



## **Ashford School and Ashford Friars Preparatory School**

### **Provision of Information in accordance with Statutory Regulations**

Ashford School is required to provide the following information to parents and prospective parents under the Independent Schools Standards Regulations (ISSRs):

- The school's address
- The school's telephone number
- The name of the Head
- The address and telephone number of UCST's registered office
- The name and address for correspondence of the Chair of the UCST Board and the Chair of the Local Governing Body (LGB)
- A statement of the school's ethos and aims

These are all provided on the website and, in addition, as part of the package sent to prospective parents on the offer of a place at the school. The ISSRs also require the school to make this information available on request to the Chief Inspector, the Secretary of State or a body approved for the purpose of section 162A(1) of the 2002 Act.

Similarly, the following policies are made available or information on how to obtain them is available for parents and prospective parents on our website:

- The arrangements for admissions, discipline and exclusions
- Education and welfare provision for pupils with statements and pupils for whom English is an additional language
- Our curriculum policy
- Our anti-bullying policy
- Our policy for health and safety on educational visits
- Our policy on rewards and sanctions (as part of our approach to behaviour management)
- The performance of students in public exams in the previous year
- Our complaints procedure together with the number of formal complaints received under this procedure in the previous year
- Our staff and their qualifications
- Our Child Protection and Safeguarding policy

The ISSRs require the school to provide a copy of any school inspection report (e.g. ISI inspection including Early Years or boarding). All such reports are available on the website or otherwise may be found at [www.ISI.net](http://www.ISI.net) or [www.OFSTED.gov.uk](http://www.OFSTED.gov.uk).

All parents receive regular (and at least annual) written reports of the progress and attainment of their child.

In accordance with ISSRs, the school provides any body conducting an inspection under section 162A of 2002 Act with any information reasonably requested in connection with it

that is necessary for the purposes of the inspection and access to the school's admissions and attendance registers.

The School submits to the local authority, and on request from the Secretary of State, an annual account of income received and expenditure incurred by the school in respect of a pupil wholly or partially funded by a local authority who is registered at the school and supplies to the local authority information required for the purpose of the annual review of the statement of a pupil registered at the school.

Ashford School has due regard to its responsibilities, and in particular the processing of personal information, under the Data Protection Act. All electronic data is held securely on the school's networks which is accessible only via password and ID log-on. Data is only ever released to authorised personnel with the approval of the Head. The Data controller for Ashford School, as part of the UCST, is James Nicholson, Company Secretary of UCST.

Ashford School is regulated by the Department for Education (DfE) and the relevant contact details can be found on the DfE website ([www.education.gov.uk](http://www.education.gov.uk)). Ashford School is also noted on the Edubase register ([www.edubase.gov.uk](http://www.edubase.gov.uk)). This statement also appears on our website.