

# 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 fully compliant
- Where improvements are needed
- Where the required information is missing

You can also fine-tune results by adding section-specific URLs or overriding the system's findings where you have additional evidence.

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## ✨ What's Changed?

We've recently updated the Website Checker to improve clarity and better align with how schools are reviewed in practice.

Key improvements include:

- Moving away from **Red / Amber / Green ratings**
- Introducing clearer, **inspection-friendly terminology**
- Separating **statutory compliance** from **recommended best practice**
- Enhancing the dashboard for **governor-level reporting**

These changes make reports easier to understand and more useful for leadership discussions and inspection preparation.

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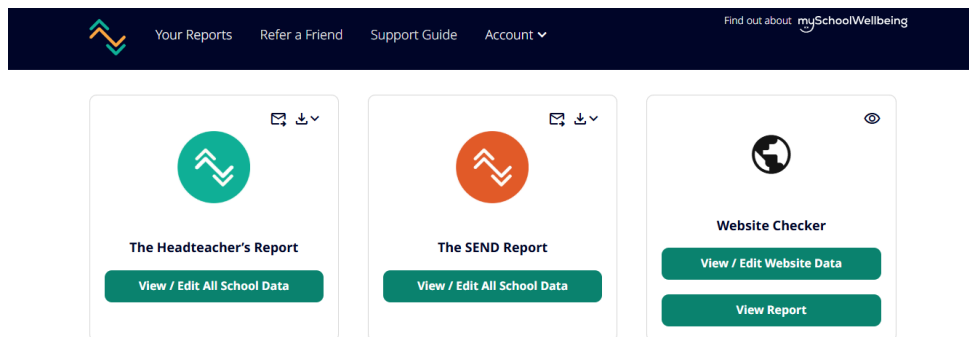
## Access and Dashboard

### Dashboard Overview

When you log in, your Dashboard provides a high-level summary of your website compliance. Each tile represents a compliance module available to your school.

You'll see two main options:

- **View / Edit Website Details**  
Manage your school's website details, add section-specific URLs, and override individual checks.
- **View Report**  
View your latest compliance report.



### Key Dashboard Areas

- **Statutory Position**  
A snapshot of how your school is performing against required DfE checks.
  - **Statutory Checks**  
The total number of statutory requirements reviewed and how many issues have been identified.
  - **Recommended Checks**  
Best practice improvements to enhance clarity, accessibility, and usability.
  - **Summary for Governors**  
A concise, inspection-ready overview highlighting strengths and key areas for development.
  - **Share Results** “Use the *Share Report* button to generate a read-only link for easy sharing with governors and stakeholders.”
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## Editing School Details

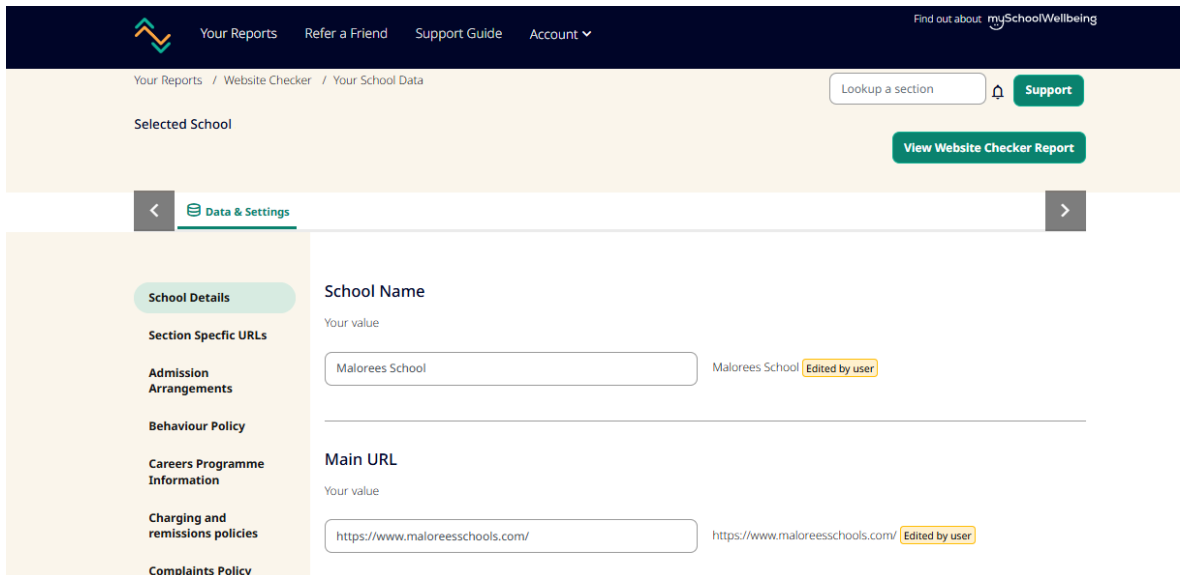
### Manage Main Website Details

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

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

#### Important:

If your website uses multiple domains (e.g. [.co.uk](#) and [.org.uk](#)) or the domain is incorrect, please contact support so this can be updated.



