

Website Compliance Tool – User Guide

Overview

The **Website Compliance Tool** helps school leaders check that their public website meets the Department for Education's (DfE) "*What Schools Must Publish Online*" requirements.

By entering your school's name and website URL, the system automatically scans your site and produces a detailed **compliance report**, highlighting where statutory information is missing or incomplete.

You can also fine-tune results by adding section-specific URLs or overriding the AI's findings when you have local evidence that a check is compliant.

Access and Dashboard

Dashboard Overview

(See: *WC Dashboard View.png*)

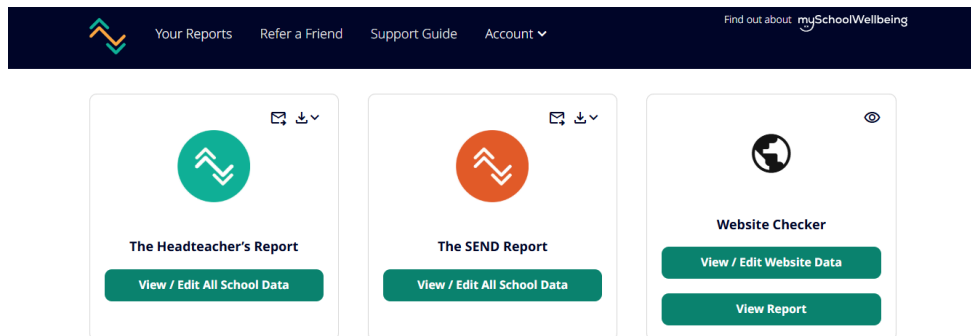
When you log in, you'll see your **Dashboard**, which displays all modules and reports available to your school.

Each tile represents a compliance module.

You'll see two main buttons:

- **View / Edit Website Details** – manage your school's core website details, add section-specific URLs, and review or override individual compliance checks.
- **View Report** – view the latest automated compliance report.

You can also preview modules that have not yet been purchased or manage user details from this page.




Editing School Details

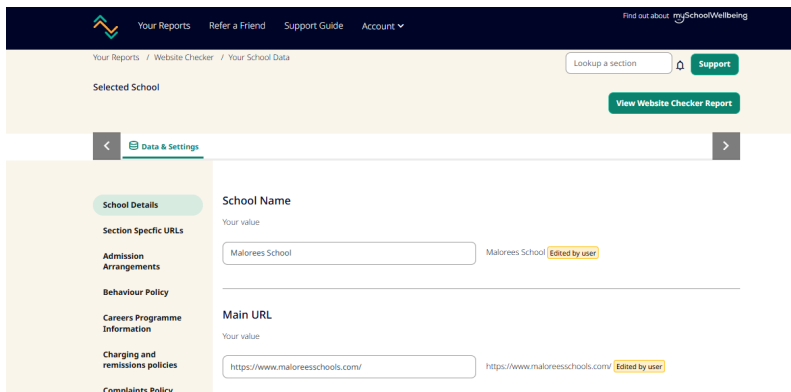
Manage Main Website Details

(See: WC School Details Page.png)

This page stores your school's name and main website URL.

- The URL should be the school's **main homepage** (e.g. <https://www.exampleschool.com>).
- The tool will only scan and analyse pages linked to this approved domain.

 If your website uses multiple domains (for example, [.co.uk](https://www.exampleschool.co.uk) and [.org.uk](https://www.exampleschool.org.uk) versions), or if you believe your domain is incorrect, please contact our support team so we can update your DfE GIAS-linked domain settings.



Your Reports / Website Checker / Your School Data

[Support](#)

Selected School

[View Website Checker Report](#)

[Data & Settings](#)

School Details

Section Specific URLs

Admission Arrangements

Behaviour Policy

Careers Programme Information

Charging and remissions policies

Complaints Policy

School Name
Your value
Malorees School [Edited by user](#)

Main URL
Your value
<https://www.maloreeschools.com/> <https://www.maloreeschools.com/> [Edited by user](#)

Section-Specific URLs

(See: *WC Section Specific URL.png*)

Sometimes a check may not detect the right page — for example, if your *Behaviour Policy* or *SEND Information Report* sits on a separate link.

