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STATUTORY INSTRUMENTS

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**1996 No. 2585**

**EDUCATION, ENGLAND AND WALES**

**The Education (School Information)  
(England) Regulations 1996**

<i>Made</i>	- - - -	<i>11th October 1996</i>
<i>Laid before Parliament</i>		<i>14th October 1996</i>
<i>Coming into force</i>	- -	<i>4th November 1996</i>

In exercise of the powers conferred on the Secretary of State by section 55(5) of the Education Act 1944(1) sections 8(5), (5A), (5B), (6), (7) and 35(4) of the Education Act 1980(2), sections 22 and 232(5) and (6) of the Education Reform Act 1988(3), sections 16 and 19(3) of the Education (Schools) Act 1992(4), and section 153(1) and 301(6) of the Education Act 1993(5), and after consulting with those persons with whom consultation appeared to her to be desirable, the Secretary of State for Education and Employment hereby makes the following Regulations:

**PART I  
GENERAL**

**Citation, commencement and application**

1.—(1) These Regulations may be cited as the Education (School Information) (England) Regulations 1996 and shall come into force on 4th November 1996.

(2) These Regulations apply in relation to maintained schools in England.

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- (1) 1944 c. 31; section 55 was amended by section 93 of, and paragraph 5 of Part I of Schedule 8 to, the Further and Higher Education Act 1992 (c. 13).
- (2) 1980 c. 20; section 8(5) and (6) were amended and section 8(5A) and (5B) inserted by paragraph 4(1) of Schedule 4 to the Education (Schools) Act 1992.
- (3) 1988 c. 40; section 22 was amended by paragraph 6 of Schedule 4 to the Education (Schools) Act 1992 and (in ways not relevant to these Regulations) by paragraph 123 of Schedule 19 to the Education Act 1993. It applies in relation to grant-maintained special schools and their governing bodies by virtue of S.I.1994/653. For matters to be prescribed, see section 235(7) of this Act and section 114(1) of the Education Act 1944 (c. 31), and for the transfer of functions to the Secretary of State see S.I. 1964/490, 1970/1536 and 1978/274.
- (4) 1992 c. 38; section 16 applies in relation to grant-maintained special schools and their governing bodies by virtue of S.I. 1994/653. For the meaning of “prescribed” see section 18(1) of this Act.
- (5) 1993 c. 35; section 153 applies to grant-maintained special schools by virtue of S.I. 1994/1048.

## Revocation

2. The Education (School Information) (England) Regulations 1994(6), the Education (School Information) (England) (Amendment) Regulations 1994(7) and the Education (School Information) (England) (Amendment) Regulations 1995(8) are hereby revoked.

## Interpretation

3.—(1) In these Regulations, unless the context otherwise requires—

“the 1980 Act” means the Education Act 1980;

“the 1988 Act” means the Education Reform Act 1988;

“admission school year” means a school year at the beginning of which pupils are to be admitted to any school;

“assess” means assess pursuant to orders made under section 4(2) of the 1988 Act(9), and “assessment” shall be construed accordingly;

“attainment targets” has the meaning given by section 2 of the 1988 Act;

“authority” means a local education authority and, in relation to an authority, “the offices” means the education offices;

“core subjects” means English, mathematics and science;

“GCE ‘A’ level examinations” and “GCE ‘AS’ examinations” means General Certificate of Education advanced level and advanced supplementary examinations respectively;

“GCSE” means General Certificate of Secondary Education;

“level” means a level on the levels of attainment set out in any document of a kind referred to in section 4(4) of the 1988 Act the provisions of which have effect, or (as the case may be) have effect as amended, by virtue of any order made under section 4(2)(a) and (b) of that Act(10) and, unless the context otherwise requires, means such level determined in accordance with the statutory arrangements;

“local average figures” means the average figures for all schools maintained by the relevant authority (other than any special school established in a hospital), all grant-maintained schools, grant-maintained special schools (other than any established in a hospital), and all city technology colleges and city colleges for the technology of the arts, in the area of that relevant authority;

“maintained school” means:

(a) any county or voluntary school;

(b) any special school maintained by an authority which is not established in a hospital;

(c) any grant-maintained school or grant-maintained special school which is not established in a hospital,

but excludes any nursery school;

“national average figures” means the average figures for all schools in England;

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(6) S.I. 1994/1421.

(7) S.I. 1994/2387.

(8) S.I. 1995/2480.

(9) The orders currently in force are the Education (National Curriculum) (Assessment Arrangements for the Core Subjects) (Key Stage 1) Order 1995, S.I. 1995/2071 as amended by S.I. 1996/2114; the Education (National Curriculum) (Assessment Arrangements for the Core Subjects) (Key Stage 2) Order 1995, S.I. 1995/2072 as amended by S.I. 1996/2115; and the Education (National Curriculum) (Assessment Arrangements for the Core Subjects) (Key Stage 3) Order 1996, S.I. 1996/2116, (which came into force on 12th August 1996 and revoked S.I. 1995/2073).

(10) In relation to Key Stages 1, 2 and 3, the relevant Orders now in force are S.I. 1995/51 (English), 1995/52 (Mathematics) and 1995/53 (Science).