The screenshot shows the 'Data & Settings' page for editing school details. The page has a dark blue header with navigation links: 'Your Reports', 'Refer a Friend', 'Support Guide', and 'Account'. A search bar and a 'Support' button are also present. Below the header, there's a breadcrumb trail: 'Your Reports / Website Checker / Your School Data'. A 'Lookup a section' search bar and a 'Support' button are also visible. The main content area is divided into two sections: 'School Name' and 'Main URL'. Each section has a text input field and a 'Your value' label. The 'School Name' field contains 'Malorees School' and the 'Main URL' field contains 'https://www.maloreesschools.com/'. Both fields have a yellow 'Edited by user' label. A left sidebar contains a list of settings: 'School Details', 'Section Specific URLs', 'Admission Arrangements', 'Behaviour Policy', 'Careers Programme Information', 'Charging and remissions policies', and 'Complaints Policy'. The 'School Details' section is currently selected.

## Section-Specific URLs

Sometimes the system may not automatically detect the correct page (for example, if a policy is on a separate page or in a PDF). In these cases, you can manually add **section-specific URLs**.

### How to add them:

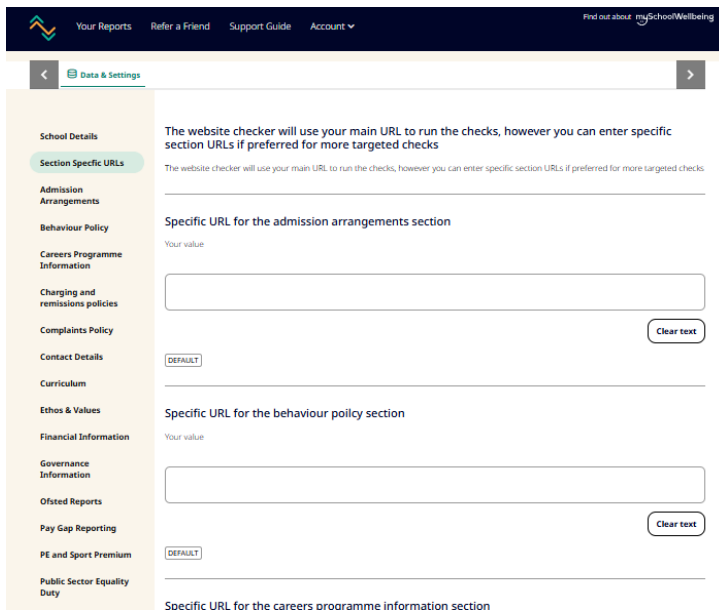
1. Open the relevant section
2. Enter one or more URLs (separated by commas)
3. Save your changes

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

### Example:

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

These URLs will be prioritised when running checks for that section.



The screenshot shows a web application interface for 'Data & Settings'. The left sidebar contains 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 is titled 'Section Specific URLs' and includes a sub-header: 'The website checker will use your main URL to run the checks, however you can enter specific section URLs if preferred for more targeted checks'. Below this, there are three input fields for specific URLs, each with a 'Clear text' button. The first field is for 'Specific URL for the admission arrangements section', the second for 'Specific URL for the behaviour policy section', and the third for 'Specific URL for the careers programme information section'. Each field has a 'Your value' label above it and a 'DEFAULT' button below it.


## Overriding Results

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


For each check, you can update:

- **Compliance Status**  
(Compliant, Weakness identified, Non-compliant, Not applicable)
- **Evidence Link**  
(URL or file reference)
- **Findings / Recommendations**

Once saved, overrides immediately update your 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	<input style="width: 100%;" type="text" value="Please Select"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Oversubscription Criteria	<input style="width: 100%;" type="text" value="Please Select"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Appeals Process	<input style="width: 100%;" type="text" value="Please Select"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Admission Outside Normal Age Group	<input style="width: 100%;" type="text" value="Please Select"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
In-Year Admissions & ...	<input style="width: 100%;" type="text" value="Please Select"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

## Viewing the Compliance Report

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

Each section includes:

- A **summary of statutory compliance**
- Clearly identified **issues and gaps**
- A table of individual checks
- Separate **recommended improvements (best practice)**

The report is designed to be:

- Easy to interpret for **school leaders**
  - Clear and structured for **governors**
  - Aligned with **inspection-style expectations**
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## Sharing Your Report

You can share your full Website Compliance Report using the Share Report button.

This generates a secure, read-only link that can be shared with:

- Governors
- Senior leaders
- Trust / LA colleagues
- External reviewers

### Why use the share link?

Using the shareable link is the preferred method because:

- Formatting is fully preserved
- The report remains interactive and easy to navigate
- It reflects the most up-to-date version (including overrides)
- It is much easier to review than a printed document

## **Printing your report**

While it is possible to print the report, this is not recommended:





- Printed reports can run to dozens of pages
- Formatting and layout may not display as intended
- Navigation and clarity are reduced compared to the live version

For best results, always share the read-only link instead.

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## **Compliance Status System**

The tool uses clear, inspection-friendly terminology instead of Red / Amber / Green.

