



Department
for Education

Advice on the policies and documents that governing bodies and proprietors of schools are required to have by law

September 2014

Governing bodies, or proprietors of academies and independent schools are required to hold each of these policies and other documents, as outlined, however:

- the drafting of school policies can be delegated to any member of school staff;
- there is no requirement for all policies to be reviewed annually; and
- not all policies need to be signed off by the full governing body.

This document also covers how often each policy must be reviewed and shows the level of approval required, where this is prescribed in regulations.

There are instances where statutory guidance states that policies and procedures should be in place. Although this is not the same as a legal requirement, this document makes clear the policies referenced in statutory guidance.

Academies and free schools have greater freedoms than maintained schools in relation to school policies and other documents. Where relevant, arrangements applying to these schools are outlined in legislation or in their funding agreements, which may vary between individual academies and free schools.

Statutory policies required by education legislation

1.Charging and remissions



Review frequency: Governing body free to determine.

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

2.School behaviour



Review frequency: Headteacher free to determine.

Approval: Headteacher.

3.Sex education



Review frequency: Governing body free to determine.

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

4.Special educational needs



Review frequency: The SEN Information Report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible

Approval: Full governing body or proprietor..

5.Data protection



Review frequency: At least every two years (Registration is annual).

Approval: Governing body free to determine how to implement.

6. Health and safety



Review frequency: Governing body or proprietor or local authority free to determine.

Approval: Employer free to determine how to implement.

7. Admissions arrangements



Review frequency: Arrangements to be determined annually. Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.

Approval: Full governing body or a committee of the governing body where the school is an admissions authority.

8. Accessibility plan



Review frequency: Every three years.

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

9. Complaints procedure statement



Review frequency: Governing body or proprietor free to determine.

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

10. Freedom of Information



Review frequency: Governing body free to determine.

Approval: Governing body free to determine how to implement.

11.Home-school agreement document

MS

Acad

FS

Review frequency: Governing body free to determine.

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

12.Premises management documents

MS

Acad

FS

IS

SFC

PRU

NMSS

Review frequency: please see above link.

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

13.Equality information and objectives (public sector equality duty) statement for publication

MS

Acad

FS

PRU

Review frequency: Every four years and **publish information annually**

14.Staff discipline, conduct and grievance (procedures for addressing)

MS

Acad

FS

IS

SFC

PRU

NMSS

Review frequency: Maintained schools – governing body free to determine. All other establishments may want to include this policy but should refer to general employment law.

Approval: Maintained schools – full governing body.

Academies – governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

15. Child protection policy and procedures



Review frequency: Annually.

Approval: Governing body or proprietor

16. Statement of procedures for dealing with allegations of abuse against staff



Review frequency: Governing body free to determine.

Approval: Governing body free to determine.

17. Supporting pupils with medical conditions



Review frequency: Governing bodies, proprietors and management committees free to determine.

Approval: Governing bodies of maintained schools, proprietors of academies, and management committees of pupil referral units.

Statutory policies required by education legislation in Maintained Schools (Optional for Academies)

18.Capability of staff

MS

PRU

Review frequency: Governing body free to determine.

Approval: Governing body free to delegate to a committee of the governing body or an individual governor.

19.Teacher appraisal

MS

PRU

Review frequency: Governing body free to determine.

Approval: Governing body free to delegate to a committee of the governing body or an individual governor.

20.Teachers' pay

MS

Revised arrangements for the appointment of headteachers and calculating leadership group pay came into force with effect from September 2014.

Review frequency: Annually.

Approval: Governing body.