“national summary figures” means the summary figures in respect of National Curriculum assessments of pupils for all schools in England;

“NC tests” in relation to pupils in the final year of the first key stage, means National Curriculum standard tasks administered to pupils pursuant to article 5 of the Education (National Curriculum) (Assessment Arrangements for the Core Subjects) (Key Stage 1) (England) Order 1995<sup>(11)</sup> and, in relation to pupils in the final year of the second or third key stage, “NC tests” and “NC tasks” mean respectively National Curriculum tests and National Curriculum tasks administered to pupils to assess the level of attainment which they have achieved in any of the core subjects being tests and tasks laid down in provisions made by the Secretary of State under orders made under section 4(2)(c) of the 1988 Act<sup>(12)</sup> which have been published by Her Majesty’s Stationery Office;

“non-maintained special school” means a special school which is neither maintained by an authority nor a grant-maintained special school (and which is not established in a hospital);

“previous school year” means the school year immediately preceding the reporting school year;

“publication school year” means the school year immediately preceding the admission school year;

“public examinations” means public examinations which are for the time being prescribed by regulations made under section 106 of the 1988 Act<sup>(13)</sup>;

“primary education” does not include such education provided at a middle school;

“relevant authority”, in relation to a county or voluntary school or a special school maintained by an authority which is not established in a hospital, means the authority by which the school is maintained and, in relation to a grant-maintained school or a grant-maintained special school which is not established in a hospital, means the authority in whose area the school is situated;

“reporting school year” means the school year immediately preceding the publication school year;

“school prospectus” means the document described in regulation 11;

“special educational needs” and “special educational provision” have the same meanings as in section 156 of the Education Act 1993;

“special school” has the meaning assigned to it by section 182(1) of the Education Act 1993;

“the statutory arrangements” means assessment arrangements specified by orders made under section 4(2)(c) of the 1988 Act;

“teacher assessment” means assessment of a pupil’s level of attainment in any of the core subjects by a teacher as specified in the statutory arrangements;

“unit” in relation to a vocational qualification, means a module or part of a course leading to that qualification which, when successfully completed, can be counted together with other modules or parts towards obtaining that qualification.

(2) In these Regulations, unless the context otherwise requires, any reference to a numbered regulation is a reference to the regulation bearing that number in these Regulations, any reference to a numbered paragraph is to the paragraph of that regulation bearing that number, any reference in a paragraph to a sub-paragraph is a reference to a sub-paragraph of that paragraph and any reference to a Schedule is to a Schedule to these Regulations.

(3) In these Regulations any reference to a date up to which parents may express a preference for a school is a reference to the date by which, in accordance with arrangements made by the

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(11) S.I. 1995/2071 as amended by S.I. 1996/2114.

(12) See S.I. 1995/2071 as amended by S.I. 1996/2114 (Key Stage 1), 1995/2072 as amended by S.I. 1996/2115 (Key Stage 2) and 1996/2116 (Key Stage 3).

(13) The current regulations are the Education (Prescribed Public Examinations) Regulations 1989 (S.I. 1989/377).

relevant local education authority under section 6(1) of the 1980 Act, a parent wishing education to be provided for his child in the exercise of the authority's functions should express such a preference.

(4) In these Regulations, unless the context otherwise requires, a reference to publication by the governing body of a school includes a reference to publication on behalf of the governing body by the relevant authority by virtue of section 8(6) of the 1980 Act.

(5) In these Regulations references to the first key stage, the second key stage and the third key stage are references to the periods set out in paragraphs (a) to (c) of section 3(3) of the 1988 Act.

(6) In these Regulations, unless the context otherwise requires, references to pupils of a particular age are to pupils who attained that age during the period of twelve months ending on the 31st August immediately preceding the commencement of the reporting school year and who were registered pupils at the school on the third Thursday in January in the reporting school year.

(7) In these Regulations—

- (a) except where otherwise provided, where a percentage which is required to be calculated by virtue of these Regulations is not a whole number it shall be rounded to the nearest whole number, the fraction of one half being rounded upwards to the next whole number;
- (b) where an average point score which is required to be calculated by virtue of these Regulations is not a whole number, it shall be calculated to one decimal place.

(8) In these Regulations, references to examinations for which pupils at the school were entered include examinations for which they were entered otherwise than in pursuance of section 117 of the 1988 Act.

(9) For the purposes of these Regulations, any examination for the GCSE for which a pupil aged 15 was entered during the previous school year or any earlier school year shall be treated as such an examination for which the pupil was entered during the reporting school year.

### **Qualification of duties**

4. The duties imposed on governing bodies and authorities by virtue of these Regulations in respect of provision, publication or making available of information apply only to the extent that that information is available to the governing body or the authority in time for it to be reasonably practicable to provide, publish or make available the information is required to be provided, published or made available as the case may be.

## **PART II**

### **PROVISION OF INFORMATION BY HEAD TEACHER**

#### **Provision of information by head teacher to governing body**

5. For the purpose of enabling the governing body to comply with their obligations under these Regulations, the head teacher of every maintained school shall make available to the governing body information about the matters mentioned in Schedule 2.

## PART III

### INFORMATION TO BE PUBLISHED OR PROVIDED BY AUTHORITIES

#### **General information to be published by authorities**

6.—(1) An authority shall publish with respect to its policy and arrangements in respect of primary and secondary education (including such education provided in a middle school) in its area information in respect of each of the matters specified in Schedule 1.

(2) Where changes in respect of any of those matters have been decided on by the authority but not yet implemented, the authority shall also publish information about those changes.

(3) This information shall be published as provided in regulation 7.

#### **Time and manner of publication by authorities of general information and particulars of school admission arrangements and related matters**

7.—(1) This regulation shall apply in relation to the publication by an authority of—

- (a) information in respect of the matters specified in Schedule 1;
- (b) particulars of the arrangements mentioned in section 8(1), (3) and (4) of the 1980 Act<sup>(14)</sup>; and
- (c) particulars of the arrangements relating to voluntary aided or special agreement schools mentioned in section 8(2) and (3) of the 1980 Act where those particulars are being published by the authority on behalf of the governing body of the school pursuant to subsection (6) of that section.

(2) Such information and particulars shall be published during the publication school year and, except in so far as they relate exclusively to primary education or special educational provision, they shall be published no later than six weeks before the date up to which parents may express a preference for a school in respect of the admission school year.

