

# Portsmouth Local Offer Annual Report

2017 - 2018

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)



## Introduction

The Children and Families Act 2014 requires that the Local Authority publishes an Annual Report on Special Educational Needs and Disability. In this report we hope to update you as to what has been achieved over the past year 2017 - 2018, what feedback we have received and future plans.

The Special Educational Needs Code of Practice 2014 states that the purpose of the Local Offer is:

- to provide clear, comprehensive, accessible and up-to-date information about the available provision and how to access it
- to make provision more responsive to local needs and aspirations by directly involving disabled children and those with SEN and their parents, and disabled young people and those with SEN, and service providers in its development and review

More information on what the Local Offer should include is in the [SEN \(Local Offer\) regulations 2014](#) and the [SEND Code of Practice 2015 - chapter 4](#).

To ensure we are meeting the requirements of the Children and Families Act 2014 we must also ensure that we continue to:

- Consult with all partners on the information to be held
- Involve children, their parents and young people in the preparation and review of Local Offer
- Publish comments on the Local Offer
- Ensure that the information is accessible to everyone

## Co-production



When all group members together agree outcomes, co-produce recommendations, plans and actions. It is an approach which builds upon meaningful participation and assumes effective consultation and information sharing through a dynamic group process where there is equal value for participant's contribution including service users; parents, carers and young people.

Portsmouth City Council remain committed to working in co-production with parents, carers and children/ young people with Special Education Needs and Disabilities. The Portsmouth Local Offer website was originally co-produced with parents, carers and young people and is regularly monitored through a 'mystery shopper' process and through the use of case studies produced by the parent/carer co-production group, reporting any issues back to the Local Authority. Parents and carers of children and young people with SEND remain an integral part of the ongoing development of the website. Both the parent/carer and the young people's co-production groups continue to meet monthly and their views and opinions are genuinely valued and regularly sought on a range of issues including the overall strategic development of services and information about them. Both the parent/carer and young people's co- production groups report quarterly to the SEND Board.



## **Shaping Better Futures Together – Coproduction, Futures in Mind and Local Offer Steering Group**

The co-production group currently consists of over fifteen people, two thirds of whom are parents. A further two members are both professionals and parents.

This year we have joined together with the futures in mind co-production group. This has slightly widened our remit to include Special Educational Needs and Disabilities as well as Mental Health.

We have continued to monitor the Portsmouth Local Offer using case studies where appropriate to ensure the information held is easily accessible to all users. This has included routinely tagging entries, this ensures that keyword searches quickly and easily bring the desired results.

The co-production group have also produced memory sticks to aid professionals to work with parents in coproduction. These memory sticks include the videos we produced, some documents on how to work in co-production and useful tips for professionals.

Parent appreciation awards have continued to be awarded to recognise individuals who have made a significant impact on a family who have a child with SEND. Over 100 have been awarded so far.

School SEN champions are now in 14 schools across Portsmouth. These volunteers are sharing information with parents and carers and supporting them to use the Portsmouth Local Offer.

Parent friendly documents continue to be produced to support parent carers to understand various SEND related information.



## Dynamite – Coproduction and The Local Offer Annual report

The Dynamite Core Group consists of 8 young people with SEND. The Young Inspectors team currently consists of 13 young inspectors. 7 young people are both core group members and young inspectors.

Our Young Inspectors inspect a different Local Offer service each month, reviewing both the service and the entry on the Local Offer.

Reports from these inspections are fed back to services, to Portsmouth City Council's SEND board, and, where relevant, other strategic meetings (for example Young Inspectors reports on colleges are fed into the college leads meetings)

Jargon continues to be a big barrier to young people accessing the local offer, as well as services not giving the kind of information which young people want about a service.

Young Inspectors took part in a review of different local offer pages, they found that the entries which were co-produced with young people were easier to understand and gave the information which young people want.

Dynamite Core Group took part in a peer review of Surrey's local offer, we found that the way in which information about colleges was presented there was very useful for young people. We have fed this into strategic groups and our young inspectors are due to spend a day in September developing information about college's on the local offer.

Our 2017/18 survey has found that increased numbers of young people are aware of the local offer. One in six young people have used the local offer.