In these cases, you can manually enter **section-specific URLs** that should take priority for that section's checks.

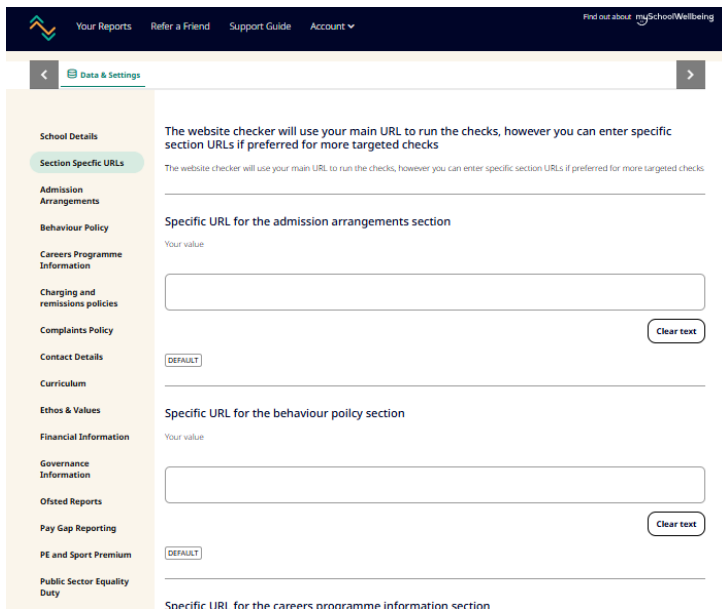
How to add them:

1. Open the relevant section.
2. Enter one or more URLs separated by commas (,).
3. Save your changes.

There is **no limit** to the number of URLs per section, but they must all belong to your approved domain.

Example:

<https://www.exampleschool.com/policies/behaviour-policy.pdf>,
<https://www.exampleschool.com/key-info/behaviour>



The screenshot shows the 'Data & Settings' page. On the left is a sidebar with a list of sections: School Details, Section Specific URLs (highlighted), Admission Arrangements, Behaviour Policy, Careers Programme Information, Charging and remissions policies, Complaints Policy, Contact Details, Curriculum, Ethos & Values, Financial Information, Governance Information, Ofsted Reports, Pay Gap Reporting, PE and Sport Premium, and Public Sector Equality Duty. The main content area has a header explaining that the website checker uses the main URL but allows for specific section URLs. Below this, there are three input fields for specific URLs, each with a 'Clear text' button and a 'DEFAULT' label. The first two fields are for 'Specific URL for the admission arrangements section' and 'Specific URL for the behaviour policy section'. The third field is for 'Specific URL for the careers programme information section'.

Overriding Results


(See: *WC Example Override Page.png*)

You can manually override the tool's findings if you have evidence that the automated result is inaccurate.

For each individual check, you can update:

- **RAG Rating** (Red, Amber, Green)
- **Evidence Link** (URL or file reference)
- **Findings / Recommendations**

When saved, overrides immediately update your next compliance report and dashboard summary.


[Your Reports](#)
[Refer a Friend](#)
[Support Guide](#)
[Account ▾](#)
Find out about [mySchoolWellbeing](#)

Selected School :

View Website Checker Report

Data & Settings

School Details
Section Specific URLs
Admission Arrangements
Behaviour Policy
Careers Programme Information
Charging and remissions policies
Complaints Policy

Admission arrangements: CHECK OVERRIDES

Check	RAG Rating Override	Evidence Override	Findings Override
How to Apply for a School Place	Please Select ▾		
Oversubscription Criteria	Please Select ▾		
Appeals Process	Please Select ▾		
Admission Outside Normal Age Group	Please Select ▾		
In-Year Admissions & -	Please Select ▾		



Viewing the Compliance Report

(See: *WC Report Page.png*)




The **Report Page** presents a detailed breakdown of your school's website compliance across all required DfE categories.