(3) Subject to paragraphs (4) to (9), such information and particulars shall be published—

- (a) by copies being made available for distribution without charge to parents on request, and for reference by parents and other persons—
  - (i) at the offices of the relevant authority, and
  - (ii) at every school maintained by that authority, other than a nursery school or a special school;
- (b) by copies being distributed without charge to parents of pupils at schools maintained by the relevant authority, other than nursery schools or special schools, who, in the publication school year, are in the final year at such schools and who might transfer to other schools so maintained; and
- (c) by copies being made available for reference by parents and other persons at the public libraries in the area of the relevant authority.

(4) So far as the information in respect of the matters specified in paragraphs 3, 4 and 5 of Schedule 1 is concerned (schools maintained by the authority), the information in respect of schools in a particular part of the relevant local education authority's area need not—

- (a) be made available at offices, schools and libraries outside that part; or
- (b) be distributed to the parents of pupils who are at schools outside that part,

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<sup>(14)</sup> Section 8(3) of the 1980 Act was amended by section 31(2) of the 1988 Act.

if information about how it may be obtained is available at those offices, schools and libraries or, as the case may be, is distributed to those parents.

(5) It shall be a sufficient compliance with paragraph (3)(a)(ii) if so much of the information and particulars as relates to schools classified as—

- (a) primary schools;
- (b) middle schools; or
- (c) secondary schools,

(irrespective of the terminology used) is available only in schools of the classification in question.

(6) It shall be a sufficient compliance with paragraph (3)(b) if there is published so much of the information and particulars as is relevant having regard to the schools to which pupils in the final year at that school might transfer.

(7) So far as the particulars specified in Part II of Schedule 1 are concerned (special educational provision), paragraphs (3), (4), (5) and (6) shall not apply but the particulars shall be published—

- (a) by copies being available for distribution without charge to parents on request, and for reference by parents and other persons, at the offices of the relevant authority; and
- (b) by copies being available for reference by parents and other persons—
  - (i) at every school maintained by the relevant authority, and
  - (ii) at the public libraries in the area of that authority.

(8) Without prejudice to the foregoing provisions of this regulation, such particulars of the arrangements made by the relevant authority under section 7(1) of the 1980 Act<sup>(15)</sup> (appeals against admission decisions) and mentioned in section 8(1)(c) of that Act shall also be published by being set out in any document containing a notification to parents of a decision referred to in section 7(1) of that Act refusing their child admission to a school for which the parents have expressed a preference in accordance with arrangements made under section 6(1) of that Act.

(9) Information about the matters mentioned in paragraphs 7(2) and 18 of Schedule 1 (transport arrangements and policies) shall also be published by copies being distributed without charge to institutions within the further education sector or at which a further education funding council has secured provision which (in either case) the authority consider students resident within its area may wish to attend.

(10) The particulars referred to in paragraph (1)(c) shall be supplied to the authority by the governing body and shall be published without material alteration.

## PART IV

### INFORMATION TO BE PUBLISHED BY GOVERNING BODIES

#### **General information to be published by governing bodies**

8.—(1) Subject to regulation 9, the governing body of a maintained school shall publish as respects that school the information specified in Schedule 2.

(2) Subject to regulation 9, this information shall be published as provided in regulation 11.

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<sup>(15)</sup> Section 7(1) of the 1980 Act was amended by paragraph 73 of Schedule 19 to the Education Act 1993.

### **Determination of examination results particulars**

9.—(1) The provisions of this regulation have effect for the purpose of determining the information specified in Schedule 2.

(2) Subject to paragraph (6), if a pupil has been entered for two or more examinations in the same subject in the same school year, or in different school years which are treated as the same school year by virtue of regulation 3(9), only the examination in which he achieved the higher or highest grade shall be taken into account.

(3) In the case of an examination leading to the award of GCSE in two subjects, a pupil shall be included only once in the number of pupils entered for the examination and taken into account only once in calculating the relevant percentages, but each grade awarded to him shall be treated as having been awarded in a separate subject.

(4) In the case of any GCSE examination for which pupils aged 15 were entered, the information shall commence with the subjects listed in the first column of Schedule 4 in the order in which they are so listed.

(5) For the purposes of this regulation, any GCSE examination in a subject listed in the first column of Schedule 4 is not to be treated as such unless the examination is in a syllabus referred to in the second column opposite that subject.

(6) In the case of a pupil who has been entered for both GCE `A' level and GCE `AS' examinations in the same subject—

- (a) except in the circumstances described in sub-paragraph (b), only the GCE `A' level examination result shall be taken into account;
- (b) where the pupil achieves grade N or fails to achieve a grade in the GCE `A' level examination but achieves a grade between A and E inclusive in the GCE `AS' examination, only the GCE `AS' examination result shall be taken into account.

(7) Subject to paragraph (6), in calculating the number of GCE `A' levels a pupil is entered for, one GCE `AS' shall be treated as the equivalent of half a GCE `A' level.

(8) Subject to paragraph (6), for the purpose of determining point scores in GCE `A' level and GCE `AS' examinations, the following grades of achievement equate to the following points, namely:

GCE `A' level: grade A=10 points; grade B=8 points; grade C=6 points; grade D=4 points; and grade E=2 points;

GCE `AS': grade A=5 points; grade B=4 points; grade C=3 points; grade D=2 points; and grade E=1 point.

### **Performance information not relating to the reporting school year**

10.—(1) This regulation applies where the information relating to the results of assessment, public examination results, vocational qualifications and units and school attendance referred to in paragraphs 16, 17, 18, 21, 22 and 24 of Schedule 2 for assessment undertaken, examinations held, qualifications achieved in, or attendance during the reporting school year, is not available in time for it to be reasonably practicable to publish the information in accordance with regulation 11.