It also found that the Local offer is underused by young autistic people.

In June 4 Young Inspectors spent a day with a member of PCC's SEND team to review the 'This is Me' tool hosted on The Local Offer and used in the co-production of EHC plans.

This took place after a morning of training for those young inspectors to understand the purpose of this tool, how it is used and the relevant laws and guidelines which relate to it.

A report and recommendations from this review has been shared with the SEND team and they are preparing to act on those recommendations over the summer.

## Portsmouth Implementation of the SEND Reforms - Progress Report April 2018

A report has been produced which provides a summary of the actions achieved in implementing the SEND Reforms in Portsmouth, as set out in the Children and Families Act 2014, during the initial implementation phase from September 2014 to March 2018.

These achievements were celebrated at a SEND Stakeholder Conference on 19th March 2018. The conference was an opportunity to recognise the progress so far and to mark the move from the implementation phase to embedding the SEND reforms as business as usual.

### **Key Achievements**

#### **Co-production with Parents and Carers**

- The Local Offer Website: co-produced and co-designed
- The Shaping Better Futures Together meeting is attended by parent carers and the Local Offer Officer. During the meetings, the website is reviewed and tested using case studies. Key words are added as tags to ensure that parent carers can search using a variety of words and phrases.
- Future in Mind- the U Matter Service was commissioned in response to parent carers' feedback, co-designed, co-produced and reviewed with parents
- Since June 2016, a group of parents worked in partnership with the Portsmouth Clinical Commissioning Group.
- Future in Mind: Guide and Poster for parent carers
- Parents reviewed and amended the guide and poster to ensure that the information was usable and in an easy read format.

#### **Co-production with Young People**

- Surveys, coproduced with young people reaching hundreds of young people with SEND.
- Monthly core group meetings attended by 7 young people and a representative from PCC.
- Bimonthly Pizza/Buffer evenings designed by the core group and attended by on average 15 young people.
- A team of 13 Young Inspectors who have visited over 20 local offer services.
- Training events and sessions run by young people for professionals.
- Visiting events for young people and meeting with services for young people.

#### **Preparing for Adulthood**

- Change to EHCP format (Education) to reflect PfA outcomes.
- Introduction of Profile of Need tool which will indicate young people who may be eligible for Adult Social Care Support.
- Local Offer development - development of tools and information to supplement details of services.
- Market events held annually that inform stakeholders of what is available.
- Partners in Planning: a course facilitated by In Control to support and empower families.

## **Inclusion**

- An Inclusion Group has been established this has developed a collaborative approach to inclusive practice.
- The Inclusion group is chaired by a secondary head teacher and has wide representation including parents and young people representatives, health, school head teachers and SENCOs (primary, secondary and special schools), the virtual school, education psychology, outreach services and the director of children's services. There are two sub groups with clear action plans to ensure that progress is made towards the objectives.
- Links with specialist MH Services:  
CAMHS clinics have now been established in all of the secondary schools in the city, these are highly valued by the schools. The clinics provide direct work with young people and professional advice and consultation with school staff. All schools are able to get advice from CAMHS via the single point of access (SPA)
- Expectations for ordinarily available provision (OAP): The guidance for schools on what constitutes OAP has been revised and is currently published in draft. This outlines the provision that the LA expects to be made available in education settings according to the ages and stages of the child or young person. There is an emphasis within this document that Portsmouth is a needs led city and any provision or support should be provided in line with the needs of the child or young person and is not dependant on any formal diagnosis.
- Development and implementation of a Wellbeing and Resilience in Education Strategy: This strategy was published in April 2017 progress is being made against all of the recommendations. In particular:
  - Named wellbeing leads in schools: Communication with school has been significantly improved by establishing name leads in each school and college
  - Restorative approaches: Schools are actively engaged in the roll out of restorative approaches and there is an ongoing programme of training, support and network meetings
  - Anti-bullying: Our anti-bullying guidance and resource pack has been updated and circulated to all schools. Specific guidance to support trans inclusion is being developed and training on gender identity has been provided in partnership with Stonewall.
- Inclusion Conferences (2014-2017): Our Inclusion Conference is established as part of the annual calendar of events. This has been very well received by delegates and receives very positive evaluations.

