ABBEY COLLEGE IN MALVERN
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Provision of Information Policy

Related Documents Include:

- Student Guide
- College website – www.abbeycollege.co.uk
- Report Template
- Policies and information published or made available by the College, as listed in this policy

This policy should be read alongside the College's Safeguarding Children Policy, Complaints Policy, Admissions Policy, Exclusion Policy, Behaviour Management Policy, Special Educational Needs and Disability Policy, English as an Additional Language Support Policy, Curriculum Policy, Data Protection Policy and relevant boarding policies.

Legal Status:

- Education and Skills Act 2008, including the provisions governing the registration and regulation of independent schools.
- Education (Independent School Standards) Regulations 2014 (as amended), Schedule, Part 6 (Provision of Information), particularly paragraphs 31A, 32 and 32A, and Part 7 (Complaints).
- Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025, in force from 1 April 2026.
- Children Act 1989, including section 87 (inspection of boarding schools).
- Education Act 2002, including sections 108 and 109 (inspection of schools).
- Education Act 1996, including section 576 (meaning of 'parent').
- Equality Act 2010, including the duties relating to disability, reasonable adjustments and accessibility.
- Data protection legislation in force in the United Kingdom, including the UK GDPR and Data Protection Act 2018, as amended.

Regulatory guidance: Department for Education, The Independent School Standards: Guidance for Independent Schools (April 2026); Department for Education, Restrictive interventions, including use of reasonable force, in schools (April 2026); and the current Independent Schools Inspectorate (ISI) inspection framework and handbook, as applicable to Abbey College.

Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the Principal.
The Principal will undertake a formal annual review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best-practice guidance so require.

- The next official date for review is **November 2027.**

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Introduction

Abbey College is required to ensure that certain information is provided to parents of registered pupils and prospective students, and that other specified information is made available to them. The College must also publish particular information on its website, provide information to inspectors and relevant public authorities when required, and meet specific reporting duties.

The principal statutory requirements are set out in Part 6 of the Schedule to the Education (Independent School Standards) Regulations 2014 (ISSR), as amended. The proprietor is responsible for ensuring that these requirements are met consistently.

Meaning of "Provided" and "Made Available"

Provided:

For the purposes of the ISSR, information is "provided" where:

- the information or a copy of the document is sent or given to the person in electronic form, where the person has provided an email address; or
- the person is given the address of an internet website from which the information or document can be downloaded, provided that it is also available for inspection by that person at the College's premises during the school day; or
- a hard copy of the information or document is sent or given to the person.

Made Available:

Information is "made available" where the College takes reasonable steps to ensure that parents and prospective parents are aware that it is available and how they may access it. This is normally achieved by:

- making the information accessible on the College website and available for inspection at the College during the school day, while taking reasonable steps to tell parents and prospective parents that it is available and where it can be found; or
- where the information is not on the website, informing parents and prospective parents that it may be requested and providing it free of charge when requested.

The College will not charge parents or prospective parents for information which the ISSR requires it to make available.

Information to be Provided to Parents and Prospective Parents

Under paragraph 32(1)(a) and 32(2) of the ISSR, the College must provide the following information to parents of registered pupils and parents of prospective students. The same information must be provided, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate:

- The College's address and telephone number, and the name of the head teacher (Principal).

- Where the proprietor is an individual, the proprietor's full name, address for correspondence during term time and holidays, and telephone number(s) on which the proprietor may be contacted; or, where the proprietor is a body of persons, the address and telephone number of its registered or principal office.
- Where there is a governing body, the name and address for correspondence of its Chair. Abbey College does not have a Board of Governors.
- A statement of the College's ethos (including any religious ethos) and aims.

The Abbey College Principal is Mr Jeff Smith. The College's address and telephone number, together with the Principal's name and contact route, are published on the College website and included in the Student Guide sent with the College Brochure. The College will ensure that the statutory school telephone number is clearly identifiable.

