



Statutory policies for academy trusts	
<p>Admissions arrangements</p> <p>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.</p> <p>Approval: Full trust board or a committee of the trust board where the school/ trust is an admissions authority.</p> <p>Legislation: Applies directly to academies and free schools via their funding agreements.</p> <p>Also see: Statutory School Admissions Code and School Admission Appeals Code.</p>	
<p>Accessibility plan</p> <p>Review frequency: Every three years.</p> <p>Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO.</p> <p>Legislation: Equality Act 2010: Schedule 10, Paragraph 3 and Disability Discrimination (prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations, 2005.</p>	
<p>Behaviour</p> <p>Review frequency: Headteacher/ CEO free to determine.</p> <p>Approval: Headteacher/ CEO</p> <p>Legislation: Academies, free schools and independent schools – Independent School Standards Regulations (Schedule 1 part 3 paragraph 9).</p>	



<p>Central record of recruitment and vetting checks</p> <p>Review frequency: Live document covering staff currently employed.</p> <p>Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO.</p> <p>Legislation: Academies and free schools - Independent School Standards Regulations 2010.</p>	
<p>Charging and remissions</p> <p>Review frequency: Trust board free to determine.</p> <p>Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO.</p> <p>Legislation: Applies directly to academies and free schools via their funding agreements.</p>	
<p>Child protection policy and procedures</p> <p>Review frequency: Annually.</p> <p>Approval: Trust board</p> <p>Statutory guidance: Keeping children safe in education</p>	



<p>Complaints procedure statement</p> <p>Review frequency: Trust board free to determine.</p> <p>Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO.</p> <p>Legislation: Academies, free schools and independent schools – The Education (Independent Schools Standards) Regulations 2010.</p>	
<p>Data protection</p> <p>Schools/ trusts are 'Data Controllers' under the Data Protection Act 1998 and must 'Notify' (register with), the Information Commissioner's Office here.</p> <p>Review frequency: At least every two years (Registration is annual).</p> <p>Approval: Trust board is free to determine how to implement. Further information is on the Information Commissioner's Office website.</p> <p>Legislation: The Data Protection Act 1998 (with consideration to the eight data protection principles appearing in Schedule 1).</p>	



<p>Early Years Foundation Stage (EYFS)</p> <p>Those delivering the EYFS are required to have policies and procedures on a range of issues covering safeguarding and welfare. These are set out in detail in the ‘Statutory framework for the Early Years Foundation Stage’. Schools are not required to have separate policies to cover EYFS requirements where they are already met through an existing policy. An EYFS profile assessment is required for each child during the academic year they reach the age of five (for most children this is the reception year in primary school) and nursery settings catering for children under three must complete a summary check when a child is aged two.</p> <p>Review frequency: Varies - please see guidance.</p> <p>Approval: Trust board free to determine.</p> <p>Statutory guidance: Statutory framework for the Early Years Foundation Stage. Please also see information on the DfE website about the EYFS curriculum.</p>	
<p>Equality information and objectives (public sector equality duty) statement for publication</p> <p>Review frequency: Every four years and publish information annually (see below).</p> <p>Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO.</p> <p>Legislation: The Equality Act 2010 and The Equality Act 2010 (Specific Duties) Regulations 2011.</p> <p>Under specific duties, trust board are required to draw up and publish equality objectives every four years and annually publish information demonstrating how they are meeting the aims of the general public sector equality duty.</p>	



<p>Freedom of Information</p> <p>The Freedom of Information Act 2000 gives a right of access to information held by public bodies, including schools (Schedule 1, Part IV), who must comply with the Act and produce a Publication Scheme (Section 19).</p> <p>Review frequency: Trust board free to determine.</p> <p>Approval: Trust board free to determine how to implement. Further information is on the Information Commissioner's Office website.</p> <p>Legislation: The Freedom of Information Act 2000: Section 19.</p>	
<p>Health and safety</p> <p>Review frequency: Trust board to determine.</p> <p>Approval: Employer free to determine how to implement.</p> <p>Legislation: The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4.</p> <p>Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242. The 1999 regulations impose a duty on employers to produce a risk assessment.</p>	



<p>Home-school agreement document</p> <p>Review frequency: Trust board free to determine.</p> <p>Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO.</p> <p>Legislation: The School Standards and Framework Act 1998: Sections 110 and 111.</p>	
<p>Minutes of, and papers considered at, meetings of the trust board and its committees</p> <p>Approval: Trust board or a committee of the board as appropriate.</p> <p>Legislation: Academies and free schools – through Articles of Association.</p>	
<p>Premises management documents</p> <p>There are many aspects of school premises that require safe management and maintenance such as asbestos, fire safety and statutory testing.</p> <p>DfE provides additional non-statutory advice on asbestos management in schools (available from GOV.UK).</p> <p>Independent schools, academies and free schools have sole responsibility.</p> <p>Review frequency: please see above link.</p> <p>Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO.</p> <p>Legislation: please see above link.</p>	



Register of pupils' attendance

Review frequency: Live document.

Approval: The trust board can delegate to the headteacher of an individual school the keeping of the attendance register. The register can be kept and updated daily by appropriate school staff.

Legislation: [The Education \(Pupil Registration\) \(England\) Regulations 2006: SI 2006/1751](#) and as subsequently amended: [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#) and [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#).

Register of pupils' admission to school

Review frequency: Live document.

Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO must "cause to be kept" a register.

The register itself can be kept by appropriate school staff.

Legislation: [The Education \(Pupil Registration\) \(England\) Regulations 2006: \(SI 2006/1751\)](#) as subsequently amended: [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#) and [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#).



<p>Relationships and Sex education</p> <p>Review frequency: Trust board free to determine.</p> <p>Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO.</p> <p>Legislation: Academies and free schools – Funding Agreements require these schools to have regard to DfE's statutory guidance on sex and relationship education</p>	
<p>School information published on a website</p> <p>New funding agreements will require academies and free schools to publish this information, however previous versions of the funding agreement may not have this requirement.</p> <p>Review frequency: Live – must be updated as soon as possible after a change and at least annually.</p> <p>Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO.</p> <p>Legislation: The School Information (England) (Amendment) Regulations 2012: SI 2012/1124 (only maintained schools).</p>	



<p>Special educational needs</p> <p>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</p> <p>Approval: Full trust board.</p> <p>Legislation: Maintained schools, academies and free schools – The Children and Families Act: Section 69 and The Special Educational Needs and Disability Regulations 2014</p> <p>Also see The 0-25 Special Educational Needs and Disability Code of Practice.</p>	
<p>Staff discipline, conduct and grievance (procedures for addressing)</p> <p>Review frequency: Trust boards may want to include this policy but should refer to general employment law.</p> <p>Approval: Trust board free to delegate to a committee of the board, an individual trustee or the headteacher/ CEO.</p> <p>Legislation: For maintained schools (and applied to PRUs) The School Staffing (England) Regulations 2009, For all other establishments – general employment law.</p>	
<p>Statement of procedures for dealing with allegations of abuse against staff</p> <p>Review frequency: Trust board free to determine.</p> <p>Approval: Trust board free to determine.</p> <p>Statutory guidance: Keeping children safe in education</p>	



Supporting pupils with medical conditions

Review frequency: Trust boards free to determine.

Approval: Trust board.

Statutory guidance: [Supporting pupils at school with medical conditions](#)

Legislation: [Children and Families Act 2014 section 100](#)