## **Education Health and Care Plans**

- Person centred planning / Co-production; Parents and young people are more involved in the EHC needs assessment process by meeting to discuss the Education, Health and Care Plan and Annual Review to incorporate the child / young person's aspirations into the outcomes.

- Quality of Education, Health and Care Plans; The SEN Team have worked closely with Education, Health and Care partners and evidence writers to ensure that consistent outcome focussed, specific and quantified advice is received, alongside regular workshops for EHC plan writers and continued reviewing and refining of the EHCP template.
- The Designated Clinical Officer has implemented a number of processes including a template and process for a combined health report, has developed and delivered training for health professionals on what is a need, what is an outcome and specificity of health provision, and has introduced a rigorous quality assurance / sign off process for health evidence.
- Timeliness of EHC needs assessments (reduced timescales from 26 to 20 weeks). Despite a significant increase in requests for EHC needs assessments, the SEN Team has been able to complete 98.45% of assessments within the 20 week timescales. This has been due to a revised and clearly set out process which is reviewed termly; the introduction of a new EHC needs assessment request template in liaison with SEN Coordinators, and good communication and liaison with evidence writers.

The full report which includes the impact of the key achievements and next steps can be read on the Local Offer website at: <http://www.portsmouthlocaloffer.org/local-offer-search/item/472>

## The Past Year - What Have We Done

Over the past year we have developed our You Said, We Did reporting tool. Portsmouth Parent Voice, in collaboration with Portsmouth City Council, produce a What's Trending Report on a monthly basis. This information forms the basis of the topics covered in the You Said, We Did document which is then regularly published on the Local Offer. It provides an opportunity to highlight what issues parents, young people and professionals have been raising and to respond appropriately. Below are some of the issues raised through this process and other feedback routes.

You said	We did
<p><b><u>Dyslexia</u></b></p> <p><b>You told us that:</b></p> <p>The Portsmouth Local Offer held no information on dyslexia</p>	<p><b>We have ....</b></p> <p>Ensured that the relevant information is now on the Portsmouth Local Offer and will be found by searching for 'dyslexia'. We hope the information contained will be helpful in supporting children and young people with reading difficulties. The guidance can be found at <a href="http://www.portsmouthlocaloffer.org/local-offer-search/item/442">http://www.portsmouthlocaloffer.org/local-offer-search/item/442</a></p>
<p><b><u>Choosing a secondary school</u></b></p> <p><b>You told us that...</b></p> <p>Parents / carers of children and young people with Education, Health and Care Plans are being asked for their preferences for secondary school places before secondary schools have their open evenings. This may make it difficult for them to make an informed decision regarding their choice of school.</p>	<p><b>We have...</b></p> <p>Spoken to school SEN Co-ordinators to remind them to ensure that transition to secondary school for children with an Education, Health and Care Plan is discussed at the Year 5 Annual Review and that parents are encouraged to visit secondary schools during Year 5. This is due to the deadline for parents to express preferences for secondary school placements being at the beginning of Year 6 (September / October) which is often before secondary school open evenings.</p> <p>The SEN Team ask for preferences at the beginning of Year 6 to ensure that secondary school placements are secured and named in the Education, Health and Care Plan by the statutory deadline of 15<sup>th</sup> February every year. This is to allow adequate time for parents / carers to appeal to the First Tier Special Educational Needs and Disability Tribunal if necessary, and ensure that robust transition programmes are in place during Year 6.</p> <p>There is always the option for parents to visit secondary schools again during Year 6 after initial preferences have been given, and parents will have another opportunity to confirm their preference for secondary school placement before the final amended Education, Health and Care Plan is issued.</p>

