-academy trusts:** the School Admissions Code explains that it's the admissions authority (i.e. your trust) that must publish the information above. However, the DfE confirmed to us that this information must be published on your **school** website as this is where parents are most likely to look for this information. It confirmed that the information **can** be published on the trust website. We recommend that it is, in case parents come to the trust site to look for this information)
- *** Special academies:** check your funding agreement to see if you must publish any information on admissions
- **** 16 to 19 academies and colleges:** you should publish this information a year before the beginning of the academic year that the arrangements apply (including open days, the process for applying and any priority given to applications from particular schools)

PUPIL PREMIUM AND RECOVERY PREMIUM STRATEGY STATEMENT*	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
If your school receives pupil premium funding, your funding agreement will state what information you need to publish about it.					
Pupil premium strategy statement (using the DfE's template), by 31 December	•	•	•	Pupil premium and recovery premium: what academies, free schools and colleges must or should publish online	
The impact of the previous year's expenditure	•	•	•	Pupil premium and recovery premium: what academies, free schools and colleges must or should publish online	
Amount of pupil premium allocation for the current year	•	•	•	Pupil premium and recovery premium: what academies, free schools and colleges must or should publish online and pupil premium guidance and	

				strategy statement template	
A summary of the main barriers to achievement faced by eligible pupils at the school	•	•	•	Pupil premium and recovery premium: what academies, free schools and colleges must or should publish online and pupil premium guidance and strategy statement template	
How you'll spend the grant to address those barriers and the reasoning for that approach**	•	•	•	Pupil premium and recovery premium: what academies, free schools and colleges must or should publish online and pupil premium guidance and strategy statement template	
How the impact will be measured	•	•	•	Pupil premium and recovery premium: what academies, free schools and colleges must or should publish online and pupil premium guidance and strategy statement template	
The date of the next review of the pupil premium strategy	•	•	•	Pupil premium and recovery premium: what academies, free schools and colleges must or should publish online and pupil premium guidance and strategy	

				statement template	
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*If your school receives [recovery premium funding](#), you should report on this as part of your pupil premium reporting, using the DfE's template. Find out more about [pupil premium reporting](#)

**Any activity funded using the pupil premium from the start of the 2022/23 academic year must fall under an approach listed in the 'menu of approaches' set out on page 7 of [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 you received	•		•	PE and sport premium: what academies, free schools and colleges must or should publish online	
Details of how you have spent, or will spend, the funding	•		•	PE and sport premium: what academies, free schools and colleges must or should publish online	
The impact of the funding on pupils' PE and sport participation and attainment	•		•	PE and sport premium: what academies, free schools and colleges must or should publish online	
How you'll make sure these improvements are sustainable	•		•	PE and sport premium: what academies, free schools and colleges must or should publish online	
The percentage of pupils within your year 6 cohort that can do each of the following: <ul style="list-style-type: none"> • Swim 	•		•	PE and sport premium: what academies, free schools and colleges must or should publish online	

<p>competently, confidently and proficiently over a distance of at least 25 metres</p> <ul style="list-style-type: none"> • Use a range of strokes effectively • Perform safe self-rescue in different water-based situations 				online	
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*Publish this by the end of the summer term (31 July at the latest)

Note for schools in MATs: the DfE confirmed that MATs can publish 1 report for all its primary schools, as long as each school's information is identifiable. If your trust does this, you should still publish the central report on your website.

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/trust number, to avoid publishing their personal one, in line with the UK GDPR)		•	•	Careers programme information: what academies, free schools and colleges must or should publish online	
A summary of your careers programme, including details of how pupils, parents, teachers and employers may access information about your careers programme		•	•	Careers programme information: what academies, free schools and colleges must or should publish online	

Details of how your school measures and assesses the impact of your careers programme on pupils		•	•	Careers programme information: what academies, free schools and colleges must or should publish online	
The date of your next review of the information published		•	•	Careers programme information: what academies, free schools and colleges must or should publish online	
Baker Clause policy statement*		•	•	Careers guidance and access for education and training providers (page 12)	

> *Read the statutory guidance for schools on [careers guidance and access for education and training providers](#) for details on what to include

KEY STAGE (KS) 2 PERFORMANCE DATA	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
You don't need to publish KS2 results for 2021/2022, because these results won't be published as performance measures. You should continue to publish your 2018/19 measures until new ones are published. You should clearly mark that these aren't current.					
Progress scores in reading, writing and maths	•		•	Test, exam and assessment results: what academies, free schools and colleges must or should publish online and Academy and free school funding agreements	
% of pupils achieving at least the expected standard in reading, writing and maths	•		•	Test, exam and assessment results: what academies, free schools and	

				colleges must or should publish online and Academy and free school funding agreements	
% of pupils achieving a higher standard in reading, writing and maths	•		•	Test, exam and assessment results: what academies, free schools and colleges must or should publish online and Academy and free school funding agreements	
Average scaled scores in reading and maths	•		•	Test, exam and assessment results: what academies, free schools and colleges must or should publish online and Academy and free school funding agreements	

