



Statutory Documents required in School

Policy or Document	Review cycle	Approval level	Month Written
Set by the LEA			
Admission arrangements https://www.kent.gov.uk/data/assets/pdf_file/0015/105072/Primary-determined-scheme-for-2021-22.pdf https://www.sussex-road.kent.sch.uk/admission-arrangements/	Annually	Local authority	September 2021
Approval By Full Governing Board			
Behaviour in school policy principles written statement - one document https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/27ec6351-e6c5-4380-b95f-a8c73d7cdfd9/behaviour-in-school-principle-statement-and-policy-ratified-2021.pdf	Annually	Governing board	October 2021
Capability of Staff Policy https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/cc9d5ce1-5df4-4d70-9ed1-c608759e4294/capability-of-staff-policy-sps-ratified-2021.pdf	Annually	Governing board	October 2021
Child protection Policy and procedures Including designated teacher for looked-after and previously looked-after children https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/a4d188a4-0f25-495d-99c9-72565341a9ba/child-protection-policy-and-procedures-kcc-ratified2021.pdf	Annually	Governing board	September 2021
Children with health needs who cannot attend school – using KCC Offer https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/2292693d-f4b8-4a37-9575-b1b71a4c69b2/children-with-health-needs-who-cannot-attend-school-policy-ratified-2021.pdf	Annually	Governing board	October 2021
Early career teachers (ECTs)	Annually	Governing board	



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https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/95a85e41-6792-40bc-98f9-6018c6b65a91/early-careers-teacher-induction-policy-ratified-2021.pdf			October 2021
Finance Policy and Procedures https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/608cf8f5-fa7b-4e74-a057-baa1c5da57ba/finance-policy-and-procedures-kcc-ratified-2021.pdf	Annually	Governing board	September 2021
Managing Allegations Against Staff https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/a4a2dab0-f3f0-4c1d-9d1d-d0c7637c334d/managing-allergations-against-staff-sps-ratified-2021.pdf	Annually	Governing board	October 2021
Online safety https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/10120661-4daa-48ea-9bbe-2fd2ba6dcc64/online-safety-policy-with-covid-ratified-2021.pdf	Annually	Governing board	October 2021
Special educational needs and disability https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/9c7af68d-2ffd-40bb-98cc-06600c60c0f1/special-educational-needs-and-disability-kcc-ratified-2021.pdf	Annually	Governing board	October 2021
Staff discipline, conduct and grievance (procedures for addressing) https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/7ed935dd-565e-4b3f-8cac-f9c80ec7709d/fairness-at-work-and-staff-grievance-policy-sps-ratified-2021.pdf	Annually	Governing board	October 2021
Teacher and Support Pay Policy	Annually	Governing board	October 2021



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https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/c65dd6cf-b4a4-4cf7-bf6c-3d2e85f1f991/teacher-and-support-staff-pay-policy-sps-ratified-2021.pdf Update awaited following Union response to September 2021 settlement			
Instrument of government Held in School Governors' information file and on 'Office 365 Governors' Details available on https://sussex-road-community.secure-primarysite.net/meet-the-governors/	Annually	Governing board	September 2021
Register of business interests of Headteachers and Governors Governors - https://sussex-road-community.secure-primarysite.net/meet-the-governors/ Staff - recorded in SCR index. Not in the public domain	Live document Renewed each September	Governing board	September 2021
Approval by Headteacher			
Charging and remissions https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/134c292f-0e6f-4cf4-8a58-e8de8e0552b8/charging-and-remissions-policy-2021.pdf	Annually	Headteacher	October 2021
Data protection and GDPR Policy and Procedures https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/cb0406fe-04ac-42e1-93ff-a34a22137704/data-management-policy-2021.pdf	Annually	Headteacher	October 2021
Early years foundation stage (EYFS) https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/2a8aee36-03ba-4c45-9f3b-e5c4567abd1f/early-years-policy-interim-2021.pdf	Varies	Headteacher	Under Review October 2021



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First aid in schools https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/ab27950e-d4c3-4ff1-ae9c-9ea772001848/first-aid-in-school-policy-2021.pdf	Annually	Headteacher	October 2021
Governors' allowances (schemes for paying) https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/11a88e6b-ce05-4d73-9e12-fc15c633a120/governors-allowances-policy-2021.pdf	Annually	Headteacher	October 2021
Health and safety - KCC https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/915611d4-79d4-4858-b73e-0df4e635832d/health-and-safety-policy-2021-kent.pdf	Annually	Headteacher	October 2021
Relationships' education (primary) https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/e9c9e28b-a8a3-41be-9195-c813994a6244/rse-policy-2021.pdf	Annually	Headteacher	October 2021
School exclusion - KCC https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/ccffb5ee-f5e0-4136-b65f-ffa8ccd31677/school-exclusion-policy-and-procedure-2021-kent.pdf	Annually	Headteacher	October 2021
Supporting pupils with Medical Conditions https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/381fead7-ba3d-4804-8662-20a87e949988/supporting-pupils-with-medical-condions-2021-dfe.pdf	Annually	Headteacher	October 2021
Accessibility Policy and Plan	Every 3 years	Headteacher	



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https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/328326a2-9057-4916-80b3-750d28ee10bc/equality-and-accessibility-policy-and-plan-2021.pdf			September 2021
Equality information and objectives (public sector equality duty) statement for publication https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/e2824415d49d41709f4e97c686564/the-equalities-act-2010.pdf	Every 4 years	Headteacher	October 2021
Premises management documents These are held on Office 365	Live documents	Headteacher	
Single central record of recruitment and vetting checks Recorded in the SCR. Monitoring Governor name in the Child Protection Policy and procedures	Live document	Headteacher	
Register of pupils' admission to school and attendance Not in the public domain	Live document	Headteacher	
Protection of biometric information of children in schools and colleges The school does not collect or hold Biometric Data	Annually	NA	

School information required to be published on a website not mentioned above

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

Contact details



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https://www.sussex-road.kent.sch.uk/topic/contact			
Ofsted reports, Exam and assessment results and Performance tables https://reports.ofsted.gov.uk/provider/21/118286			
PE and sport premium for primary schools https://www.sussex-road.kent.sch.uk/sports-premium/			
Equality objectives https://primarysite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/e2824415d49d41709f4eeee97c686564/the-equalities-act-2010.pdf			
Special educational needs and disability (SEND) information https://www.sussex-road.kent.sch.uk/special-educational-needs-and-disabilities/			
Governors' information and duties https://www.sussex-road.kent.sch.uk/meet-the-governors/			
Financial information https://www.sussex-road.kent.sch.uk/finance/			
Values and ethos – Throughout the site https://www.sussex-road.kent.sch.uk/welcome/			
Requests for paper copies https://www.sussex-road.kent.sch.uk/contact-details/ https://www.sussex-road.kent.sch.uk/school-policies/ https://www.sussex-road.kent.sch.uk/welcome/			



Statutory Documents required in School

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>