

The Local Offer and the SEN Information Report

Following the recent SEND Reforms Roadshows we are aware that there is still some confusion regarding schools' responsibilities and those of the Local Authority.

The information and the table below should clarify what is expected.

The Local Offer

- The Local Offer is the responsibility of the Local Authority but the CoP states that schools must cooperate with the LA (section 4,14 – 4,15).
- The local offer sets out in one place information about provision the local authority expects to be available across education, health and social care for local disabled children and children with SEN, including those who do not have an Education, Health and Care Plan.
- In Somerset the Local Offer Information and Services will be available from April 2016 on the Somerset Choices website in the Children and Families section.
- The 'service card' that schools were asked to produce is no longer required.
- Somerset Choices will use the information from Capita to generate the description you see of your school/setting so the information accessed by Capita needs to be accurate and up to date.
- You need to give permission to share your information via this route. If you have not yet done this email sfid@somerset.gov.uk to get an update form.

The SEN Information Report

- Schools must publish a SEN information report as detailed in section 6,79 of the CoP and [The Special Educational Needs and Disability Regulations 2014-Schedule1 \(Regulation 51\)](#).
- The report should be co-produced that is, developed together with parents, CYP, governors, school staff and other stakeholders.
- School should ensure that the information is easily accessible by parent carers and young people and is set out in clear, straightforward language (section 6.81).
- It needs to be reviewed and updated on an annual basis.
- Schools should also make data on levels and types of need within the school available to the local authority (but not published in the school's SEN Report) (section 6.83). SCC access this information via the annual school's census.

There is no need to have a separate SEN information report and also information for the Local Offer. The information required from your school for Somerset's Local Offer and your School's information report are effectively the same.

SEND Policy

- Schools must publish their SEND policy which sets out how the provision for SEND will be delivered.
- It should be published on the school's website.
- Children, young people and their families should be consulted.
- It needs to be updated every three years.

SEN Report to Governors

The Special Educational Needs and Disability (SEND) Code of Practice does not make any specific reference to what governors should be told about SEND.

The Governance Handbook explains that it is a Headteacher's job (and in maintained schools a legal duty) to give the governing body all the information it needs to deliver its core functions effectively.

The report should be compiled by the SENCO and SEN governor and presented to the governing body annually. This should be published on the school website.

The report to the board of governors should be presented at least on an annual basis and the expectation would be that it would be written by the SENCO and the SEN Governor. The report will include details on the provision for, and progress of, pupils with SEN and/or disabilities at the school along with confirmation of the funding received, any staff development and work undertaken with external agencies and the impact that this has had on outcomes for the pupil.

Lorraine Petersen, Education Consultant and former Chief Executive Officer of Nasen suggests the report to governors should contain the following:

- An update on the school's move to the new SEND system.
- How the school identifies pupils with SEND.
- The pupils' progress.
- SEND funding.
- Staff development.
- Work with external agencies.

Local Offer/SEND Policy/SEN Information Report Comparison Table

This table sets out the various information/reports that are required by the local authority and schools when detailing their SEN provision. It distinguishes the three forms of information that you would expect to see, who is responsible, what the purpose is, where it is published, when to involve children and young people and how often it needs to be reviewed. There is often overlap in the content but all three are required and have a specific purpose.

	Local Authority	School	
	Local Offer	SEND Policy	SEN Information Report
Responsibility	Local Authority	Governing Body	SENCO, SLT, Governors
Purpose	What's expected to be on offer in the area	How SEND provision is designed/planned and will be delivered	What is actually/ has been delivered and how the policy has been implemented (see list and requirements 6.79 – 6.83 of COP) and The Special Educational Needs and Disability Regulations 2014- Schedule1 (Regulation 51) .
Where published	Local authority portal Somerset Choices website	School website Hard copy available on request	School website Hard copy available on request
Involvement of children, young people and families	Co-coproduced and feedback published online	Consultation	Good practice to co-produce
Reviewed/ Updated	Ongoing as required but reviewed at least once a year	Every 3 years	Annually or as soon as possible where changes occur
Children, young people and family friendly format required	Yes	Yes	Yes