KS4 PERFORMANCE DATA	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
<p>You need to publish performance data for the 2021/2022 academic year. However, the DfE suggests you include the following statement:</p> <p>"Given the uneven impact of the pandemic on school and college performance data, the government has said you should not make direct comparisons between the performance data for 1 school or college and another, or to data from previous years."</p>					
Progress 8 score		•	•	Test, exam and assessment results: what academies, free schools and colleges must or should publish online	

Attainment 8 score		•	•	Test, exam and assessment results: what academies, free schools and colleges must or should publish online	
% of pupils achieving a grade 5 or above in GCSE English and maths		•	•	Test, exam and assessment results: what academies, free schools and colleges must or should publish online	
% of pupils entering the English Baccalaureate (EBacc)		•	•	Test, exam and assessment results: what academies, free schools and colleges must or should publish online	
% of pupils staying in education or employment after KS4		•	•	Test, exam and assessment results: what academies, free schools and colleges must or should publish online	

KS5 PERFORMANCE DATA (16 TO 18)	PRIMAR Y	SECONDA R Y	SPECIA L	REQUIREMEN T SOURCE	CORREC TION WEBSITE ? ✓
<p>The following performance measures from your school's 16 to 18 performance measures page:</p> <ul style="list-style-type: none"> • Attainment • Retention • Destinations <p>(See page 11 of this guidance for more details on these measures)</p>		•	•	Test, exam and assessment results: what academies, free schools and colleges must or should publish online	

GOVERNANCE AND FINANCIAL INFORMATION*	PRIMARY	SECONDARY	SPECIAL	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
The structure and remit of the members, board of trustees, its committees and local governing bodies (the trust's scheme of delegation), and the full names of the chair of each	•	•	•	Academy Trust Handbook (paragraph 2.49 to 2.50)	
Current memorandum of association	•	•	•	Annual reports and accounts: what academies, free schools and colleges must or should publish online	
Articles of association	•	•	•	Annual reports and accounts: what academies, free schools and colleges must or should publish online	
Funding agreement	•	•	•	Annual reports and accounts: what academies, free schools and colleges must or should publish online	
Annual audited accounts (at least 2 years' worth of accounts should remain on the trust website)**	•	•	•	Annual reports and accounts: what academies, free schools and colleges must or should publish online and the Academies Accounts Direction (page	

				9)	
Annual report	•	•	•	Annual reports and accounts: what academies, free schools and colleges must or should publish online	
Register of interests for the accounting officer	•	•	•	Academy Trust Handbook (paragraph 5.48)	
Notice to improve (previously financial notice to improve) (if issued with one from the ESFA)***	•	•	•	Academy Trust Handbook (paragraph 6.19)	
The amount paid by the trust for someone's work who has an off-payroll arrangement, where the payment exceeds £100,000	•	•	•	Academy Trust Handbook (paragraph 2.32)	
Number of employees (and payees with off-payroll arrangements) whose gross annual salary and benefits exceed £100k, in £10k bandings, for the previous year that ended on 31 August	•	•	•	Academy Trust Handbook (paragraph 2.32)	

➤ * This information **must** be published by the trust, so if you're in a single-academy trust you'd publish it. If you're in a MAT you should check with your trust

➤ ** Constituent academies within a MAT should include a prominent link on their website to the accounts published on the trust's website

GOVERNOR DETAILS*	MEMBER	TRUSTEE	LOCAL GOVERNOR	REQUIREMENT SOURCE	CORRECT ON WEBSITE? ✓
Full name	•	•	•	Academy Trust Handbook (paragraph 2.49 to 2.50)	
Term of office		•	•	Academy Trust Handbook (paragraph 2.49 to 2.50)	
Date of appointment	•	•	•	Academy Trust Handbook (paragraph 2.49 to 2.50)	
Date they stepped down (where applicable)	•	•	•	Academy Trust Handbook (paragraph 2.49 to 2.50)	
Who appointed them		•	•	Academy Trust Handbook (paragraph 2.49 to 2.50)	
Register of business and pecuniary interests, including governance roles in other educational institutions	•	•	•	Academy Trust Handbook (paragraph 2.49 to 2.50)	
Attendance record at governing board or local governing body, and committee or sub-committee meetings over the last academic year		•	•	Academy Trust Handbook (paragraph 2.49 to 2.50)	

➤ * For anyone serving at any point over the last 12 months. As above, this information **must** be published by the trust, so if you're in a MAT you should check with your trust

5. Monitoring arrangements

Academy websites will be updated by the Academy. The Trust will perform termly checks on Academy and the Trust websites for compliance against the published checklist.

The Trustee Board and the Local Governing Body will monitor compliance against the published checklist.

Annually the checklist will be approved by the KLT Standards and Outcomes Committee.