



Policy review schedule template

For local authority maintained school governing boards

This template can be adapted and used in conjunction with the [NGA annual governance planner](#).

The policies featured are those that may come to the governing board or one of its committees for approval – it does not provide an exhaustive list. The statutory policies listed feature in Department for Education (DfE) guidance: [statutory policies for schools and academy trusts](#).

Statutory policies

Policy name	Review frequency	Approval level	Suggested term to review	Notes	Related guidance and resources
Admissions	Determine arrangements annually	Full governing board (FGB) / Local authority	Autumn		<ul style="list-style-type: none"> DfE guidance: School Admissions Code
Behaviour	Recommended annually	Headteacher can delegate	Autumn		<ul style="list-style-type: none"> DfE Behaviour and discipline in schools advice for staff
Behaviour principles written statement	Recommended annually	FGB	Autumn		<ul style="list-style-type: none"> NGA guidance: Behaviour management DfE guidance: Behaviour and discipline in schools
Capability of staff	Recommended annually	FGB / committee	Autumn		<ul style="list-style-type: none"> DfE Teacher appraisal and capability: model policy DfE Staffing and employment advice for schools

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Careers guidance: programme and provider access statement	Recommended annually	FGB	Autumn	Applies to secondary schools	<ul style="list-style-type: none"> ■ NGA guide to providing an effective careers programme ■ DfE guidance: Careers guidance and access for education and training providers
Charging and remissions	Recommended annually	FGB / committee	Summer		<ul style="list-style-type: none"> ■ NGA guidance: approving the charging and remissions policy
Child protection	Annually	FGB	Spring	Should include policy and procedures for dealing with peer-on-peer abuse	<ul style="list-style-type: none"> ■ NGA safeguarding guidance ■ DfE guidance: Keeping children safe in education
Children with health needs who cannot attend school	Recommended annually	FGB	Spring		<ul style="list-style-type: none"> ■ DfE guidance: Education for children with health needs who cannot attend school
Complaints	Recommended annually	FGB / committee	Autumn		<ul style="list-style-type: none"> ■ NGA complaints guidance and model procedure ■ DfE guidance: School complaints procedures
Data protection	Recommended annually (registration is annual)	FGB / committee	Autumn		<ul style="list-style-type: none"> ■ DfE guidance - Data protection: privacy notice model documents ■ NGA guidance: GDPR and cyber security
Early career teachers (ECTs)	Recommended annually	FGB	Summer		<ul style="list-style-type: none"> ■ DfE guidance: Induction for early career teachers

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Early years foundation stage (EYFS)	Varies	FGB / committee	Summer	Separate policies to cover EYFS requirements are not needed if already met through existing policy	<ul style="list-style-type: none"> ■ DfE guidance: Early years foundation stage statutory framework
Equality information and objectives (public sector equality duty) statement for publication	Every four years	FGB / committee	Spring		<ul style="list-style-type: none"> ■ DfE guidance: Equality Act advice for schools ■ NGA equality and diversity guidance for governing boards
First aid in schools	Recommended annually	FGB / committee	Spring	May be encompassed within health and safety policy	<ul style="list-style-type: none"> ■ DfE guidance: First aid in schools
Governors' allowances (expenses)	Recommended annually	FGB / committee	Autumn		<ul style="list-style-type: none"> ■ NGA governor expenses guidance
Health and safety	Annually	Employer	Autumn		<ul style="list-style-type: none"> ■ DfE Health and safety advice for schools ■ NGA Health and safety advice for governing boards
Pay policy	Annually	FGB / local authority	Autumn		<ul style="list-style-type: none"> ■ DfE School teachers pay and conditions document and guidance
Premises management documents	Recommended annually	FGB / committee	Various	Covers many aspects of school premises management such as asbestos, fire safety and statutory testing	<ul style="list-style-type: none"> ■ DfE manual: Good estate management for schools

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Protection of biometric information of children in schools and colleges	Recommended annually	FGB	Spring	Required for schools that wish to use pupils' biometric information with automated systems	<ul style="list-style-type: none"> ■ DfE advice: Protection of children's biometric information in schools
Relationships (primary)/ Relationships & sex education (secondary)	Recommended annually	FGB / committee	Spring	Could be included within a PSHE Policy	<ul style="list-style-type: none"> ■ DfE guidance: Relationships Education, Relationships and Sex Education (RSE) and Health Education
School exclusion	Recommended annually	FGB / committee	Summer		<ul style="list-style-type: none"> ■ DfE guidance: School suspensions and permanent exclusions
Special educational needs & disability (SEND)	Annually	FGB	Spring		<ul style="list-style-type: none"> ■ NGA SEND governance guidance ■ DfE SEND code of practice
Staff discipline, conduct and grievance (procedures for addressing)	Recommended annually	FGB	Summer		<ul style="list-style-type: none"> ■ DfE Staffing and employment advice for schools
Statement of procedures for dealing with allegations of abuse against staff	Recommended annually	FGB / committee	Spring		<ul style="list-style-type: none"> ■ DfE guidance: Keeping children safe in education
Supporting pupils with medical conditions	Recommended annually	FGB / committee	Spring		<ul style="list-style-type: none"> ■ DfE guidance: Supporting pupils with medical conditions at school

Other policies and documents

Policy name	Review frequency	Approval level	Suggested term to review	Notes	Related guidance and resources
Accessibility plan	Every three years	FGB / committee	Spring	An accessibility plan may be a freestanding document or part of another document such as a development plan	<ul style="list-style-type: none"> ■ DfE guidance: Equality Act advice for schools
Attendance	NGA recommend annually	FGB / committee	Summer	While this is not a statutory policy, the DfE has set a clear expectation that all schools have one	<ul style="list-style-type: none"> ■ NGA guidance: securing good attendance ■ DfE guidance: Working together to improve school attendance
Freedom of Information	FGB to decide	FGB / committee	Summer		<ul style="list-style-type: none"> ■ ICO guide to freedom of information ■ See also part 6 of The Governance Handbook
Safeguarding policies and procedures	Annually	FGB	Spring	The procedures required to keep children safe are wide ranging and so will not be covered in a single policy	<ul style="list-style-type: none"> ■ DfE guidance: Keeping children safe in education ■ NGA guidance: safeguarding for governing boards