Requirements of the Local Offer

The June 2014 edition of the Code of Practice states that:

**6.79** “The governing bodies of maintained schools and maintained nursery schools and the proprietors of academy schools **must** publish information on their websites about the implementation of the governing body’s or the proprietor’s policy for pupils with SEN.

The information published should be updated annually and any changes to the information occurring during the year should be updated as soon as possible. The information required is set out in the Special Educational Needs and Disability Regulations 2014.”

**6.81** “Schools should ensure that the information is easily accessible by young people and parents and is set out in clear, straightforward language.

It should include information on the school’s SEN policy and named contacts within the school for situations where young people or parents have concerns. It should also give details of the school’s contribution to the Local Offer and **must** include information on where the local authority’s Local Offer is published.”

Top tips for presenting your Offer

Think about the wide audience who may want to access your Local Offer:

* use short, bite-size sentences or paragraphs to convey your information
* include **direct** links to other information sources where further detail or investigation would be recommended, like a service referral form
* wherever you can, avoid using jargon, abbreviations or ‘professional speak’ - use plain English
* ask an independent person to read the final version of your Offer (ideally a parent or carer) to make sure it is clear, before you upload it to the website.