(2) Where this regulation applies, the governing body shall, as soon as practicable after the information in question for the reporting school year is made available to them, and in any event not later than two weeks before the earlier of the two dates referred to in paragraph (3) of regulation 11, publish that information as a supplement to the school prospectus in the manner required by that regulation for the publication of the prospectus.

### **Publication of school prospectuses**

11.—(1) This regulation applies in relation to the publication by the governing body of a maintained school of information in relation to the school specified in Schedule 2.

(2) In the case of any maintained school—

- (a) such information shall be published in a single document to be known as the school prospectus; and
- (b) copies shall be made available at the school for distribution without charge to parents on request and for reference by parents and other persons.

(3) The school prospectus shall be published during the publication school year and, except in the case of a primary school (other than a middle school deemed to be a primary school) or of a special school, it shall be published not later than six weeks before whichever is the earlier of the following dates—

- (a) the date by which an application for admission to that school in respect of the admission school year should be made in accordance with the arrangements for admission to that school;
- (b) the date up to which parents may express a preference for a school in respect of the admission school year.

(4) Where any information of the kind referred to in Schedule 2 is to be published by the relevant authority, it shall be supplied to them by the governing body and shall be published without material alteration.

(5) In the case of a special school such information shall also be published by copies being made available at the offices of the relevant authority for distribution without charge to parents on request and reference by parents and other persons.

### **Publication of admissions arrangements**

12.—(1) This regulation applies in relation to the publication by the governing body of an aided or special agreement school of particulars of the arrangements mentioned in section 8(2) and (3) of the 1980 Act (except where those particulars are being published by the authority on the governing body's behalf pursuant to section 8(6) of the 1980 Act).

(2) Such particulars shall be published by copies being made available at the school for distribution without charge to parents on request and for reference by parents and other persons.

(3) Such particulars shall be published during the publication school year and, except in the case of a primary school (other than a middle school deemed to be a primary school) or of a special school, it shall be published not later than six weeks before whichever is the earlier of the following dates—

- (a) the date by which an application for admission to that school in respect of the admission school year should be made in accordance with the arrangements for admission to that school;
- (b) the date up to which parents may express a preference for a school in respect of the admission school year.

(4) Without prejudice to the foregoing provisions of this regulation, such particulars of the arrangements mentioned in subsection (2)(b) of section 8 of the 1980 Act (appeals against admissions decisions) shall also be published by being set out in any document containing a notification to parents of a decision referred to in subsection (2) of section 7 of that Act refusing their child admission to a school for which such parents have expressed a preference in accordance with arrangements made under subsection (1) of section 6 of that Act.



## PART V

### INFORMATION TO BE MADE AVAILABLE BY GOVERNING BODIES

**13.** The governing body of a maintained school shall make available in the school prospectus the information specified in Schedule 3.

## PART VI

### SUPPLEMENTARY

#### **Supplementary provisions relating to published documents**

**14.**—(1) This regulation shall apply in relation to any document which contains such information or particulars as are mentioned in the preceding provisions of these Regulations and which is published in accordance with them.

(2) Such a document shall state the school year to which the information or particulars contained in it relate and contain a warning that, although they were correct in relation to that year at a date specified in the document (not being earlier than six months before that of its publication), it should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised—

(a) before the start of, or during, the school year in question, or

(b) in relation to subsequent school years.

(3) If it appears requisite to the governing body or, as the case may be, an authority, that a translation of such a document in a language other than English should be available, it shall be translated into that language and the translated document shall be published in such manner as appears to the governing body or authority to be appropriate.

(4) Parents shall not be charged for a copy of such a translated document if they are entitled without charge to a copy of the original document.

## PART VII

### TRANSITIONAL PROVISIONS

**15.** Where before the date that these Regulations come into force the governing body of a maintained school have already published, pursuant to regulation 8 of the Education (School Information) (England) Regulations 1994, for the publication school year ending in 1996 the information specified in Schedule 2 to those Regulations, the duties imposed under regulations 8 and 13 of these Regulations shall not apply in respect of that governing body and that school in relation to that publication school year.

SCHEDULE 1

Regulation 6

INFORMATION TO BE PUBLISHED BY AUTHORITIES

PART I

MISCELLANEOUS MATTERS

1. The addresses and telephone numbers of the offices of the authority to which inquiries in respect of primary and secondary education in their area should be addressed.

2. The arrangements for parents to obtain the information particularised in Schedule 2 in the case of individual schools other than special schools.

3. As respects each school maintained by the authority, other than a special school—

- (a) the name, address and telephone number of the school, and
- (b) the expected number of pupils at the school and their age range.

4. The classification of each such school as—

- (a) a county, voluntary controlled, voluntary aided or special agreement school;
- (b) a primary, middle or secondary school;
- (c) a comprehensive, secondary modern, grammar or bilateral school;
- (d) a co-educational or single-sex school;
- (e) a day or boarding school or a school taking both day and boarding pupils;

except that for the purposes of sub-paragraphs (b) and (c) other terminology may be used.

5. The affiliations, if any, of each such school with a particular religious denomination.

6. The authority's arrangements for transfer between schools maintained by them other than special schools, otherwise than at a normal admission age, including, in particular—

- (a) the respective functions of the authority and governing bodies of such schools as respects admission on transfer, and
- (b) the policy followed in deciding transfers.

7.—(1) The authority's general arrangements and policies in respect of transport to and from schools including, in particular—

- (a) the provision of free transport;
- (b) the carriage on school buses of pupils for whom free transport is not provided, and
- (c) the payment in whole or in part of reasonable travelling expenses.