Abbey College is operated by Abbey College in Malvern Ltd (Company Number 08661073), a company registered in England and Wales. The registered office is 253 Wells Road, Malvern, Worcestershire, WR14 4JF. The College's website provides the College's contact details and a means of contacting a director. The company's registered/principal office address and telephone number will be provided in the College's parent information pack and on request.

The College does not have a Board of Governors. The College Mission Statement, setting out its ethos and aims, is available on the College website and in the information supplied to prospective families.

Information to be Made Available to Parents and Prospective Parents

Under paragraph 32(1)(b) and 32(3) of the ISSR, the following information must be made available to parents of registered pupils and prospective pupils and, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate:

- **Admissions, misbehaviour and exclusions:** Particulars of the College's policies and arrangements for admissions, misbehaviour and exclusions, including the Admissions Policy, Behaviour Management Policy and Exclusion Policy.
- **Pupils with EHC plans and pupils for whom English is an additional language:** Particulars of the College's educational and welfare provision for pupils with Education, Health and Care (EHC) plans and pupils for whom English is an additional language (EAL), including the Special Educational Needs and Disability Policy and English as an Additional Language Support Policy.
- **Curriculum:** Particulars of the College's curriculum policy (the policy required by paragraph 2 of the ISSR), including relevant curriculum information and summaries.
- **Behaviour, bullying, health and safety and first aid:** Particulars of the College's arrangements for meeting the standards in paragraphs 9, 10, 11 and 13 of the ISSR: behaviour, prevention of bullying, health and safety, and first aid.
- **Academic performance:** Particulars of the College's academic performance during the preceding school year, including the results of public examinations. The College will determine the appropriate level of detail and make the information available in a clear and accessible form.
- **Complaints:** Details of the College's complaints procedure, together with the number of complaints registered under the formal procedure during the preceding school year. Where there were no formal complaints, this will be stated.

- **Inspection reports:** A copy of any inspection report falling within paragraph 32(3)(g), including relevant education and boarding inspection reports. This includes reports received following inspections under sections 108 or 109 of the Education and Skills Act 2008 and section 87(1) of the Children Act 1989, but excludes pre-registration and material-change inspection reports from this particular requirement.

Publication of Safeguarding Arrangements

Paragraph 32(1)(c) of the ISSR requires particulars of the College's arrangements for meeting the safeguarding standard in paragraph 7 to be published on the College website. If the College website were unavailable or did not exist, those particulars would have to be provided to parents on request. The College publishes its safeguarding arrangements on www.abbeycollege.co.uk. The Safeguarding Children Policy and associated safeguarding information will be kept accessible, current and consistent with the arrangements actually operated by the College. Publication of the policy alone will not be treated as sufficient unless the published material gives particulars of the arrangements for safeguarding and promoting students' welfare.

Website Information

The College website is the principal means by which the College makes the required policies and information accessible to parents and prospective parents. The 'About Us' section currently identifies the following documents and information as available:

- Accessibility Policy
- Admissions Policy
- Anti-Bullying Policy
- Attendance Policy
- Bed-Check Policy
- Behaviour Management Policy
- Citizenship & Personal Tutor Policy
- Complaints Policy
- Contact with Parents, Guardians, Agents and Carers Policy
- Curriculum Policy
- Data Protection Policy
- G1 Curriculum Summary
- G2 Curriculum Summary
- A Level Curriculum Summary
- Foundation Business Curriculum Summary
- Foundation Engineering Curriculum Summary
- Foundation Science Curriculum Summary
- Foundation Art Curriculum Summary
- Foundation Medical Curriculum Summary
- Early Help Offer Policy
- English as an Additional Language Support Policy
- E-Safety / Online Safety Policy
- Exeat Policy
- Exclusion Policy