<p><b><u>Pupil Premium</u></b></p> <p><b>You told us that...</b></p> <p>Parents would like to know more about how schools are allocated pupil premium and how this funding is used by schools.</p>	<p><b>We have...</b></p> <p>Provided information on pupil premium to Portsmouth Parent Voice and published an entry on the Portsmouth Local Offer which includes a link to a range of central government information on pupil premium. The Portsmouth Local Offer entry can be found by clicking the following link  <a href="http://www.portsmouthlocaloffer.org/local-offer-search/item/451">http://www.portsmouthlocaloffer.org/local-offer-search/item/451</a></p>
<p><b><u>School Attendance</u></b></p> <p><b>You told us that...</b></p> <p>Parents would like to know more about the responsibilities of parents; the Council and health services to make sure children attend school regularly.</p>	<p><b>We have...</b></p> <p>Invited the Service Manager for Attendance, Admissions, Exclusions and Reintegration from the Local Authority to the Empowering Children and Families meeting. He spoke to the group about all aspects of school attendance, including the role of the Local Authority and Schools. 5 parent representatives attended this meeting as well as representatives from voluntary organisations and Portsmouth City Council. The group were able to ask questions, find out further information and clarify any attendance related issue they may have. The group were told that schools should look to approach attendance with a combination of pastoral support alongside the more punitive framework.</p> <p>Further information on school attendance can be found at  <a href="https://www.portsmouth.gov.uk/ext/schools/school-attendance-and-home-educating">https://www.portsmouth.gov.uk/ext/schools/school-attendance-and-home-educating</a></p>
<p><b><u>Choosing a School</u></b></p> <p><b>You told us that...</b></p> <p>Parents/carers would like some advice on what questions they should ask when looking for a school for their child who has special educational needs/disabilities.</p>	<p><b>We have...</b></p> <p>Put the following information on the Local Offer newsfeed:</p> <ul style="list-style-type: none"> <li>• A 'Guide to Choosing a School' can be found on the following link <a href="http://www.portsmouthlocaloffer.org/local-offer-search/item/319">http://www.portsmouthlocaloffer.org/local-offer-search/item/319</a></li> <li>• All schools and colleges must publish their SEN Report which provides information on how they support children and young people with special educational needs and/or disabilities. This information can be found on individual school's websites or is contained under their entry on the Portsmouth Local Offer.</li> </ul>

<p><b><u>Continence Service</u></b></p> <p><b>You told us that...</b></p> <p>Parents/carers, whose child is not in a special school or known to the specialist health visitors/children's community nursing teams, are sometimes experiencing difficulties with the current process/assessment for accessing the continence service.</p>	<p><b>We have...</b></p> <p>Portsmouth Parent Voice are carrying out a survey on parent/carers' experience of the continence service which will hopefully provide useful information to ensure the system can work effectively for all those who use it. This is the link to the survey <a href="https://www.surveymonkey.co.uk/r/ZJ23XZH">https://www.surveymonkey.co.uk/r/ZJ23XZH</a></p>
<p><b><u>Support Groups</u></b></p> <p><b>You told us that...</b></p> <p>Parents value support groups and are keen to know of any that take place locally or of any newly formed groups.</p>	<p><b>We have...</b></p> <p>Reminded people through the Local Offer newsfeed of the following:</p> <ul style="list-style-type: none"> <li>• There is information on a range of support groups on the Portsmouth Local Offer. Just enter 'support groups' in the search box.</li> <li>• Portsmouth Parent Voice provide information on support groups through their monthly Impacting On You newsletter.</li> <li>• The Portsmouth Carers Centre has a guide to carers support groups available in Portsmouth. <a href="http://www.portsmouthlocaloffer.org/local-offer-search/item/384">http://www.portsmouthlocaloffer.org/local-offer-search/item/384</a></li> </ul> <p>In addition to this, Portsmouth Parent Voice held a networking event in May 2018 for representatives from support groups and activity providers.</p>
<p><b><u>SEN Support</u></b></p> <p><b>You told us that...</b></p> <p>You wanted to know more about what was available for children on SEN support and how schools would support your child.</p>	<p><b>We have...</b></p> <ul style="list-style-type: none"> <li>• Ensured all schools have a link to their SEN Information Report on their Local Offer entry.</li> <li>• Reminded people that all schools must publish their SEN Information Report</li> <li>• Encouraged them to read these reports and speak to the school's SENCO for further information.</li> </ul>