(2) The authority's general arrangements and policies in respect of transport to and from institutions within the further education sector, including in particular—

- (a) the provision of free transport;
- (b) the carriage on buses provided by the authority of students for whom free transport is not provided, and
- (c) the payment in whole or in part of reasonable travelling expenses.

8. The authority's general arrangements and policies in respect of the provision of milk, meals and other refreshment including, in particular, the remission in whole or in part of charges.

**9.** The authority's general arrangements and policies in respect of the provision of school clothing (including uniform and physical training clothes) and the making of grants to defray expenses in respect of such clothing and, in particular, the address from which parents may obtain detailed information about the assistance which is available and eligibility for it.

**10.** The authority's general arrangements and policies, in the case of pupils attending schools maintained by any authority in respect of—

- (a) the making of grants to defray expenses (other than those mentioned in paragraphs 7 and 9), and
- (b) the granting of allowances in the case of pupils over compulsory school age,

and, in particular, the address from which parents may obtain detailed information about the assistance which is available and eligibility for it.

**11.** The authority's general policy in respect of the entering of pupils for public examinations.

**12.** The authority's general arrangements and policies in respect of special educational provision for pupils with special educational needs including, in particular, the arrangements for parents to obtain information about the matters mentioned in Part II of this Schedule.

**13.** The arrangements for parents and others to obtain copies of and to refer to particulars of the charging and remissions policies determined by the authority under section 110 of the 1988 Act.

## PART II

### SPECIAL EDUCATIONAL PROVISION

**14.** The authority's detailed arrangements and policies in respect of—

- (a) the identification and assessment of children with special educational needs and the involvement of parents in that process;
- (b) the provision made in county, voluntary and special schools maintained by them for pupils with special educational needs and the use made by them of such special schools maintained by other authorities; and
- (c) special educational provision provided otherwise than at a school.

**15.** The authority's arrangements and policies in respect of the use of grant-maintained, grant-maintained special, non-maintained special and independent schools.

**16.** The arrangements for parents who consider that their child may have special educational needs to obtain advice and further information.

**17.** The authority's arrangements and policies in respect of transport to and from maintained (including grant-maintained) and non-maintained special schools and independent schools.

**18.** The authority's arrangements and policies for persons who are over compulsory school age but have not attained the age of nineteen years and who attend any institution within the further education sector or any institution outside the further education sector and the higher education sector, where a further education funding council has secured provision for such persons under section 4(3) or (5) of the Further and Higher Education Act 1992, in respect of transport to and from those institutions.

**19.** The arrangements for parents to obtain the information particularised in Schedule 2 in the case of the special schools used by the authority which are maintained by them or other authorities.

## SCHEDULE 2

Regulation 8

## INFORMATION TO BE PUBLISHED BY GOVERNING BODIES

1. The name, address and telephone number of the school and the names of both the head teacher and the chairman of the governors.

2. The classification of the school as—

- (a) a county, controlled, aided, special agreement, special (maintained by an authority), and grant-maintained, or grant-maintained special school;
- (b) a primary, middle or secondary school;
- (c) a comprehensive, secondary modern, grammar or bilateral school;
- (d) a co-educational or single-sex school;
- (e) a day or boarding school or a school taking both day and boarding pupils;

except that for the purposes of sub-paragraph (b) or (c) other terminology may be used.

3. Particulars of the admissions policy adopted for the school (in the case of a county or controlled school) by the relevant authority or (in the case of a voluntary aided, special agreement or grant-maintained school) by the governing body in relation to each age at which pupils are admitted to the school including ages above and below compulsory school age.

4. Where there are specific arrangements for parents who are considering sending their child to the school to visit it, particulars of those arrangements.

5. In the case of a secondary school, where information is available—

- (a) the number of places for pupils of the normal age of entry to the school which were available at the start of the school year immediately following the reporting school year; and
- (b) the number of written applications for places from the start of that year or preferences expressed for places at the school pursuant to arrangements made by the relevant authority under section 6(1) of the 1980 Act.

6.—(1) A statement on the curriculum and organisation of education and teaching methods at the school including details of any special arrangements in the curriculum and otherwise for particular categories of pupils, including those with statements of special educational needs made pursuant to section 168 of the Education Act 1993; and

(2) A summary of the policy adopted for the school by the governing body in relation to children with special educational needs as it appears from the information published by the governing body under regulations 2 to 4 of the Education (Special Educational Needs) (Information) Regulations 1994<sup>(16)</sup>.

7. A statement on the ethos and values of the school.

8.—(1) In the case of any county, voluntary or special school maintained by an authority (other than a special school established in a hospital), particulars of the manner in which complaints are to be made under arrangements pursuant to section 23 of the 1988 Act.

(2) In the case of a grant-maintained or grant-maintained special school the arrangements made by the governing body for the consideration and disposal of complaints relating to any matter concerning the curriculum followed within the school, including in particular the discharge by the governing body of the duties imposed on them under Chapter I of Part I of the 1988 Act.

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(16) S.I. 1994/1048.

**9.** A summary of the content and organisation of that part of the curriculum relating to sex education (where such education forms part of the secular curriculum of the school).

**10.** Particulars of any careers education and guidance provided and any arrangements made for work experience for pupils.

**11.—**(1) The affiliations, if any, of the school with a particular religion, or religious denomination.

(2) Without prejudice to paragraphs 6 and 7—

- (a) particulars of the religious education provided at the school;
- (b) a statement that a pupil shall, pursuant to section 9 of the 1988 Act<sup>(17)</sup>, be excused wholly or partly from attendance at religious worship in the school or from receiving religious education given in the school, or both, if the parent of the pupil so requests; and
- (c) particulars of any arrangements as respects the exercise by the parent of a pupil of rights under section 9 of the 1988 Act in relation to the pupil's attendance at religious worship or religious education or both.