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- Excursion Policy
- First Aid & Medication Policy
- Health and Safety Policy
- Healthy Lifestyle Policy
- Homework Policy
- Managing Academic Performance Policy
- Missing Student Policy
- Out of Bounds Policy
- Physical Intervention / Restrictive Interventions Policy or relevant arrangements
- Preventing Extremism and Radicalisation Policy
- Privacy Notice for Families (GDPR)
- Provision of Information Policy
- Recruitment & the Single Central Register Policy
- Rewarding Good Behaviour Policy
- Safeguarding Children Policy
- Searching Policy
- Site Security Policy
- Special Educational Needs and Disability Policy
- Student Induction Policy
- Student Voice Policy
- Students Going Off-Campus Policy
- Visitors Policy
- VPN Policy for Students
- Whistleblowing Policy

The College will check the website list at each annual review and whenever a policy is revised. The list above is a policy-control list and must be reconciled against the live website before issue; a document should only be described as published where the current approved version is in fact accessible online. Duplicate or obsolete entries should be removed and document titles should match the current policy register.

Inspection Reports and Inspection Information

Following an inspection under sections 108 or 109 of the Education and Skills Act 2008, where the report has been sent to the proprietor, the College will publish and maintain a copy on its website and provide it to the parents of each registered pupil by any date specified by the inspection body. This includes relevant ISI inspection reports.

Following an inspection under section 87(1) of the Children Act 1989, where the report has been sent to the proprietor, the College will publish and maintain a copy on its website and provide it to the parents of each boarder.

The College will retain previous inspection reports on the website so far as required by the duty to 'publish and maintain'. Reports will be clearly labelled by inspection date and type. The College will also make reports available to prospective parents and inspectors in accordance with paragraph 32.

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Staff will cooperate fully with inspectors. Any information reasonably requested in connection with an inspection under section 109 of the Education and Skills Act 2008, where required for the purposes of the inspection, will be provided to the inspection body. Inspectors will be given access to the College's admission and attendance registers. The Principal will coordinate the timely provision of requested material and ensure that relevant records, policies and evidence are accessible.

The College recognises that ISI expects relevant policies and information required to be public under Part 6 to be available on the school website before an inspection is announced. The College will therefore maintain an accurate and accessible website policy library and will not rely on uploading documents only after an inspection has been notified.

Annual Reports to Parents

In accordance with paragraph 32(1)(f) of the ISSR, the College will provide an annual written report to the parent(s) of each registered pupil on the pupil's progress and attainment in the main subject areas taught. The report will be provided even where the College issues more frequent progress reports during the year.

The College currently sends progress reports to parents, often through agents, up to four times per year. These reports and any end-of-year report will be organised so that the statutory requirement for at least one annual written report is met. Additional information may be provided on request.

A report need not be provided where the parent has agreed otherwise. Where parents are separated, the College will provide the report to each parent who is entitled to receive it unless that parent has agreed otherwise or a lawful safeguarding or other restriction applies. An agreement by one parent does not, by itself, constitute agreement on behalf of another parent.

Local Authority Funded Students and EHC Plans

Where a student is wholly or partly funded by a local authority (other than funding solely for free-of-charge early years provision under section 7 of the Childcare Act 2006), paragraph 32(1)(h) requires the College to provide an annual account of income received and expenditure incurred in respect of that pupil to the local authority and, on request, to the Secretary of State.

Where a student with an EHC plan is wholly or partly funded by a local authority or another body through public funds, paragraph 32(1)(i) requires the College to provide the responsible local authority with such information as may reasonably be required for the purpose of the annual review of the EHC plan.

The College will identify any pupil and placement to which these duties apply, maintain appropriate financial and educational records, and provide the required information within the relevant timescales. The College's current position regarding local-authority-funded pupils must be checked at each review and updated if circumstances change. The College does not assume that the absence of local-authority funding removes its general duties to provide information reasonably required by inspectors.