<p><b><u>Parents/carers guide to services available for children and young people with emotional or mental health needs</u></b></p> <p><b>You told us that...</b></p> <p>Portsmouth Parent Voice (PPV) in collaboration with NHS Portsmouth Clinical Commissioning Group (CCG) and Portsmouth City Council (PCC) have designed a guide and poster for parent carers explaining where to get support for mental health and wellbeing issues for their child or young person. Since publishing the guide and poster last year, we have received feedback from parent carers and professionals stating that the documents did not give details as to where they originated from.</p>	<p><b>We have...</b></p> <p>In response, we have amended both documents in order to clarify that PPV, Portsmouth CCG and PCC have worked in co-production to design the guide and poster. We have also added a contact email if further information is required or if anyone would like to order printed copies.</p> <p>Further feedback from parents stated that they would like a leaflet to accompany the guide and poster in order to have the information at hand rather than an A3 poster and guide. Our Future in Mind co-production group will work over the next few months to design a further leaflet which will be published before the end of March 2018.</p> <p>The guide and poster can be found at <a href="http://www.portsmouthlocaloffer.org/local-offer-search/item/411">http://www.portsmouthlocaloffer.org/local-offer-search/item/411</a></p>
<p><b><u>Universal Credit</u></b></p> <p><b>You told us that...</b></p> <p>You were concerned that the introduction of Universal Credit might impact on your entitlement to Free School Meals and Home to School/ College transport.</p>	<p><b>We have...</b></p> <p>Asked the Access and Entitlement Team at Portsmouth City Council to produce a brief fact sheet explaining how Universal Credit may affect your entitlement. This has now been written and can be found under the Free School Meal entry on the Local Offer <a href="http://www.portsmouthlocaloffer.org/local-offer-search/item/285">http://www.portsmouthlocaloffer.org/local-offer-search/item/285</a></p>

<p><b><u>Activities</u></b></p> <p><b>You told us that...</b></p> <p>You are often looking for activities for your child or young person to take part in and also for the whole family.</p>	<p><b>We have...</b></p> <p>Advised people through the Local Offer newsfeed of the following:</p> <ul style="list-style-type: none"> <li>• Click the Leisure button in the relevant age category on the Local Offer</li> <li>• Use the search function to find resources i.e leisure, clubs, support groups, activities, swimming, play schemes</li> <li>• Other information may be found on the following links:</li> </ul> <p><a href="https://www.list.co.uk/events/kids/location:Portsmouth(50.8094,-1.0717)/">https://www.list.co.uk/events/kids/location:Portsmouth(50.8094,-1.0717)/</a>  <a href="https://www.facebook.com/portsmouthparentvoice/">https://www.facebook.com/portsmouthparentvoice/</a>  <a href="http://www.portsmouthparentvoice.org/wp-content/uploads/2018/03/IOY-Easter-2018.pdf">http://www.portsmouthparentvoice.org/wp-content/uploads/2018/03/IOY-Easter-2018.pdf</a>  <a href="https://www.visitportsmouth.co.uk/things-to-do/get-active">https://www.visitportsmouth.co.uk/things-to-do/get-active</a></p>
<p><b><u>Local Offer Template</u></b></p> <p><b>You told us that...</b></p> <p>Some of the language used in the template sent to those wishing to be included on the Portsmouth Local Offer was not always easy to understand and perhaps too formal for some entries. This particularly applied to services used by young people ie. sport and social clubs.</p>	<p><b>We have...</b></p> <p>Asked Dynamite, the young people's co-production group to produce an alternative template which they felt would contain all information they would need to know about a service. This is now available to use, along with the original template and can be seen on the following entry on the Local Offer  <a href="http://www.portsmouthlocaloffer.org/local-offer-search/item/435">http://www.portsmouthlocaloffer.org/local-offer-search/item/435</a></p>

