

The Children and Families Bill requires Liverpool to publish and keep under review information about services they expect to be available for children and young people with special educational needs aged 0-25. This is the **Local Offer**.

The intention of the Local Offer is:

- to improve choice and transparency for families
- to provide an important resource for professionals in understanding the range of services and provision in a local area
- to inform the joint commissioning process for children and young people with SEND by setting out in a single place what is available locally

Clauses 25 and 28 of the Children and Families Bill places a duty on services, including schools to co-operate with local authorities in making information available.

With the vision of the transparent and holistic SEN system set out within The Code of Practice (2015), the Local Offer is co-produced with children, young people and their families. Within the Local Offer, St Margaret's C E Academy sets out the following actions and responsibilities:

1. How will I be involved in discussions about and planning for my child's education?

- During the summer term that your son is in Year 6, St. Margaret's C E Academy hold a meeting with all parents and future pupils in order for them to see the school environment and ask any questions which they may have. It is also an opportunity to meet your son's Form Tutor, the Senior Management Team and the school SENDCo.
- During the same term, your son will have had a visit from a member of The Academy's staff within his primary school setting. This gives the opportunity for any transition plans to be made should they be required for those students with specific needs.
- A 'Welcome Eucharist Service' is held within September for students to become part of our community and participate within the Christian ethos of our Academy.
- We hold Parents Evenings throughout the school year giving parents/carers the opportunity to meet with key members of staff involved in your child's education. Information about how the school supports all pupils to reach their full potential is shared at this meeting. If parents/carers are unable to attend, staff are flexible with regards to feeding back and answering queries.
- Parents/carers are invited to a Parent's Evening that takes place throughout the year. Parental intervention and support is welcome at SMA 6th Form and there are key people that parents can contact if they have a concern or require support.
- For students with an Education Health Care Plan, annual review meetings are held where progress is discussed and aspirational outcomes are set out.
- We have a very strong pastoral team who liaise with teaching staff and SEND staff. They also liaise regularly with parents/carers regarding the progress and welfare of your child.
- Meetings are held when we feel a student needs additional support from outside agencies. Parents/carers are invited to discuss their child's needs and we also ask the student themselves in order to maintain a person centred approach.
- The SENDCo and members of the Learning Support Team are always available to discuss any issues you may have about your child.

2. How will school staff support my child?

- Students with additional educational needs may have a Pupil Learning Profile. These documents inform staff of the needs of the student and offer strategies to meet these needs within the classroom. Parents, subject teachers, pastoral teams, Learning Support Assistants and pupils are all invited to contribute to the profiles. The profiles are reviewed when parents, teaching staff or pupils themselves feel that they need a new challenge or there is an issue to resolve and adjustments are made.
- All parents/carers receive an effort and progress report on their child's academic progress twice a year and are invited to attend the Parents' Evening once per academic year.
- 6th form Assessment and progress is ongoing with 3 data checkpoints placed throughout the year to allow for individual progress checks with personalised intervention if necessary allowing, if appropriate for a student's individual needs including those with SEND provision. Throughout the year a 6th Form Student Intervention Programme (SIP) is available to assist those students who are having difficulty meeting their targets again providing support and liaising with parents/carers where appropriate.
- Identified students are given additional literacy support through intervention sessions in our Resource Centre. These sessions are led by fully trained Educational Support Staff and progress is monitored on a weekly basis.
- Identified students are given additional social and communication support through intervention sessions within our Learning Support Base. These sessions are led by a fully trained Educational Support Assistant and progress is monitored weekly.
- Year 7 students who enter with a much below average literacy and/or numeracy are invited to attend intervention catch up sessions to enhance their progress.

- A Social and Communication group for those students with ASC and/or those students who are vulnerable is held every lunchtime where students are able to mix across the year groups under supervision if the SEN Team. We also have a small, quiet yard to enable these students to gain fresh air during non-structured time.
- We have a team of Learning Support Assistants who provide in-class support for students with additional educational needs.
- All students' progress is tracked through whole school tracking procedures.
- We have a school governor named in our SEN Policy who has specific responsibilities for this area of work.

3. How will the curriculum be matched to my child's needs?

- We understand that all pupils have different learning styles and learn at their own pace. The pace and challenge in all lessons supports all pupils to achieve expected outcomes and realise their true potential.
- In most year groups, and in most subjects, students are grouped by prior attainment.
- The curriculum at St. Margaret's C E Academy is inclusive and encompasses all learning styles.
- We provide limited varied options for students at KS4.
- SMA 6th Form's prime aim is the provision, in a supportive environment, of high quality, fulltime academic and general education on courses to meet the needs of young people between the ages of 16 and 19 and at the same time to equip them with the qualifications, skills and personal attributes required to move successfully and happily into higher or further education, employment and future life.
- Medical/social need admissions 6th form: St Margaret's recognises that sometimes, some Year 11 pupils with particular educational or social needs may benefit from continuing their studies in a familiar environment. Under such circumstances, it may be possible for us to offer a bespoke package of courses provided by St Margaret's and, occasionally and if appropriate, other specialist providers – provided such courses are available, appropriate to the needs to the individual pupil, and can be suitably managed by the Sixth Form (and school's) leadership. In order to qualify for consideration for such a package, we would expect a pupil to have been in receipt of a Statement or Education/Health Care Plan, and to enjoy the support of the Special Educational Needs and Disability Co-ordinator at their Key Stage 4 school. Because of the emphasis on continuity, it is less likely such a package would be suitable for pupils from other schools, although we would welcome enquiries from any interested parties. St Margaret's reserves the right to recruit up to two such students each year.
- Student data is used daily to inform teachers planning and tailor their teaching to meet individual needs.
- Specialist outreach support is available for students who are identified as requiring additional and more specialised support.

