

Information about the Kirklees Local Offer

Children and Families Act 2014

The Children and Families Act takes forward the Government's commitments to improve services for vulnerable children and support building stronger families. It underpins wider reforms to ensure that all children and young people can succeed, no matter what their background. The Act reforms the systems for adoption, children who are looked after, family justice and special educational needs.

The Government has changed the system for children and young people with special education needs (SEN), including those who are disabled. The Act extends the SEN system from birth to 25, giving children, young people and their parents / carers greater involvement in decisions and ensuring needs are properly met. It takes forward the reform programme set out in Support and Aspiration: A New Approach to Special Educational Needs and Disability: Progress and next steps by:

- Replacing statements and learning difficulty assessments with a new birth-to-25 Education, Health and Care Plan.
- Improving cooperation between all the services that support children and their families and particularly requiring local authorities and health authorities to work together.
- Requiring local authorities to involve children, young people and parents in reviewing and developing provision for those with special educational needs and to publish a 'local offer' of support.

What is the Local Offer?

The Local Offer details what local services are available to support disabled children and children with SEND and their families. This easy to understand information sets out what is normally available in schools to help children with SEND as well as the options available to support families who need additional help to care for their child.

What does it do?

The Kirklees Local Offer provides parents / carers with information about how to access services in their area, and what they can expect from those services. It lets parents / carers and young people know how school and colleges will support them, and what they can expect across local schools and colleges.

There are **14 questions**, devised in consultation with parents / carers and other agencies, which reflect their concerns and interests. These have been answered by services, schools and colleges to provide information to parents and carers to enable them to make decisions about how to best support their child's needs.

What services are available?

We have forged some very effective links in our multi-agency approach to working to meet the needs of pupils with special educational needs. Some of the agencies we regularly work with are:-

Kirklees Independent Advice and Support Service for SEN and Disability (KIAS) (previously Kirklees Parent Partnership)

The role of KIAS is to ensure that parents have access to confidential and impartial information, advice and support so they can make informed decisions about their child's special educational needs. This is achieved by working in partnership with parents, providing information, services and training, working with relevant agencies and ensuring parents' views influence local policy and practice.

PCAN (Parents of Children with Additional Needs)

PCAN are an independent, parent-led forum in Kirklees for all parents and carers of children and young people with additional needs aged from birth to 25 years. They provide lots of good information, links to social media for networking with other parents, and together they provide a strong, collective voice so that they can work in partnership with service providers across Kirklees. Together we can improve services for our children and young people with additional needs.

CAMHS

Child and Adolescent Mental Health Services - This service can be accessed following referral from a medical professional (G.P./School Nurse). SENDCOs and parents can also refer to the service directly. With parental consent, CAMHS will work with us to support children, recommending strategies for staff to use in school.

Hearing impaired Service/Visually Impaired Service

These services can be called upon to support children in educational settings who have hearing /visual impairments respectively. With consent, schools can refer to the service.

Speech and Language Service (S.A.L.T.)

This service can be called upon to support children with speech, language or communication problems. With consent, schools can refer to the service. Some children are also referred via their GP or a School Nurse.

Educational Psychologists

The school is supported by an educational psychologist, who works with SENDCOs to offer planning advice for pupils with significant needs. There is currently a reduced offer from this team, who are now further supported by outreach teams. The educational psychologist is very important in contributing to statutory assessment/Education, Health and Care (EHC) Plans.

Outreach

There are four outreach teams who schools can refer to for additional support. These teams are central in the Local Authority and have specialist teachers who advise schools and provide key training to all staff in school.

The outreach teams cover;

CCI

SEMH

Cognition and Learning

Physical and Sensory

Occupational Therapy

This service receives a referral from a health professional or from a SENDCO, with parental consent. They explore, assess and guide provision around various physical difficulties. Often a report to school will be followed by sessions with an assistant from the service.

A link to the local offer can be found on the school website SEND page or by searching 'Kirklees Local offer'

Shelley First School

The MAST Academy Trust SEND Information Report

September 2025

Head Teacher	Liz McLoughlin
Special Educational Needs and Disabilities Coordinator SENDCO	Cameron Richardson
SEND Policy	Available via school website
Governor with responsibility for SEND	
Contact details: address	School Terrace, Shelley, Huddersfield HD8 8HU
Email	shelleyoffice@themast.co.uk
Telephone	01484 604484
Local Offer webpage	Home Kirklees SEND Local Offer (kirkleeslocaloffer.org.uk)
Age range	4-10
Funding	LA

School's within The Mast Academy Trust deliver quality first teaching to every child, adapting the curriculum to their specific needs. The statements below can be applied to all children in our schools.

