



From mountain to sea

Supporting all Aberdeenshire's Learners

Assessment and Planning Co-ordinated Support Plans Book 2





Contents

Co-ordinated Support Plan	4
Request to prepare a CSP	4
Decisions by the CSP Advisory Group	5
Preparing a Co-ordinated Support Plan	5
Review and/or closure of a CSP	5
Disagreement and Resolution	6
Appendix 1 Developing the Co-ordinated Support Plan	7
Co-ordinated Support Plan Timeline – Stage 1	8
Co-ordinated Support Plan Timeline following a multi-agency meeting	9
Co-ordinated Support Plan Timeline – Stage 2	10
Co-ordinated Support Plan Process and Timeline	11

Guidance updated by Additional Support Needs Team

Version	Status	Issue date	Reason
1.0	Guidance	February 2013	New guidance following legislation
2.0	Guidancet	September 2016	Update following revised Code of Practice

Assessment and Planning

Co-ordinated Support Plan

As a result of staged assessment and intervention and the monitoring of a child or young person's additional support needs, a decision may be taken by the Head Teacher (or representative) to consider whether a CSP is required, and to gather necessary evidence. The 'Additional Support Needs: *Co-ordinated Support Plan Decision Making Tree*' (CSP Book 1), will assist in information gathering.

Request to prepare a CSP

Usually the planning for a CSP will be an outcome of the ongoing process of assessment, planning and review of intervention over a period of time which happens through the staged intervention and multi-agency action planning process.

Alternatively a request to prepare a CSP may be made by

- A parent / carer
- The child / young person
- Another professional on behalf of a parent / young person

The request must be made in any permanent form, which can be referred to in future, such as letter, email, video or audio tape. Anyone making a request needs to provide sufficient information to explain why he/she thinks a CSP, must be put in place.

The request must be acknowledged by the Head Teacher (or representative) **no later than 8 weeks** from the date it is received. From receipt of the letter the head teacher/ representative must initiate a process of evidence gathering. See Appendix 1 Developing the Co-ordinated Support Plan.

Most parents / young people will want to participate in discussion about whether or not a CSP is appropriate. In some cases, parents or a young person may be concerned about the assessment process and may not wish to be involved, but the Head Teacher / representative should still initiate an evidence gathering process and complete the 'Decision Making Tree and Pro-Forma'. Information submitted to the CSP Advisory Group will include the views of the family / young person

for consideration, as well as information offered by parents / young people / other professionals in support of the request.

The Head Teacher gathers evidence in support of the request for a CSP and may contact the CSP Advisory Group to discuss whether the request is reasonable. The Head Teacher then responds by letter (**8 week timescale**) to the parent/carer or young person notifying them of whether or not the authority intends to establish the need for a CSP. Failure to respond to the request is treated as a decision not to prepare a CSP.

In the event that the request is deemed reasonable, the new **16 week timescale** for preparation of a CSP is initiated from the date of the above letter. The Head Teacher should send out proformas to gather further evidence, to agencies / parents / carers and young person and convene a multi-agency meeting. At the multi-agency meeting the checklist should be completed, and this is sent to the CSP advisory group with the completed proformas (**no later than 2 weeks after the multi-agency meeting**).

The CSP Advisory Group will advise the Head Teacher whether to open a CSP for the child / young person, and will monitor the process, quality and content. Advice will be given no later than **4 weeks after the multi-agency meeting**, unless there is a requirement for clarification of information from other agencies. In this instance, parents / young person must be informed of the delay.

The response confirming that the education authority will establish whether or not the child meets the criteria for a CSP must be communicated to parents **within 8 weeks** from the date on which the parents'/child's/professionals request raised the question about the requirement for a CSP. There may be situations where reaching a decision will take longer, for example, where the child or young person has just moved into Aberdeenshire and limited information is available, or where an appropriate agency cannot comply with a request for information quickly. If a delay is experienced parents must be informed. Should the delay indicate that the **16 week** time limit (for writing the CSP) will not be met, the parents / young person must be informed and a new timescale set. This cannot exceed **24 weeks** in total from the start of the process.

Decisions by the CSP Advisory Group

The CSP Advisory Group consists of the following or their representatives:

- Quality Improvement Manager, Additional Support Needs
- Principal Educational Psychologist
- Social Work Manager (advisory / as required)
- NHS Grampian representative (advisory / as required)
- Legal and Governance
- Education Support Officer, Additional Support Needs

The CSP Advisory Group's decision is made on the basis of considering the evidence provided by everyone, including the young person, family and professionals working with the child / young person. The information gathered must be included with the CSP checklist which is the evidential record of the CSP Advisory Group's decision about whether or not a CSP should be prepared. The decision by the CSP advisory group will be evidenced in the email response to the head teacher / representative

The Head Teacher will notify the family / young person when either:

- The CSP Advisory Group agrees that the preparation of a CSP is required, or
- The CSP Advisory Group decides that a CSP is not required.
- Letters of notification are in Book 3 of the CSP documentation entitled 'Writing a CSP'.

