**Policy Approval Schedule for Malory Towers School**

* To see which policies need approving soon click on the table, click “layout” in the top menu, then “sort” and choose sort by “due for approval”. I’ve entered a few dates so you can test how this works.
* Delete either column two or three, depending on your school type.
* Edit the “approval level” column to show which policies your governing body has delegated.
* Edit the “review cycle” column to show how often the governing body has agreed to review each policy (bearing in mind the DfE recommendations).
* Tick the final column if a policy is online. Where this column says “MUST” the policy **must** be online in both maintained schools and academies.
* You can add non-statutory policies but there are no rules on when they must be approved and by whom.

| **Policy** | **Maintained schools** | **Academies** | **Review cycle** | **Approval level** | **Last approved** | **Due for approval** | **On website?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Admission arrangements | Yes | Yes | **Annually** | Governing body, local authority, academy trust | 1/2/19 | 1/2/20 | **MUST** |
| Charging and remissions | Yes | Yes | Recommended annually | Governing body, individual governor or headteacher | 3/6/20 | 3/6/21 | **MUST** |
| Data protection | Yes | Yes | Recommended annually | Governing body, individual governor or headteacher | 25/10/18 | 25/10/19 |  |
| Protection of biometric information of children in schools and colleges | Yes | Yes | Recommended annually | Governing body | 2/10/20 | 2/10/21 |  |
| Register of pupils’ admission to school and attendance | Yes | Yes | Live document | Governing body, individual governor or headteacher | 12/10/20 | Live |  |
| School information published on a website | Yes | Yes | Live document | Governing body, individual governor or headteacher |  |  | **MUST** |
| School complaints | Yes | Yes | Recommended annually | Governing body, individual governor or headteacher |  |  | **MUST** |
| Capability of staff | Yes | Yes | Recommended annually | Governing body or an individual governor |  |  |  |
| Newly qualified teachers (NQTs) | Yes | Yes | Recommended annually | Governing body |  |  |  |
| Staff discipline, conduct and grievance (procedures for addressing) | Yes | Yes | Recommended annually | For local-authority-maintained schools: governing body. For academies: governing body, individual governor or headteacher |  |  |  |
| Single central record of recruitment and vetting checks | Yes | Yes | Live document | Governing body, individual governor or headteacher |  |  |  |
| Statement of procedures for dealing with allegations of abuse against staff | Yes | Yes | Recommended annually | Governing body, individual governor or headteacher |  |  |  |
| Teachers’ pay | Yes | No | **Annually** | Governing body or local authorities |  |  |  |
| Accessibility plan | Yes | Yes | **Every 3 years** | Governing body, individual governor or headteacher |  |  |  |
| Child protection policy and procedures | Yes | Yes | **Annually** | Governing body or proprietor |  |  |  |
| Children with health needs who cannot attend school | Yes | Yes | Recommended annually | Governing body |  |  |  |
| Designated teacher for looked-after and previously looked-after children | Yes | Yes | Recommended annually | Governing body |  |  |  |
| Early years foundation stage (EYFS) | Yes | Yes | **Varies** | Governing body can delegate |  |  |  |
| Special educational needs and disability | Yes | Yes | **Annually** | Governing body or proprietor |  |  | **MUST** (information report) |
| Supporting pupils with medical conditions | Yes | Yes | Recommended annually | Governing body can delegate |  |  |  |
| Sex and relationships education | Yes | No | Recommended annually | Governing body, individual governor or headteacher |  |  |  |
| Behaviour in schools | Yes | Yes | Recommended annually | Headteacher can delegate |  |  | **MUST** |
| Behaviour principles written statement | Yes | No | Recommended annually | Governing body |  |  |  |
| School exclusion | Yes | Yes | Recommended annually | Governing body, individual governor or headteacher |  |  |  |
| Health and safety | Yes | Yes | **Annually** | Employer |  |  |  |
| First aid in schools | Yes | Yes | Recommended annually | Employer |  |  |  |
| Premises management documents | Yes | Yes | Recommended annually | Governing body, individual governor or headteacher |  |  |  |
| Equality information and objectives (public sector equality duty) statement for publication | Yes | Yes | **Every 4 years** | Governing body, individual governor or headteacher |  |  | **MUST** |
| Governors’ allowances (schemes for paying) | Yes | No | Recommended annually | Governing body, individual governor or headteacher |  |  |  |
| Instrument of government | Yes | No | Recommended annually | Governing body |  |  |  |
| Register of business interests of headteachers and governors | Yes | Yes | Live document | Governing body can delegate approval subject to the local authority scheme |  |  | **MUST** |
| Careers guidance: details of your careers programme and a provider access statement | Yes | Yes | Recommended annually | Governing body |  |  |  |