1. How do schools know if children need extra help?

We know when children need help if:

- Concerns are raised by parents / carers, teachers or the child
- Limited progress is being made
- There is a change in the child's emotional well-being or progress.

2. What should I do if I think my child may have special educational needs?

The class teacher is the initial point of contact for responding to parental concerns. If you have further concerns then contact the individual school SENDCO.

3. How will I know how the school support my child?

- Each child's learning will be planned by the staff involved in your child's education and tailored to suit their individual needs. This may include targeted support.
- If a child has needs related to more specific areas of their education, such as spelling, handwriting, numeracy and literacy skills, etc. then the child may be placed in a small focus group. The length of time of the intervention will vary according to need and monitored regularly. If you have any questions related to the interventions please do not hesitate to contact the class teacher or SENDCO.
- As parents / carers, you will have regular opportunities to discuss your child's progress within school. This shared discussion may highlight any potential problems in order for further support to be planned.
- In some cases, a referral may be made to seek further advice through the pyramid's Additional Needs Partnership in order to discuss the most appropriate way forward with an educational psychologist and other professionals.
- Occasionally a child may need more expert support from an outside service such as Speech and Language Therapy, Educational Psychologist or Occupational Therapy. (Please note there is currently a restricted service from The Educational Psychology team. Kirklees Specialist outreach teams are working with schools to cover this gap)
- Any referrals to outside agencies require parental consent.
- The Mast Academy Trust board are responsible for entrusting a link Trustee who will monitor the SEND provision across the trust schools. In a support and challenge role, the link trustees support the local governing body to ensure that the school is inclusive and treats all children and staff in an equitable

way. They monitor and review the accessibility plan; all other statutory policies and provision as defined by the Department for Education.

4. How will the curriculum be adapted to meet my child's needs?

- All work within the classroom is tailored to individual children's needs by the class teacher to best enable children to access to a broad and balanced curriculum.
- SEND support assistants may be allocated to work with a child in a 1-to-1 or small focus group to target more specific needs however much of the support is shared within the classroom and aims to build independence and resilience within our SEND learners.
- If a child has been identified as having an additional need, they may be given a personalised plan; and reasonable adjustments may be made to their provision. Targets will be set according to their area of need. These will be reviewed by staff and the SENDCO at least three times a year with the opportunity for discussion with parents / carers and the pupil; with a copy given to them.
- If appropriate, specialist equipment may be given to the child e.g. writing slopes, concentration cushions, pen / pencil grips or easy-to-use scissors.
- Please also see our accessibility plan, available on the school website or by request from the school office.

5. How will I know how my child is doing?

- Through the school's assessment and reporting systems, you will be kept regularly informed about your child's progress.
- Pupil targets will be reviewed by staff and the SENDCO at least three times a year with the opportunity to share with parents / carers and the pupil; with a copy given to them.
- In addition, if your child has an EHCP, this will be reviewed at a formal annual meeting.
- You will also be able to discuss your child's progress at parents' evenings.
- Appointments can be made to speak, in more detail, with members of staff if you require.

6. How will you help me to support my child's learning?

- Staff may suggest ways of how you can support your child.
- The Class Teacher, SENDCO or pastoral team may meet with you to discuss how to support your child and may suggest strategies to use.
- If outside agencies or the educational psychologist have been involved, support and strategies may be provided and could be used at home.
- This home-school partnership is an essential, two-way process.

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

- The school offers a wide variety of pastoral support for children who are encountering social/emotional difficulties:
- Members of staff are readily available for children who wish to discuss issues and concerns.
- Additional support may be provided for children who find social times challenging.
- All our schools have safe spaces for children who need emotional support.

Children with medical needs:

- If your child has a medical need then a detailed care plan will be provided by a medical professional. Plans should be shared with the school SENDCO who will ensure all staff involved with your child have the relevant information.
- Staff receive Epipen / diabetic / epilepsy training delivered as required.
- Where necessary and in agreement with parents / carers medicines are administered in school but only where a signed medicine consent form is in place to ensure the safety of both child and staff member. Please refer to the school's administering medicines policy [available in school].
- Identified staff have first aid training.

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

- At times it may be necessary to consult with outside services to receive their more specialised expertise. These can be located in the Kirklees Local Offer on the Kirklees website <https://www.kirkleeslocaloffer.org.uk>
- An educational psychologist (EP) is allocated to our pyramid of schools. They would normally only work directly with children whose needs are considerable and who have not made sufficient progress using the interventions previously put in place for them. On the whole, input from this team is offered in planning meetings with some observations.
- The psychologist may meet with the parent / carer and discuss any outcomes. They will offer advice to the school and parent / carer on how to best support the child in order to take their learning forward. At present, this will only take place for pupils under assessment for an EHCP plan and is not a broader offer.
- The EPs are directly involved in planning SEND provision through the SEND cluster model for children across the pyramid. Half termly meetings are held to discuss and prioritise the needs of children and good practice is shared.

