

Freedom of Information

Guide to information available from Pens Meadow School under the Model Publication Scheme

Appendix A

List of statutory and mandatory policies and documents

Statutory policies required by education legislation

Policy/document	Review frequency	Approval
Capability of staff	Determined by the governing body	Can be delegated by the governing body to a committee or individual governor
Charging and remissions	Determined by the governing body	Can be delegated by the governing body to a committee, individual governor or Headteacher
School behaviour	Determined by the Headteacher	Headteacher
Sex education	Determined by the governing body	Can be delegated by the governing body to a committee, individual governor or headteacher
Special educational needs (SEN) information report	The SEN information report should be updated annually and any changes made to the information during the school year should be updated as soon as possible	Full governing body
Teacher appraisal	Determined by the governing body	Can be delegated by the governing body to a committee or individual governor
Teachers' pay	Annual	Governing body

Statutory policies required by other legislation

Policy/document	Review frequency	Approval
Data protection	At least every two years	Determined by the governing body
Health and safety	Determined by the governing body, proprietor or local authority	Determined by the employer

Other statutory documents

Policy/document	Review frequency	Approval
Admissions arrangements	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	Full governing body or a committee where the school is an admissions authority
Accessibility plan	Every three years	Can be delegated by the governing body to a committee, a governor or the Headteacher
Written statement of behaviour principles	Determined by the governing body	Full governing body or a committee
Central record of recruitment and vetting checks	Live document	Can be delegated by the governing body to a committee, a governor or the Headteacher
Complaints procedure statement	Determined by the governing body or proprietor	Can be delegated by the governing body to a committee, a governor or the Headteacher
Freedom of information	Determined by the governing body	Determined by the governing body
Governors' allowances (schemes for paying)	Determined by the governing body	Can be delegated by the governing body to a committee, a governor or the Headteacher
Instrument of government	Determined by the governing body	Full governing body
Minutes of, and papers considered at, meetings of the governing body and its committees	Not applicable	Full governing body or committee as appropriate
Premises management documents	See pages 12-23 of the Federation of Property Societies' guidance: Compliance monitoring in council buildings	Can be delegated by the governing body to a committee, a governor or the Headteacher
Equality information and objectives (public sector equality duty) statement for publication	Every four years	Can be delegated by the governing body to a committee, a governor or the Headteacher

Policy/document	Review frequency	Approval
School information published on school website	Must be updated as soon as possible after a change and at least annually	Can be delegated by the governing body to a committee, a governor or the Headteacher
Register of business interests of Headteacher and governors	Determined by the governing body subject to the local authority scheme	Determined by the governing body subject to the local authority scheme
Register of pupils' admissions to school	Live document	The proprietor, or can be delegated by the governing body to a committee, a governor or the Headteacher
Register of pupils' attendance	Live document	Can be delegated by the governing body to the Headteacher
Staff discipline, conduct and grievance (procedures for addressing)	Determined by the governing body in maintained schools	Full governing body in maintained schools.

Documents referenced in statutory guidance

Policy/document	Review frequency	Approval
Child protection policy and procedures	Annual	Governing body
Policies and procedures for the Early Years Foundation Stage (EYFS)	Varies	Determined by the governing body
Statement of procedures for dealing with allegations of abuse against staff	Determined by the governing body	Determined by the governing body
Supporting pupils with medical conditions	Determined by the governing body,	Governing bodies in maintained schools

Mandatory document for examination centres

Policy/document	Review frequency	Approval
Examination contingency plan	Determined by the school	Determined by the school

Acknowledgments



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