

**Guidance notes for**

**SEN and Disability**

**Local Offer: Primary Settings**

Mainstream, Short Stay Schools, Special Schools and Academies

**Guidance for Completion**

The SEND Reforms placed a statutory requirement on education establishments from September 2014 to make information available to parents about how the establishment supports children and young people with SEND. This information forms the main basis for your Local Offer.

As some concerns around the Local Offer have been raised, it was thought to be a good time for a review of the current Local Offers to take place and refreshed information distributed.

The guidance notes and template is designed to help you to pull together information so that parents of children with Special Educational Needs and or Disabilities (SEND) know what support they can expect if their child attends your establishment.

The finished text is required by legislation to be published and will be looked at by **OFSTED** prior to any visit.

Here are the main things to ensure you comply

1. **Publish your local offer on your own website**.
2. **Publish your SEN Report on your own web site**
3. **Link your local offer to your own web site home page**
4. **Include contact details of your SENCO**
5. **Link to the Local Authority’s Local Offer** [www.lancashire.gov.uk/SEND](http://www.lancashire.gov.uk/SEND)
6. **Inform** Lancashirelocaloffer@lancashire.gov.uk **this is completed**

Remember this is a separate legislation requirement to publishing your SEN Report. Your web site should hold both your Local Offer and SEN Report if required

The questions are intended as prompts and reflect key issues that parents have told us they would like to know about when deciding who could best meet their child’s needs. You may also wish to consult with your own pupils’ parents about what to include in your Local Offer.

In developing your own Local Offer you should be mindful that there is a requirement for a feedback facility to be available as part of the Local Offer and for responses to be given to any feedback received.

**Once you have updated your Local Offer and SEN report on your web site and have a link to your Local Offer and SEN Report on your own home page.**

**Please confirm by emailing** Lancashirelocaloffer@lancashire.gov.uk

**Subject heading for the email:**

Local Offer (insert your school name).

**Email body**

I confirm that our Local Offer has now been published on the **[insert establishment name]** website. The home web page is **(insert establishment home page web address)** The SEN Report web link is **(insert establishment SEN Report web link)**

# Promoting Good Practice and Successes

The Local Offer gives your school the opportunity to showcase any good practice you have around supporting children with Special Educational Needs to achieve their full potential. If you have any examples of good practice or success stories, we would encourage you to include these on your Local Offer web pages. For reasons of confidentiality, please do not include a child’s full name in any case studies you promote.

Guidance notes for each section required on YOUR Local Offer

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| **Accessibility and Inclusion** |
| * How accessible is the school environment?

Is the building fully wheelchair accessible? Do you have accessible parking spaces? Have there been improvements in the auditory and visual environment? Are there accessible changing/toilet facilities? How do you improve access to the setting? * How accessible is your information? - including displays, policies and procedures etc.

Do you have information available in different font sizes, audio information, Braille, other languages etc. How does the setting communicate with parents and families whose first language is not English? How is information made accessible to parents and families with additional needs?* How accessible is the provision?

How do you make use of resources such as symbols, pictures and sign graphics to support children's access to resources? Do you have furniture such as height adjustable tables or alternative ways of presenting activities so that children can access them?* Do you have specialised equipment (eg; ancillary aids or assistive technology?)
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| **Teaching and Learning** |
| * What arrangements do you have to identify and assess children with SEN?
* What additional support can be provided in the classroom?
* What provision do you offer to facilitate access to the curriculum and to develop independent learning? (This may include support from external agencies and equipment/facilities)
* What SEN and disability and awareness training is available to all staff?
* What staff specialisms/expertise in SEN and disability do you have?
* What ongoing support and development is in place for staff supporting children and young people with SEN?
* What arrangements are made for reasonable adjustments and support to the child during tests and SATs?
* How well does your SEN provision map illustrate the range and level of support for individual pupils or groups with similar needs and the resources allocated to meet those needs?
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| **Reviewing and Evaluating Outcomes** |
| * What arrangements are in place for review meetings for children with Statements or Education, Health and Care (EHC) Plans?
* What arrangements are in place for children with other SEN support needs?
* How do you assess and evaluate the effectiveness of the provision you make for children and young people with SEN and Disability?
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| **Keeping Children Safe** |
| * How and when will risk assessments be done? Who will carry out risk assessments?
* What handover arrangements will be made at the start and end of the school day?
* Do you have parking areas for pick up and drop offs?
* What arrangements will be made to supervise a child during breaks and lunchtimes?
* How do you ensure a child stays safe outside the classroom? (e.g. during PE lessons, school trips)
* Where can parents find details of policies on anti-bullying?
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| **Health (including Emotional Health and Wellbeing)** |
| * How do you manage safe keeping and administration of medication?
* How do you work with a family to draw up a care plan and ensure that all relevant staff are aware of the plan?
* What would the school do in the case of a medical emergency?
* How do you ensure that staff are trained/qualified to deal with a child’s particular needs?
* Which health or therapy services can children access on school premises?
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| **Communication with Parents** |
| * How do you ensure that parents know “who’s who” and who they can contact if they have concerns about their child/young person?
* How do parents communicate with key staff (eg do they have to make an appointment to meet with staff or do you have an Open Door policy?
* How do you keep parents updated with their child/young person’s progress?
* Do you offer Open Days?
* How can parents give feedback to the school?
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| **Working Together** |
| * What opportunities do you offer for children to have their say? e.g. school council
* What opportunities are there for parents to have their say about their child’s education?
* What opportunities are there for parents to get involved in the life of the school or become school governors?
* How does the Governing Body involve other agencies in meeting the needs of pupils with SEN and supporting their families? (e.g. health, social care, voluntary groups)

How do home/school contracts/agreements support children with SEN and their families? |

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| **What help and support is available for the family?** |
| * Do you offer help with completing forms and paperwork? If yes, who normally provides this help and how would parents access this?
* What information, advice and guidance can parents access through the school? Who normally provides this help and how would parents access this?
* How does the school help parents with travel plans to get their child to and from school?
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| **Transition to Secondary School** |
| * What support does the school offer around transition? (e.g. visits to the secondary school, buddying)
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| **Extra Curricular Activities** |
| * Do you offer school holiday and/or before and after school childcare? If yes, please give details.
* What lunchtime or after school activities do you offer? Do parents have to pay for these and if so, how much?
* How do you make sure clubs and activities are inclusive?
* How do you help children to make friends?
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| **Feedback** |
| * How can feedback be given, state options available i.e. web site, telephone, email
* What will happen once feedback received
* How you will respond to feedback
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