**12.** A summary of the charging and remissions policies determined by the governing body under section 110 of the 1988 Act.

**13.—**(1) The dates of school holidays, including half-term holidays, for the admission school year.

(2) The times at which each school session begins and ends on a school day.

**14.** A statement indicating (a) the aims of the governing body with respect to sport at the school and (b) the provision made for sport at the school.

**15.** Changes in respect of any matter mentioned in the preceding paragraphs which it has been determined will be made after the start of the school year to which the particulars relate.

**16.—**(1) In the case of a school with registered pupils in the final year of the first key stage, the number of such pupils.

(2) Where the number of such pupils is ten or more, the percentage who in respect of each of mathematics and science and the attainment targets in English in sub-paragraph (3)—

- (a) in respect of each level of the National Curriculum level scale were assessed as having reached that level;
- (b) were assessed as working towards level 1; or
- (c) were exempted from assessment under section 18 or 19 of the 1988 Act.

(3) The attainment targets are—

- (a) reading;
- (b) writing; and
- (c) speaking and listening.

(4) Where the number of such pupils is fewer than ten but not fewer than five, the percentage who were assessed as having reached level 2 or above in each of the attainment targets in sub-paragraph (3) and in mathematics and science.

(5) Where the number of such pupils is ten or more, the percentage who in respect of each of mathematics and the attainment targets in English in sub-paragraph (3) were assessed by teacher assessment but were exempted under section 18 or 19 of the 1988 Act from assessment by the administration of NC tests and, the percentage who in respect of each of mathematics and those

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(17) Section 9 was amended by section 12(4) of the Further and Higher Education Act 1992 (c. 13).

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attainment targets were assessed by the administration of NC tests but were exempted under section 18 or 19 of that Act from teacher assessment.

(6) Where the number of such pupils is fewer than five, a statement recording the fact and explaining that the results of assessment are not to be published for reasons of confidentiality.

(7) Where a pupil has been assessed both by a teacher and by the administration of any NC tests the information in sub-paragraphs (2)(a) and (b), (3) and (4) shall be given in respect of both types of assessment.

**17.—**(1) In the case of a school with registered pupils in the final year of the second key stage, the number of such pupils.

(2) Where the number of such pupils is ten or more, the percentage who, in respect of each of the core subjects—

- (a) in respect of each level of the National Curriculum level scale were assessed as having reached that level;
- (b) were assessed as working towards level 1;
- (c) were exempted from assessment under section 18 or 19 of the 1988 Act;
- (d) failed to register a level because they were absent from the assessment; or
- (e) failed to register a level on being assessed.

(3) Where the number of such pupils is fewer than ten but not fewer than five, the percentage who in respect of each of the core subjects were assessed as having reached level 4 or above.

(4) Where the number of such pupils is ten or more, the percentage who in respect of each of the core subjects were assessed by teacher assessment but were exempted under section 18 or 19 of the 1988 Act from assessment by the administration of NC tests or NC tasks, or both, and the percentage who in respect of each of those subjects were assessed by the administration of NC tests or NC tasks, or both, but were exempted under section 18 or 19 of that Act from teacher assessment.

(5) Where the number of such pupils is fewer than five, a statement recording the fact and explaining that the results of assessment are not to be published for reasons of confidentiality.

(6) Where a pupil has been assessed both by teacher assessment and by the administration of any NC tests or NC tasks (or both), the information referred to in sub-paragraphs (2)(a) and (b) and (3) shall be given in respect of both the teacher assessment and by the tests or tasks (or both, in accordance with regulation 19).

**18.—**(1) In the case of a school with registered pupils in the final year of the third key stage, the number of such pupils.

(2) Where the number of such pupils is ten or more, the percentage who in respect of each of the core subjects—

- (a) in respect of each level of the National Curriculum level scale were assessed as having reached that level;
- (b) were assessed as working towards level 1;
- (c) were exempted from assessment under section 18 or 19 of the 1988 Act;
- (d) failed to register a level because they missed the assessment by reason of absence; or
- (e) failed to register a level on being assessed.

(3) Where the number of such pupils is fewer than ten but not fewer than five, the percentage who in respect of each of the core subjects were assessed as having reached level 5 or above.

(4) Where the number of such pupils is ten or more, the percentage who in respect of each of the core subjects were assessed by teacher assessment but were exempted under section 18 or 19 of the

1988 Act from assessment by the administration of NC tests or NC tasks, or both, and the percentage who in each of those subjects were assessed by the administration of NC tests or NC tasks, or both, but were exempted under section 18 or 19 of that Act from teacher assessment.

(5) Where the number of such pupils is fewer than five, a statement recording the fact and explaining that the results of assessment are not to be published for reasons of confidentiality.

(6) Where a pupil has been assessed both by a teacher and by the administration of any NC tests or NC tasks (or both) the information referred to in sub-paragraphs (2)(a) and (b) and (3) shall be given in respect of both the teacher assessment and by the tests or tasks (or both, in accordance with regulation 19).

**19.** Where both NC tests and NC tasks are administered to a pupil, for the purposes of paragraphs 17(6) and 18(6) only the result which indicates the highest level of attainment which the pupil has achieved in any core subject concerned is to be used for the purposes of the information to be given.

**20.** In the case of a school providing education for pupils aged 15 or for pupils aged 16, 17 or 18—

(a) the policy in respect of entering such pupils for public examinations.