4. What support will there be for my child's overall well being?

- The school's Pastoral Team is made up of Heads of Year, along with Form Tutors, and is overseen by the Assistant Principal of Pastoral Care. There are also opportunities for pupils to share their views and opinions as members of the Student Council.
- St. Margaret's C E Academy provides a counselling service. Currently, there is a drop in session held during one lunchtime per week.
- St. Margaret's C E Academy has a Family Liaison Officer who supports individuals and their families with personal matters.

- Lunch time and after school clubs operate for vulnerable pupils, pupils struggling with friendship groups and those who find it difficult to complete homework within the home environment.
- If your child has medical needs you will be invited, along with health care providers, to contribute to a Health Care Plan. Your child's medical care will be monitored by our Medical Co-ordinator. Medication for students is kept within the Medical Room and dispensing is overseen by the Medications Co-ordinator. Parents/carers have the responsibility to inform us of any change needed.
- Breakfast service is available daily for those students who wish to access it.
- St. Margaret's C E Academy prides itself on its use of rewards; the reward system gives all students opportunities to shine in different ways.
- St Margaret's 6th Form SEND provision is part of the overall school provision led by the school SENDCo Mrs K. Prichard. As a part of this commitment the Learning Support Team aims to accurately identify, assess learners for special educational needs and provide strategies to enable staff to meet the needs of these learners. We accept that the notion of meeting special needs is a 'whole College responsibility'. This means that whilst the Learning Support team identifies, assesses and can provide tailored support for learners, the provision for the learner is the responsibility of all staff.

5. What specialist services and expertise are available at or accessed by the school?

- St. Margaret's C E Academy accesses the local authority Educational Psychology Service in order to assess students and provide advice to staff on how to meet students' needs.
- The academy accesses specialist services when appropriate, including: Physiotherapy, Occupational Therapy, Sensory Service, outreach from specialist provision, Child and Adolescent Mental Health Services (CAMHS), Ethnic Minority and Traveller Achievement Service (EMTAS), Education Welfare, Speech and Language and Connexions.
- The SENDCo, Heads of Year and Medications Co-ordinator have regular contact with the school nurse.
- The SENDCo holds further qualifications in Specific Learning Difficulties (Dyslexia) and there is currently a member of the Learning Support Team who is working towards further qualifications within the same field. The SENDCo also holds the National Award in Special Educational Needs Co-ordination.
- Educational Support Assistants support pupils with additional educational needs and/or complex medical needs.
- SMA 6th Form accepts learners with a wide range of special educational needs and disabilities provided they meet the minimum entry requirement for each subject and provided the learner completes the Admissions Protocol. The Admissions Protocol consists of an application form followed by a consultation and agreeing to 6th form and whole school attendance and expectations as a contractual obligation. In liaison with SENDCO the 6th form works with outside specialists, where appropriate, to ensure that learners with special educational needs, emotional/ behavioural problems or physical difficulties or impairment are fully integrated into all aspects of college life.

6. What training do staff supporting children and young people with SEND have?

- St Margaret's C E Academy ensures that all staff are trained to support students within all years, including Sixth Form students, with a wide range of additional educational needs. This includes training in ADHD, ASD, dyslexia, behaviour management and medical conditions.
- Learning Support Assistants are trained in specific areas of need, their expertise is shared with teaching staff.

- All information and advice about students' additional educational needs is readily available for all staff on the secure network.
- Designated teachers receive regular safeguarding training and first aid training.
- Teaching staff are fully supported by the SEND department in relation to resources and approaches within the classroom. Teaching staff use the graduated approach in order to assess individuals and monitor progress.
- Staff are informed regularly regarding training updates in relation to SEND, and receive regular notifications of changes to SEND record keeping, such as Pupil Learning Profiles and SEND registers.

7. How will my child be included in activities outside the classroom including school trips?

- The Academy is a fully inclusive school.
- Full participation in the curriculum and extra curricula activities is expected for all students where possible. For some students a full risk assessment may be carried out in partnership with parents to ensure all aspects of health and safety are covered before a planned activity.

