



SEN and Disability

Local Offer: Secondary Settings

Mainstream, Short Stay Schools, Special
Schools and Academies

Name of School: **West Craven High School**

School Number: **13505**

June 2026

LO-West Craven High School-13505

School/Academy Name and Address	West Craven High School		Telephone Number	01282 812292
			Website Address	https://www.westcraven.co.uk
Does the school specialise in meeting the needs of children with a particular type of SEND?	No	Yes	If yes, please give details:	
	*			
What age range of students does the school cater for?	Mixed, 11 to 16 years			
Name and contact details of your school's SENDCo	Awais Akhtar senco@westcraven.co.uk			

Accessibility and Inclusion

What the school provides

- West Craven is a smaller than average secondary school with approximately 680 students on roll. The school is in a multi-level building with lift access to the middle and top floors. The school benefits from specialist rooms in science, technology, PE and creative subjects.
- A disabled lift is available to allow access to some classrooms on the middle and tops floors.
- The toilet facilities have been modernised and disabled toilets are available.
- Some corridors have steps. Ramps for many access areas have been installed. Designated disabled parking spaces are available near the front of the building.
- Most classrooms have a good auditory environment. Many classrooms are carpeted and have window blinds.
- The school's policies are available from school and most are publicised on the school website.
- The school does not use adjustable tables, however, in technology areas, a lower sink and higher cookers are in place. We also have lower level workstations in Science.

Teaching and Learning

What the school provides

- Liaison takes place with primary schools at Year 6/7 transition where students with SEND are identified so that provision is planned in advance. All students are assessed using standardised reading and spelling tests and cognitive ability tests on entry. External agencies may be referred to for further assessment after discussion with parents.
- Classroom based support and intervention can take place in one to one, small group or whole class settings. Subject based intervention can be provided by subject specialist staff.
- A quiet room is available for SEND students during break and lunchtimes.
- An Extended Provision model of support for the students who are at most risk of not engaging with the whole school mainstream curriculum.
- Literacy and numeracy intervention are available through explicit timetabled sessions where independent learning is encouraged, handwriting issues addressed and laptops are available for students to use. In some cases, withdrawals take place for mentored reading and targeted literacy support by a team of specialist teachers and teaching assistants.
- A variety of Inset training events take place during the year. All staff are made aware of strategies and given advice on additional needs and medical conditions. Teaching Assistants and staff are aware of the student needs via the SEND register, Provision Map that hold student support plans, information in Sims and on ClassCharts.
- Updates are made to staff and support staff by the SENCO, Pastoral Leaders who are responsible for pastoral and medical issues through weekly briefings.
- Liaison team meetings and monitoring raise regular issues and learning needs which may result in addressing specific support needs.
- In line with examination board guidelines the school monitors the needs of students during all tests and assessments in order to assess and evidence the need for access arrangements.
- A termly reporting system and school parent's evenings communicate student progress and outcomes.
- All students are offered work experience in Year 10.
- School provision maps indicate provision and support given to students in relation to their individual needs.
- All students can access the range of KS4 GCSE Options and vocational courses.

Reviewing and Evaluating Outcomes

What the school provides

- All Educational Health Care Plans (EHCP) are reviewed on an annual basis and in line with all statutory guidance. Advice is provided by school, outside agencies, the student and their parent/carer. Information is shared and following the meeting the summary advice is sent to the LEA and parents/carer. Students are encouraged to participate fully in this process.
- School assessment data and work in books and folders are used to identify all levels of progress including those of SEN students.
- Progress is shared with parents at parents' evenings.
- The SENCO and Pastoral Leaders are available to discuss individual students at any time, usually by appointment.
- The effectiveness of provision is measured using national standards. Progress in social, emotional and mental health or behavioural targets are measured using agreed criteria by all concerned.

Keeping Children Safe

What the school provides

- The school has a comprehensive policy on safeguarding and this is reviewed annually and all staff have training at least annually. Regular safeguarding briefings take place throughout the year to remind and update staff on emerging issues.
- Full risk assessments will be made by SENCO prior to a student starting school. Primary school and Year 7 Pastoral Leader will also assist with this assessment.
- A fully accessible student entrance is provided as a drop off point for parents/carers.
- Designated pastoral support rooms and the Library provide support and a quiet area for students at unstructured times.
- Staff undertaking school trips follow the Evolve system which includes risk assessments. These are overseen by the school designated leader EVC.
- Specialist curriculum areas including science, technology, PE and creative subjects within school undertake an annual risk assessment.