9. What training have the staff supporting children and young people with SEND had (or are having)?

- Different members of staff have received training related to Special Education Needs and Disabilities. This may include sessions on:
 - cognition and learning (e.g. Dyslexia)
 - communication and interaction (e.g. speech and language difficulties or ASC)
 - physical and sensory needs (e.g. co-ordination needs)
 - social, mental and emotional health (e.g. ADHD)
- All SENDCOs hold Qualified Teacher Status and have relevant experience.
- Our SENDCO's hold or must achieve the National SENDCO award within three years of appointment and in line with statutory guidance.

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

- Activities and school trips are available to all in line with our equal opportunities policy.
- Risk assessments are carried out and procedures are put in place to enable all children to participate.
- If it is deemed that an intensive level of 1:1 support is required, you may be asked to accompany your child during the activity.

11. How accessible is the school environment?

- In compliance with the Equalities Act (2010), all schools will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage.
- Schools are responsible for setting an admissions policy and criteria which does not discriminate against pupils with disabilities or treat them unfairly.
- As individual schools we are happy to discuss individual access requirements. Please refer to the school accessibility plan which can be found on our website.

12. How will the schools prepare and support my child during transition in school and between settings?

- All children have opportunities to attend transition visits.
- Discussions between the previous or receiving schools/ settings happen prior to the child joining / leaving.
- All children attend transition sessions where they spend some time with their new class teacher (tutor) and other members of staff.
- Additional visits are also arranged for children who need extra time in their new school.
- School staff are always willing to meet parents / carers prior to their child joining the school.
- Middle School/ College staff visit children prior to them joining their new school.

- Where a child may have more specialised needs, a separate meeting may be arranged with relevant staff from both schools, the Local Authority, parents / carers and, where appropriate, the child.
- All schools are involved with their local SEND Cluster. This allows SENDCO's from all settings within the Pyramid of schools to meet regularly. As a result, the setting your child will move onto, will be aware of SEND needs. This provision allows for ongoing transition support.

13. How are the school's resources allocated and matched to children's special educational needs?

- A notional SEND budget is allocated to individual schools each financial year in line with the SEND Code of Practice. This can be used to provide additional support or resources dependant on an individual's needs.
- Dependant on budget; additional support and resources may be deployed to aid children's learning.
- The level of support will vary dependant on the needs of the child.
- Should further support be required and with parental consent, school SENDCO's will present the pupil's needs at the SEND cluster meeting. Additional advice from a team of SENDCO's is sought and request for additional funding can be made for consideration.
- The SEND cluster model which runs in Kirklees, also offers the opportunity for schools to request additional funding to support SEND needs in school. Funding may be allocated if sufficient evidence, with intended impact is submitted and agreed by the cluster panel.
- Should a pupil require significant levels of additional support, a request for an EHCP assessment can be made to the Local Authority. This should happen only after all other avenues have been explored. Parents however do have the right to make a direct request for EHCP assessment to the LA. Moving forwards, EHCP funding will be allocated through the SEND cluster and updates will be provided when this development is made.

14. How is the decision made about how much support my child will receive?

- These decisions are made in consultation with teachers, SENDCOs and Senior Leadership Team (SLT). Decisions are based upon termly tracking of child progress and/ or as a result of assessments by outside services.
- If further concerns are identified, due to the child's wellbeing or lack of progress, then other interventions may be arranged.

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

- All parents / carers have a responsibility to support their child's education.
- Parents / carers support home learning and personalised targets.
- Discussions with teachers / SENDCO / other professionals.
- Attendance at Parents' Evenings.

16. How will my child's views be taken into account?

- Children are involved in the setting of personalised targets.
- Discussions around aspirations for the future will inform the content of any personalised planning.
- Pupil voice is valued and encouraged.
- Attendance at review meetings is welcomed where appropriate.

17. Who can I contact for further information?

- If you have further questions and concerns regarding SEND, please contact the school to arrange a meeting with the relevant staff member.
- It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaints procedure. The Mast Academy Trust take concerns seriously and will make every effort to resolve the matter as quickly as possible. If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, the SENDCO, may refer you to another staff member or the Senior Leadership Team.
- We understand however, that there are occasions when people would like to raise their concerns formally. In this case, we will attempt to resolve the issue internally, through the stages outlined within this complaints procedure.

We hope these have answered any queries you may have but do not hesitate to contact the individual school if you have further questions.

We review this SEND report annually and would like any feedback parents might have on its content. It is important that this document is considered useful to parents. Therefore, we would appreciate parent's input as to whether the sections are clear and whether anything could be added or changed. Parents have the opportunity to respond through discussion with the SENDCO.