<b>Status</b>	<b>Meaning</b>	<b>Action</b>
 <b>Compliant</b>	Requirement is fully met and clearly evidenced	No action needed
 <b>Weakness identified</b>	Information is present but unclear, incomplete, or hard to find	Review and strengthen
 <b>Non-compliant</b>	Required information is missing or does not meet requirements	Action required
 <b>Not applicable / not assessed</b>	The check does not apply or could not be assessed	No action required

This approach makes reports more practical and focused on **clear next steps**.

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## Statutory vs Recommended Checks

The report now clearly separates **statutory requirements** from **recommended best practice**.

### Statutory Checks

These are based directly on the DfE's requirements. They:

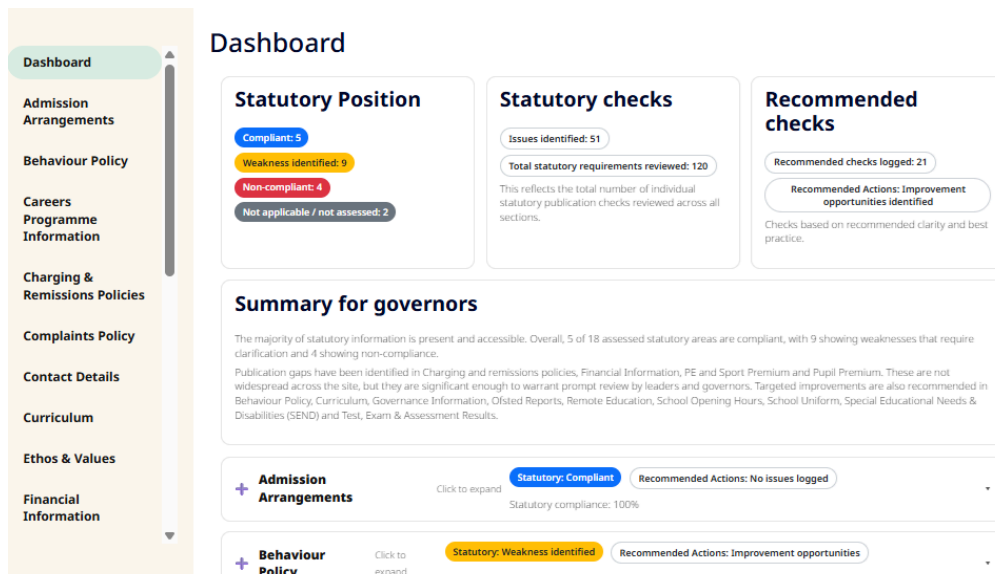
- Form your **core compliance position**
- Are summarised in the dashboard
- Should be prioritised for action

### Recommended Checks

These focus on **best practice**, including:

- Clarity for parents
- Ease of navigation
- Quality and completeness of information

They do not affect statutory compliance but highlight opportunities to improve your website.



**Dashboard**

**Statutory Position**

- Compliant: 5
- Weakness identified: 9
- Non-compliant: 4
- Not applicable / not assessed: 2

**Statutory checks**

- Issues identified: 51
- Total statutory requirements reviewed: 120

This reflects the total number of individual statutory publication checks reviewed across all sections.

**Recommended checks**

- Recommended checks logged: 21
- Recommended Actions: Improvement opportunities identified

Checks based on recommended clarity and best practice.

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**Summary for governors**

The majority of statutory information is present and accessible. Overall, 5 of 18 assessed statutory areas are compliant, with 9 showing weaknesses that require clarification and 4 showing non-compliance.

Publication gaps have been identified in Charging and remissions policies, Financial Information, PE and Sport Premium and Pupil Premium. These are not widespread across the site, but they are significant enough to warrant prompt review by leaders and governors. Targeted improvements are also recommended in Behaviour Policy, Curriculum, Governance Information, Ofsted Reports, Remote Education, School Opening Hours, School Uniform, Special Educational Needs & Disabilities (SEND) and Test, Exam & Assessment Results.

**Admission Arrangements** Click to expand

**Statutory: Compliant** Recommended Actions: No issues logged

Statutory compliance: 100%

**Behaviour Policy** Click to expand

**Statutory: Weakness identified** Recommended Actions: Improvement opportunities



## Domains and Restrictions

The checker is restricted to your school's approved domain (as listed on DfE GIAS).

- Only pages within this domain are scanned
- Subdomains are included automatically
- External links are checked for accessibility but not analysed in detail

If your domain changes, contact support to update your settings.

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## Support and Contact

If you need help with:

- Adding or changing your school's domain
- Understanding your report
- Resolving missing or duplicate checks

Please contact the support team via your dashboard or email:

**hello@theheadteachersreport.com**

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## Behind the Scenes

The Website Compliance Tool uses an AI-driven system to assess your website against DfE requirements.

It reviews:

- Website navigation and structure
- Page content and published information
- Downloadable documents (e.g. PDFs)
- Accessibility and visibility of key information
- Document dates and currentness

Each section feeds into the overall dashboard, ensuring all updates, overrides, and added URLs are reflected in your final compliance position.