Health (including Emotional Health and Wellbeing)

What the school provides

- Medication is kept securely locked in a central place in the school office.
- Medications are clearly labelled and are accompanied by instructions for administration.
- All medication is checked for expiry dates and parents contacted for replacements.
- Care plans are drawn up by the school nurse. Discussion with the parent/carer takes place where the care plan is agreed and signed. Care plans are reviewed annually or when necessary. Care Plans are stored in a Medical file in the School Office and copies are shared with staff.
- A medical register is produced annually and a pen portrait is distributed to all staff with relevant information.
- Staff are briefed about students with medical needs and should training be needed the school nurse or specialist would provide this service.
- First Aiders are regularly updated and training kept up-to-date.
- In a medical emergency, after initial assessment a first aider would be contacted where a decision to call for an ambulance would be made. Senior leaders or the Principal would be informed and parents/carers contacted immediately.
- The school nurse is available on a regular basis for targeted drop in sessions within school. Other therapy services who drop into school include: visual impaired & hearing impaired specialist, ELCAS workers, school nurse, Counsellor, Child and Welfare workers.

Communication with Parents

What the school provides

- Details of how to contact staff can be found on the school website. During transition the SENCO and Year 7 Pastoral Leader would attend transition meetings with the primary schools to meet with parents/carers and arrange appropriate provision.
- At the Year 6 induction evening key staff members including the Year 7 form tutors and pastoral and senior teams are introduced to parents and students.
- KS3 Pastoral Support workers and SENCO visit primary school where transition information is given about the school to students and parents.
- Parents are encouraged to visit the school on open days and open evenings. Parents may also visit the school at any time for an escorted tour by appointment.
- Feedback to parents can be done through report cards and ClassCharts.
- Parents are represented on the School Governing Body. Questionnaires are regularly used and parental consultation is encouraged. The school has a Parent Forum to seek views.

Working Together

What the school provides

- The school has an active School Council. Form tutor representatives meet half termly.
- Students are involved in new staff appointments; they are invited to ask questions and feedback information to the recruitment panel.
- Older students offer a buddy system during transition to mentor younger and vulnerable students.
- Students are given questionnaires about school, their learning and well-being.
- Parents are asked for their feedback after parents' evening and visits to the school.
- Students with additional needs can also make their views known along with their parents at annual review meetings.
- The Governing body has a SEN Governor who meets with the SENCO to review provision and progress, and/or receives regular updates.
- A home/school agreement is signed at the start of the school year which supports safety and safeguarding for everyone.
- Termly SEND case study meeting which involves SEND students to discuss their educational experience.

What help and support is available for the family?

What the school provides

- Students are given support in completing application forms usually from the designated careers and guidance staff. Vulnerable students receive additional one-to-one impartial advice and guidance to ensure successful post 16 progression.
- The Pastoral leader would work with the Local Authority to support parents who need help with travel plans.
- Contact details of support services for parents of students with SEND in the local area stated in the SEND policy and information report.

Transition to Secondary School

What the school provides

- The school works closely with local feeder primary schools, and schools beyond the catchment area where needed
- The school has an Open evening and an Open Morning within the first half term where parents and students are encouraged to attend. The SENCO is available for discussion on the evening and further one to one meetings are offered for further discussion where needed.
- SENDCo and Year 7 Pastoral Leader works closely with students from as transition visits begin.
- Individual and small group transition work is undertaken where students are given a variety of situations to experience via pre-arranged visits..
- There are two inclusion days in the summer term where students meet their new peers and join in a variety of planned lessons and activities.
- There is an options evening for students in Year 9 where colleges are invited to attend.
- All students, including those with SEND are offered Careers Education - Advice Information Guidance [CE-AIG].
- Local colleges give presentations to students and students are provided opportunities to attend taster days at local colleges.
- SENCO and Pastoral Leaders meet with the local college staff to discuss individual students during transition.
- SENCO invites the Local College SENDCo to transition annual review.
- A liaison meeting takes place between college staff, SENDCo and Pastoral leaders to review provision post 16.
- There is a comprehensive section of the Library devoted to post 16 training, universities and colleges.
- All students have the opportunity in Year 10 to undertake a work experience placement.
- There is an active involvement in the Duke of Edinburgh Awards Scheme.

Extra Curricular Activities

What the school provides

- West Craven High School has no child care facility available before or after school. The school library is open from 8:30 – 4pm for all students.
- There are a variety of lunchtime and after school clubs available to all students where there is no cost.
- There are a number of school trips and visits available to all students; and they are all subject to a risk assessment.
- Some trips are subject to contributions from parents/carers. A small fund is available to cover essential curriculum visits in cases of hardship. Student premium students receive additional support for some trips through school funding.

- The SEND team and Pastoral Leaders are available to provide support for social and emotional vulnerable students and to offer guidance to assist in making friendship groups.

Lancashire Local offer: <http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities.aspx>