8. How accessible is the school?

- St. Margaret's C E Academy is wheelchair accessible with several mechanical lifts for access to classrooms above the ground level, including our Sixth Form learning and social areas.
- There are disabled toilets throughout the school and changing facilities with a hoist, physiotherapy bed and shower facilities to provide additional support for students with physical disabilities.
- Adjustable desks are available for students who are wheelchair users.
- Please see our accessibility plan on the website for full details.
- There is an evacuation plan which all staff are aware of for students who need any additional support during emergency evacuation.
- We have strong links with hearing and visual impairment services and seek their expertise and advice for individual students.

9. How will the school support my child to join the school and how will the school support my child in transferring to the next stage of education?

- At St. Margaret's Academy we have a team of Educational Support Assistants, along with the Head of the new Year 7 and SENDCO to visit all of the primary schools of prospective students; they talk to year 6 staff and students. We offer a tailored transition plan for those students with specific individual needs. We invite the whole year group to attend a 'new intake' day which involves students visiting the academy and experiencing academy life.
- St. Margaret's C E Academy is building strong links with primary schools and their students.
- We cater for the individual needs of particular students by providing them with maps and photographs of key staff to ensure their transition goes as smoothly as possible.
- For pupils moving to college, sixth form or work based learning, transition plans begin in year 9 so that the new provision is fully aware of a pupils support needs when they eventually transfer.
- A Career Connect worker is attached to St. Margaret's C E Academy to advise students during their post 16 transition, as well as those who hold an Education Social Healthcare Plan.

Careers Advice & Guidance

- At St Margaret's, we have a pathway in place to ensure Careers advice and guidance is accessed by **all** students from Year 7 through to Year 13.
- *The SMA Pathway* is designed to give **all** students as many opportunities as possible to gain information about future career options, pathways open to them and how to get there.
- We offer independent advice and guidance through our partnership with Career Connect; students are offered the chance to attend an interview with an independent advisor to give them impartial advice.
- Careers information is delivered throughout our *Learning for Life programme*.
- In Year 9, students take part in an *Enterprise Day* that supports the development of their key skills
- We have a *Work Inspiration programme* for our Year 10 and Year 12 students that is optional for students to participate in; they are prepared for the world of work before undertaking a work placement with a local business/organisation.
- In Year 10 students are given an *Employability Interview* by a local business specialist.
- Our *World of Work Careers Talk Programme* offers students a chance to engage with experienced business professionals from a wide variety of industries when they deliver Career Talks on specific pathways (e.g: Medicine, Law, Journalism etc).
- *The Futures Programme* in Sixth Form provides students with the chance to sample the world of work in an industry specific to their future career pathway; this is a programme validated by a supporting University. The first *Futures Programme* launched in 2017 is *The Future Teachers Programme* validated by the University of Chester. They offer support for the programme that includes taster days and visits to campus. The programme also includes trips to local Primary Schools to sample different aspects of Primary Education.

10. How are the school's resources allocated and matched to a child's or young person's special needs?

- Decisions on how to allocate resources are made according to the needs of the pupil.
- The SENDCo deploys Educational Support Staff support to ensure that pupils benefit from specific interventions.
- The SENDCo applies for outreach support for identified students.
- Budget decisions are made in conjunction with school governors at head teacher level.
- Meetings are held to ensure that students are receiving the appropriate support and communication and documents are fluid.
- Resources are reviewed and adapted to suit the changing needs of students through monitoring, assessment and student voice.

11. How is the decision made about what type and how much support my child receives?

- Students are assessed on entry to St. Margaret's C E Academy. Further assessments are done for those students who we feel would benefit from additional support. The assessments target the support required.
- The progress of all students is monitored and tracked closely.
- Additional whole class or small group support may be identified for individual students.

12. How are parents involved in the school? How can I be involved?

- Early transitional meetings and visits are available for all parents of prospective students with additional educational needs.
- Parents are given the school contact details and encouraged to make individual appointments if they have any specific worries or concerns.
- Parents are invited to school celebrations and services.
- Parents/carers have the opportunity to become parent governors and attend regular meetings. Parents are also invited to join and take part in activities and events hosted by the Parents Association.
- The Academy holds regular community events within its facilities.
- The SEND department hold coffee mornings throughout the year which allow parents to chat to another as well as relevant professionals in order to share or seek advice.
- Parents are invited to attend events during specialist focus weeks which the SEND departments hold with regards to specific needs, more recently these weeks have focussed on the national Dyslexia and Autism Awareness Weeks.
- Parents are invited to join staff and students at special services which are held annually at the Anglican Cathedral, as well as half termly Eucharist Services within our own chapel.

13. Who can I contact for further information?

- Parents are encouraged to visit the school website for further information:
www.stmargaretsacademy.com
- Contact: 0151 427 1825
Mrs Katie Pritchard (SENDCO)
Mrs A. Mocroft (PA to the Principal)
- The Local Offer can be found on the liverpool.gov.uk website as part of the Family Services Directory.

SENDCO: Special Educational Needs and Disability Co-ordinator

ESA: Educational Support Assistant