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Publication of Regulatory Actions

Paragraph 32(1)(j), read with paragraph 32(4), requires the College to publish and maintain on its website particulars of specified regulatory actions, or provide them to parents where the College has no website. These include specified decisions by the Secretary of State to remove the school from the register, impose a relevant restriction on the proprietor, or an order by a justice of the peace to remove the school from the register. If any such action applies, the proprietor and Principal will ensure that the required particulars are published and maintained and that parents are informed as required.

Restrictive Interventions: Recording and Parental Notification

The Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025 introduced paragraphs 16A and 32A into the ISSR with effect from 1 April 2026. These requirements are relevant to the College's information and parental communication duties and must be read alongside the College's Behaviour Management and Physical Intervention arrangements.

The College will ensure that procedures are in place to record each use of force and each seclusion or restraint incident within the scope of paragraph 16A. Records must be made in writing as soon as practicable after the incident. Staff must follow the College's relevant recording, escalation and safeguarding procedures.

Under paragraph 32A, information about each such incident must be provided to each parent of the pupil as soon as practicable, subject to the statutory exceptions. The parental-notification requirement does not apply where the student is aged 20 or over. Information must not be provided to a parent where it appears that doing so would be likely to result in significant harm to the student. Where there is no parent to whom information can safely be provided, the required information must be provided to the local authority in accordance with the Regulations.

The College will normally provide the information in writing and as soon as practicable, ideally on the same day. The communication should include, as applicable, the date, time, location and duration of the intervention, why it was considered necessary, the type and degree of force used, and any injuries sustained. Where an incident is also a significant use-of-force incident subject to the statutory reporting procedure, the College will follow the applicable procedure and avoid unnecessary duplicate reporting.

The College will have regard to the Department for Education's April 2026 statutory guidance, Restrictive interventions, including use of reasonable force, in schools. This policy does not replace the detailed operational requirements in the College's behaviour and physical intervention procedures.

Data Protection and Confidentiality

Information will be provided and made available in a manner consistent with the College's data protection obligations. The College will distinguish between information which must be publicly accessible and personal or confidential information which may only be disclosed to an authorised

recipient or where there is a lawful basis or statutory requirement. The College will not publish identifiable pupil or family information merely because a general duty to publish school information applies.

Where a statutory duty requires information to be provided to parents, a local authority, the Secretary of State or an inspector, the College will share the information necessary to meet that duty, using secure and appropriate methods and observing applicable safeguarding and data protection requirements.

Progress and Attainment Information

The College will make available particulars of academic performance during the preceding school year, including public examination results. Parents may also request details of the previous year's public examination results. The College will ensure that published information is accurate, appropriately contextualised and does not disclose personal data about individual pupils.

Responsibilities

- The proprietor is responsible for ensuring that the College meets the Independent School Standards, including the requirements in Part 6.
- The Principal has day-to-day responsibility for implementing this policy, maintaining oversight of the website information and ensuring that required information is provided or made available.
- Relevant staff will keep the Principal informed of changes to policies, student provision, examination outcomes, complaints, inspection reports and local-authority-funded placements which may affect the information required by this policy.
- The Principal will ensure that requests from parents, prospective parents, inspectors and public authorities are directed to the appropriate member of staff and answered promptly.
- The College will maintain evidence that required information has been published, provided or made available, including website checks, parent communications, reports issued and responses to requests.

Current Position and Review Checks

At each annual review, the Principal will confirm and record that:

- the College's name, address, telephone number and Principal's name are correct and accessible;
- the proprietor's company details and registered/principal office contact information are accurate;
- the College's ethos and aims are published or supplied;
- all required policies and particulars are available to parents and prospective parents, with safeguarding arrangements published on the website;
- the current and previous inspection reports required by law are published, maintained and provided to parents within the required timescales;
- an annual written report is provided to the parents of every registered pupil unless the relevant parent has agreed otherwise;
- the College has identified any local-authority-funded pupils and any EHC plan annual-review information duties;
- any regulatory action falling within paragraph 32(4) has been published and maintained as required; and

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- staff understand and follow the recording and parental-notification requirements for force, seclusion and restraint incidents.

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