

Statutory policies for schools and academy trusts

Governors are responsible for approving most of a school's policies.

Please refer to the table below for how often each policy must be reviewed and the level of approval required.

Policy	Local-authority-maintained schools	Academies	Review cycle	Approval level
Admission arrangements	Yes	Yes	Annually	Governing body, local authority, academy trust
Charging and remissions	Yes	Yes	Recommended annually	Governing body, individual governor or Headteacher
Data protection	Yes	Yes	Recommended annually	Governing body, individual governor or Headteacher
Protection of biometric information of children in schools and colleges	Yes	Yes	Recommended annually	Governing body
Register of pupils' admission to school and attendance	Yes	Yes	Live document	Governing body, individual governor or Headteacher
School information published on a website	Yes	Yes	Live document	Governing body, individual governor or Headteacher
School complaints	Yes	Yes	Recommended annually	Governing body, individual governor or Headteacher

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Policy	Local-authority-maintained schools	Academies	Review cycle	Approval level
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

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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
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 Head teacher

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Behaviour in schools	Yes	Yes	Recommended annually	Headteacher can delegate
Behaviour principles written statement	Yes	No	Recommended annually	Governing body
School exclusion	Yes	Yes	Recommended annually	Governing body, individual governor or Head teacher
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
Governors' allowances (schemes for paying)	Yes	No	Recommended annually	Governing body, individual governor or Headteacher

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Instrument of government	Yes	No	Recommended annually	Governing body
Register of business interests of Head teachers and governors	Yes	Yes	Live document	Governing body can delegate approval subject to the local authority scheme
Careers guidance: details of your careers programme and a provider access statement	Yes	Yes	Recommended annually	Governing body