## Local Offer Entries

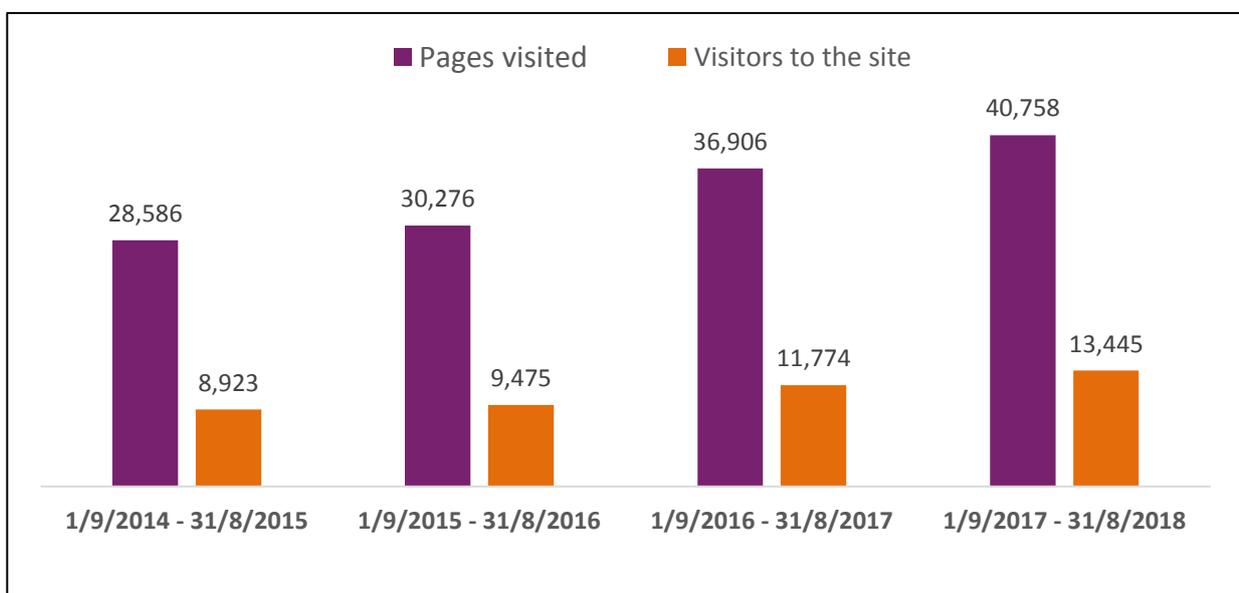
Entries on the Portsmouth Local Offer have steadily increased over the past year, and the website now has 465 entries. See table below for the breakdown of Services and Information categories. Please be aware that some entries will appear in more than one category.

Category	Number of Entries
Education - including schools, education services and general education information	106
Care	38
Health	59
Leisure	74
Advice, Information and Support - including guidance and forms	225
Learning and Work - including colleges, guidance and forms	83

## How many people have been looking at the Portsmouth Local Offer?



The number of visitors to the site has increased by 14% over the last year and the number of pages visited has increased by 10.5% (See table below)





## **Why did people contact us in 2017 - 2018?**

- To ask for their organisation/service to be included on the Portsmouth Local Offer
- To ask for advice re: the Education, Health, Care Plan process or which forms to use
- To advise of changes or inaccuracies to their Portsmouth Local Offer entry
- To ask for advice re their searches for:
  - Parenting Courses
  - Dyslexia
  - Yellow Disability Card
  - Mental Capacity Act
  - Special Schools in Portsmouth
  - Short Breaks Prepaid Card
- To advise that there was missing information for School Admissions
- To make us aware of problems with the links to other websites
- To compliment the Videos on the Portsmouth Local Offer website

## The Year Ahead 2018 - 2019

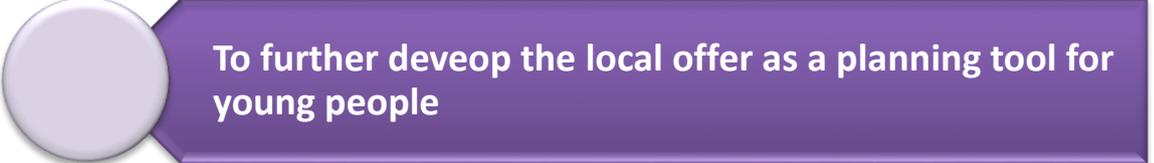
The following have been identified as the priorities for the coming year.



To continue to develop the local offer as a 'one stop shop' of information for parents/carers and professionals



To effectively promote and publicise the local offer to parents/carers, young people and professionals



To further develop the local offer as a planning tool for young people



To continue to monitor the Portsmouth Local Offer and respond to feedback

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**Date of publication: August 2018**