**21.** In the case of a school with registered pupils aged 15—

(a) the number of those pupils;

(b) the number of those pupils who were not entered during the reporting school year for any GCSE examination;

(c) subject by subject, the number of those pupils who during the reporting school year were entered for any GCSE examination or registered for or studying towards—

(i) a General National Vocational Qualification, or units of such a qualification, awarded by the Business and Technology Education Council, the City and Guilds of London Institute or the Royal Society of Arts Examination Board and approved by the Secretary of State under section 5 of the 1988 Act;

(ii) a National Vocational Qualification, or units of such a qualification, awarded by the City and Guilds of London Institute, the Royal Society of Arts Examination Board, the Pitman Examination Institute or the London Chamber of Commerce and Industry Examination Board and approved by the Secretary of State under section 5 of the 1988 Act;

(iii) the Diploma of Vocational Education of the City and Guilds of London Institute approved by the Secretary of State under section 5 of the 1988 Act; or

(iv) the Initial Awards of the Royal Society of Arts Examination Board approved by the Secretary of State under section 5 of the 1988 Act;

(d) subject by subject, the number of those pupils who during the reporting school year—

(i) achieved each grade from A\* to G in any GCSE examination;

(ii) were entered for a GCSE examination but failed to achieve a grade;

(iii) were entered for a GCSE examination but did not attempt that examination;

(iv) achieved, as the case may be, the qualification, or all units studied for in relation to that qualification, the Diploma or Initial Awards for which they were entered;

(e) the percentage of those pupils who, during the reporting school year—

(i) were entered for a GCSE examination in one or more subjects;

(ii) were entered for such an examination in five or more subjects;

(iii) achieved any grade from A\* to G in such an examination in one or more subjects;

(iv) achieved any grade from A\* to G in such an examination in five or more subjects;

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- (v) achieved any grade from A\* to C in such an examination in five or more subjects;
  - (vi) irrespective of whether they were entered, did not achieve any grade in any such examination;
  - (f) the total number of pupils who during the reporting school year were registered for or studying towards a qualification, or units studied for in relation to that qualification, the Diploma or Initial Awards referred to in sub-paragraph (c);
  - (g) the percentage of the pupils mentioned in sub-paragraph (f) who during the reporting school year achieved, as the case may be, the qualification, or all units studied for in relation to that qualification, the Diploma or Initial Awards for which they were entered.
- 22.** In the case of a school with registered pupils aged 16, 17 or 18—
- (a) the number of those pupils who during the reporting school year were entered for fewer than two GCE `A' level examinations or the equivalent;
  - (b) the percentage of the pupils mentioned in sub-paragraph (a) whose point scores fell within the following ranges: 0—4 points; 5—9 points; 10—15 points;
  - (c) the average point score of the pupils mentioned in sub-paragraph (a);
  - (d) the number of registered pupils aged 16, 17 or 18 who during the reporting school year were entered for two or more GCE `A' levels or the equivalent;
  - (e) the percentage of the pupils mentioned in sub-paragraph (d) whose point scores fell within the following ranges:
    - 0—4 points; 5—9 points; 10—14 points; 15—19 points; 20—24 points; 25—29 points; 30 points or more;
  - (f) the average point score of the pupils mentioned in sub-paragraph (d);
  - (g) the number of registered pupils aged 16, 17 or 18 who were entered during the reporting school year for the International Baccalaureate Diploma;
  - (h) the percentage of the pupils mentioned in sub-paragraph (g) who achieved that qualification;
  - (i) the number of registered pupils aged 16, 17 or 18 who were in the final year of study of a course leading to—
    - (i) an Advanced General National Vocational Qualification awarded by the Business and Technology Education Council, the City and Guilds of London Institute or the Royal Society of Arts Examination Board;
    - (ii) the National Certificate or Diploma of the Business and Technology Education Council; or
    - (iii) the Diploma of Vocational Education of the City and Guilds of London Institute at national level;
  - (j) the percentage of the pupils mentioned in sub-paragraph (i) achieving each of those qualifications wholly or partly on the basis of work done in that school year;
  - (k) subject by subject, the number of registered pupils aged 16, 17 or 18 who during the reporting school year—
    - (i) achieved each grade from A to N at GCE `A' level and `AS' examinations;
    - (ii) were entered for and attempted such a GCE `A' level or `AS' examination but failed to achieve a grade;
    - (iii) were entered for such an examination but did not attempt it;
    - (iv) were in the final year of study of a course leading to—



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- (i) an Advanced General National Vocational Qualification awarded by the Business and Technology Education Council, the City and Guilds of London Institute or the Royal Society of Arts Examination Board;
    - (ii) the National Certificate or Diploma of the Business and Technology Education Council; or
    - (iii) the Diploma of Vocational Education of the City and Guilds of London Institute at national level; and
    - (iv) achieved such a qualification wholly or partly on the basis of work done in that year.
  - (l) the number of registered pupils aged 16, 17 or 18 who were in the final year of study of a course leading to—
    - (i) an Intermediate General Vocational Qualification awarded by the Business and Technology Education Council, the City and Guilds of London Institute or the Royal Society of Arts Examination Board;
    - (ii) the First Certificate or Diploma of the Business and Technology Education Council; or
    - (iii) the Diploma of Vocational Education of the City and Guilds of London Institute at intermediate level.
  - (m) the percentage of the pupils mentioned in sub-paragraph (l) achieving each of those qualifications wholly or partly on the basis of work done in that school year; and
  - (n) subject by subject, the number of registered pupils aged 16, 17 or 18 who during the reporting school year were in the final year of study of a course leading to—
    - (i) an Intermediate General Vocational Qualification awarded by the Business and Technology Education Council, the City and Guilds of London Institute or the Royal Society of Arts Examination Board;
    - (ii) the First Certificate or Diploma of the Business and Technology Education Council; or
    - (iii) the Diploma of Education of the City and Guilds of London Institute at intermediate level; and
    - (iv) achieved such a qualification wholly or partly on the basis of work done in that school year.
- 23.** In the case of a maintained school with registered pupils aged 15, 16, 17 or 18, information in respect of the previous school year—
- (a) in respect of pupils aged 15 or 16, the number of those pupils, and the percentage of those pupils who have commenced—
    - (i) a course at any school or any course of further education;
    - (ii) employment;
    - (iii) a Youth Training Scheme; and
    - (iv) the percentage of pupils not coming within (i), (ii) or (iii) above;
  - (b) in respect of pupils aged 17 or over, the number of those pupils and the percentage of those pupils who have commenced—
    - (i) any course of further education;
    - (ii) any course of higher education;
    - (iii) employment; and

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(iv) the number of pupils not coming within (i), (ii) or (iii) above.