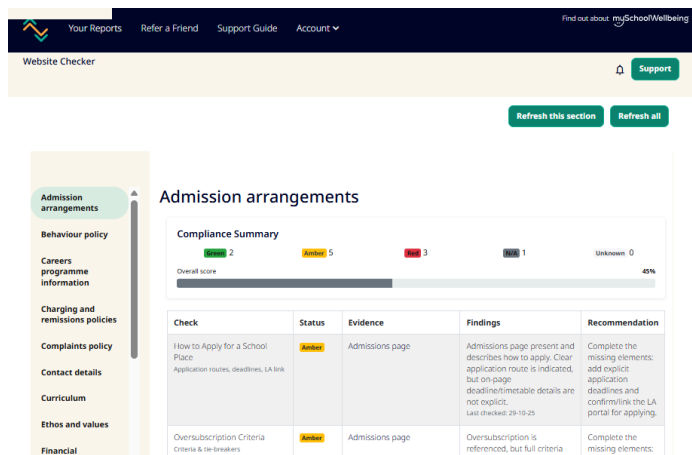
Each section includes:

- **Summary and overall compliance score** (with a progress bar)
- **Table of individual checks** with RAG ratings, findings, and recommendations
- **Recommended actions** for improvement

The layout follows a consistent, web-optimised format using Bootstrap styling and color-coded badges for clarity.

RAG Rating System

RAG	Meaning	Action
 Red	Non-compliant or missing information	Action required immediately
 Amber	Partial or outdated compliance	Review and update soon
 Green	Fully compliant	No action needed



The screenshot shows the 'Website Checker' interface. At the top, there's a navigation bar with links: 'Your Reports', 'Refer a Friend', 'Support Guide', and 'Account'. A 'Support' button is in the top right. Below the navigation bar, the 'Website Checker' title is on the left, and 'Refresh this section' and 'Refresh all' buttons are on the right. The main content area is titled 'Admission arrangements'. It features a 'Compliance Summary' section with a progress bar showing an overall score of 45%. The progress bar is divided into segments for Green (2), Amber (5), Red (3), and Unknown (0). Below the summary is a table with columns: Check, Status, Evidence, Findings, and Recommendation. The table lists two checks: 'How to Apply for a School Place' and 'Oversubscription Criteria'. Both checks have an Amber status. The 'Findings' column provides details on what is missing or incorrect, and the 'Recommendation' column provides guidance on how to improve compliance.

Check	Status	Evidence	Findings	Recommendation
How to Apply for a School Place Application routes, deadlines, LA link	Amber	Admissions page	Admissions page present and describes how to apply. Clear application route is indicated, but on-page deadline/unavailable details are not explicit. Last checked: 29-10-25	Complete the missing elements: add explicit application deadlines and confirm link the LA portal for applying.
Oversubscription Criteria Criteria & tie-breakers	Amber	Admissions page	Oversubscription is referenced, but full criteria	Complete the missing elements:



Domains and Restrictions

The checker is restricted to your school's **approved domain**, as listed on the **DfE GIAS website**.

- Only pages within this domain will be scanned.
- Subdomains (e.g. [policies.exampleschool.com](#)) are included automatically.
- External links (e.g. local authority pages) are tested for accessibility and correctness but are not scanned in depth.

If your school website domain changes or you believe the wrong one is listed, contact support to request an update.



Support and Contact

If you need help with:

- Adding or changing your school's domain
- Understanding your report results
- Troubleshooting missing or duplicate entries

Please contact the support team via your account dashboard or email us directly at hello@theheadteachersreport.com.

Appendix: Behind the Scenes

The checker uses an AI-driven system that applies DfE guidelines to assess compliance for each section (as defined in the internal templates — see [12†Website Checker - Header.docx], [13†Website Checker - Example Body.docx], and [14†Website Checker - Footer.docx]).

It reviews:

- Navigation menus and page content
- Downloadable PDFs and documents
- Accessibility and availability of information
- Date currency and statutory references

Each section report feeds into the main dashboard summary, ensuring all overrides and user-entered URLs are reflected in the final compliance status.