**24.—**(1) The number of pupils of compulsory school age registered at any time on or before the Friday before the last Monday in May during the reporting school year.

(2) The number of—

- (a) authorised absences; and
- (b) unauthorised absences

of registered pupils of compulsory school age during the reporting school year on or before the Friday before the last Monday in May expressed as a percentage of the total number of possible attendances in that reporting school year.

(3) For the purposes of this paragraph—

- (a) an “unauthorised absence” means an occasion on which a pupil is recorded as absent without authority pursuant to the Education (Pupil Registration) Regulations 1995<sup>(18)</sup> and “authorised absence” shall be construed accordingly;
- (b) “the total number of possible attendances” means the number produced by multiplying the number of registered pupils of compulsory school age by the number of school sessions in the reporting school year on or before the Friday before the last Monday in May;
- (c) a pupil is of compulsory school age unless before 1st September immediately preceding the reporting school year—
  - (i) he has not attained the age of five years; or
  - (ii) he has attained the age of sixteen years.

(4) Where a percentage required to be calculated by virtue of this paragraph is not a whole number, it shall be rounded to one decimal place.

(5) This paragraph does not apply in respect of boarding pupils.

### SCHEDULE 3

Regulation 13

#### INFORMATION TO BE MADE AVAILABLE BY GOVERNING BODIES

**1.** In the case of a school providing education for pupils at the first, second or third key stage, the most recent national summary figures in respect of the key stage or stages for which the school provides education, corresponding to paragraphs 16(2), (3), (4) and (5), 17(2), (3) and (4) and 18(2), (3) and (4) of Schedule 2.

**2.** In the case of a school providing education for pupils aged 15—

in relation to the results of GCSE examinations and vocational qualifications or units of such qualifications mentioned in paragraph 21 of Schedule 2, the most recent local and national average figures corresponding to paragraph 21(e)(iii), (iv), (v) and (g) of that Schedule.

**3.** In the case of a school providing education for pupils aged 16, 17 or 18—

in relation to the results of GCE “A” level and GCE “AS” examinations, and vocational qualifications mentioned in paragraph 22 of Schedule 2, the most recent national average figures corresponding to paragraph 22(b), (c), (e), (f), (j) and (m) of that Schedule.

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<sup>(18)</sup> S.I. 1995/2089.

SCHEDULE 4

Regulation 9(4)

ORDER IN WHICH GCSE RESULTS OF PUPILS AGED 15 ARE TO BE MADE AVAILABLE AND SYLLABUSES COUNTING AS GCSE SYLLABUSES

English	All syllabuses entitled <i>English</i> which conform to the GCSE/Key Stage 4 Criteria for English.
Mathematics	All syllabuses entitled <i>Mathematics</i> which conform to the GCSE/Key Stage 4 Criteria for Mathematics.
Science:	
Science single award	All combined or integrated science syllabuses entitled <i>Science: Single Award</i> which conform to the GCSE/Key Stage 4 Criteria for Science, which lead to a single GCSE award.
Science double award	All combined or integrated science syllabuses entitled <i>Science: Double Award</i> which conform to the GCSE/Key Stage 4 Criteria for Science, and which lead to two GCSE awards.
Biology	All syllabuses entitled <i>Biology</i> which conform to GCSE National Criteria for Biology.
Chemistry	All syllabuses entitled <i>Chemistry</i> which conform to GCSE National Criteria for Chemistry.
Physics	All syllabuses entitled <i>Physics</i> which conform to GCSE National Criteria for Physics.

**EXPLANATORY NOTE**

*(This note is not part of the Regulations)*

These Regulations apply to maintained schools in England. For the purposes of these Regulations, “maintained school” means a county or voluntary school a special school maintained by a local education authority which is not established in a hospital, and a grant-maintained school or a grant-maintained special school not established in a hospital. They replace and revoke the Education (School Information) (England) Regulations 1994, as amended.

The main changes relate to additional information to be included in the school prospectus. That information is now to include the most recent national summary figures in respect of National Curriculum assessments of pupils for all schools in England relating to the key stage or stages for which the school makes provision (regulation 13 and Schedule 3).

In the case of a school with registered pupils aged 15, the information is now to include particulars in relation to General National Vocational Qualifications, National Vocational Qualifications, or units

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of both such qualifications, the Diploma of Vocational Education of the City and Guilds of London Institute and the Initial Awards of the Royal Society of Arts Examination Board (paragraph 21 of Schedule 2). In the case of a school with registered pupils aged 16, 17 or 18, the information is now to include particulars in relation to Intermediate General Vocational Qualifications, the First Certificate or Diploma of the Business and Technology Educational Council and the Diploma of Vocational Education of the City and Guilds of the London Institute at intermediate level (paragraph 22 of Schedule 2).

The prospectus is now to include a statement indicating what the aims of the governing body of the school are with respect to sport and the provision made for sport in the school (paragraph 14 of Schedule 2).

By way of transitional provision, where a governing body have already published the annual prospectus before the commencement of these Regulations, they are not required to publish a further annual prospectus by virtue of these Regulations in that school year.