The ASL Act requires that information provided by, or on behalf of, a child or young person (i.e. an assessment or report on the child or young person commissioned by his/her parents or by the young person himself / herself) must be considered when planning intervention for and/or considering whether or not a Co-ordinated Support Plan is required, as must the views of children, their parents and of young people themselves.

Preparing a Co-ordinated Support Plan

A request for a CSP will be judged to be reasonable if there is evidence to suggest the child's additional support needs meet the necessary criteria.

Regulations devised to support implementation of the ASL Act specify a **16 week timescale for completion of a new CSP**. The 16 week period starts from the date of the multi-agency meeting/review, or from the date on which a letter is issued to parents (following a request), agreeing to consideration of a CSP. If the head teacher decides to initiate the CSP process, then the checklist, completed proformas and/or minute of a multi-agency meeting provide evidence for the CSP advisory group to

make a decision regarding whether criteria are met and a draft should be commenced.

Key tasks to be addressed within the 16 week timescales are:

- Consulting with the child / young person / family to discuss terms of CSP.
- Requests for further assessment / information from agencies
- Liaison of the multi-agency team established to draft CSP
- Consulting with the child / young person / family to seek final agreement on draft CSP
- Draft CSP sent to CSP Advisory Group for approval
- CSP forwarded to the Head of Service for signing
- CSP sent out to the child / young person / family.

The CSP process and timeline sets out the expectations for decision making and communication which have to be met in order to comply with legislation.

Review and/or closure of a CSP

Review

A CSP must be reviewed every 12 months (or sooner if required). There is a timescale of 12 weeks for the redraft and finalisation of a CSP following a review. Discontinuation of a CSP is a decision for the CSP Advisory Group.

CSP requirements will be reviewed as part of staged intervention, or as a result of a request from a family, young person or other agency. At the review, any changes to the CSP and resulting recommendations together with the supporting evidence, will be noted and forwarded to the CSP Advisory Group for agreement. The following documents are considered to be supporting evidence:

- Completed Proformas or,
- Multi-agency meeting minute detailing the educational objectives, agencies supporting, the type, frequency, nature, intensity and duration of support provided or,
- Report from professional of other agency detailing educational objectives and the type, frequency, nature, intensity and duration of support provided
- Completed CSP checklist

The review **must** check if the criteria for a CSP are still met, and supporting evidence and checklist **must** be submitted to the CSP advisory group.

Head teachers / their representatives are advised to send out proformas and letters of invitation to a multi-agency review meeting at least 6 weeks prior to the expiry date of the CSP. Agencies have up to 10 weeks to respond to the request for assessment / information, so this would still permit time for a CSP to be drafted in the event that the information is not available on the day of the review meeting.

“The education authority may ask an appropriate agency for advice. As noted in chapter 3 paragraph 18, the Appropriate Agency Request Period and Exceptions Regulations⁴² made under the Act specify that appropriate agencies are expected to respond to requests for help within 10 weeks from the date the request is made by the education authority, subject to certain exceptions stated there.”

Supporting Learners Needs Code of Practice
(paragraph 38)

Time limit exceptions

The CSP Regulations provide for exceptions to cover circumstances relating to both the establishing and preparing phases of the overall process. These include where:

- The child's parent or the young person has made a request for a particular type of assessment or examination and that cannot take place, or the results will not be available, before the end of the 16 week period.
- The education authority have asked an appropriate agency or other persons for help and they have not been able to respond in time.

Discontinuation / closure

When the CSP Advisory Group agree to the discontinuation of a CSP, the process for a child not meeting the CSP criteria will be followed, and letters sent out to Parents and appropriate Agencies for notification. The last CSP for a pupil (before a CSP is discontinued, or prior to the pupil leaving school) must be archived for 5 years. At the end of the 5 year term, the CSP must be destroyed and parents/young person notified if possible. A CSP continues to be active for 2 months after notification of closure pending an appeal.

Disagreement and Resolution

Parents and young people must be informed of the outcome of a decision regarding preparation of a CSP, and any rights they have in connection with the decision. They must also be informed about decisions relating to reviewing and / or not continuing a CSP, and their rights with regard to referral to tribunal. Education authorities must also provide parents/the young person with a copy of the CSP.

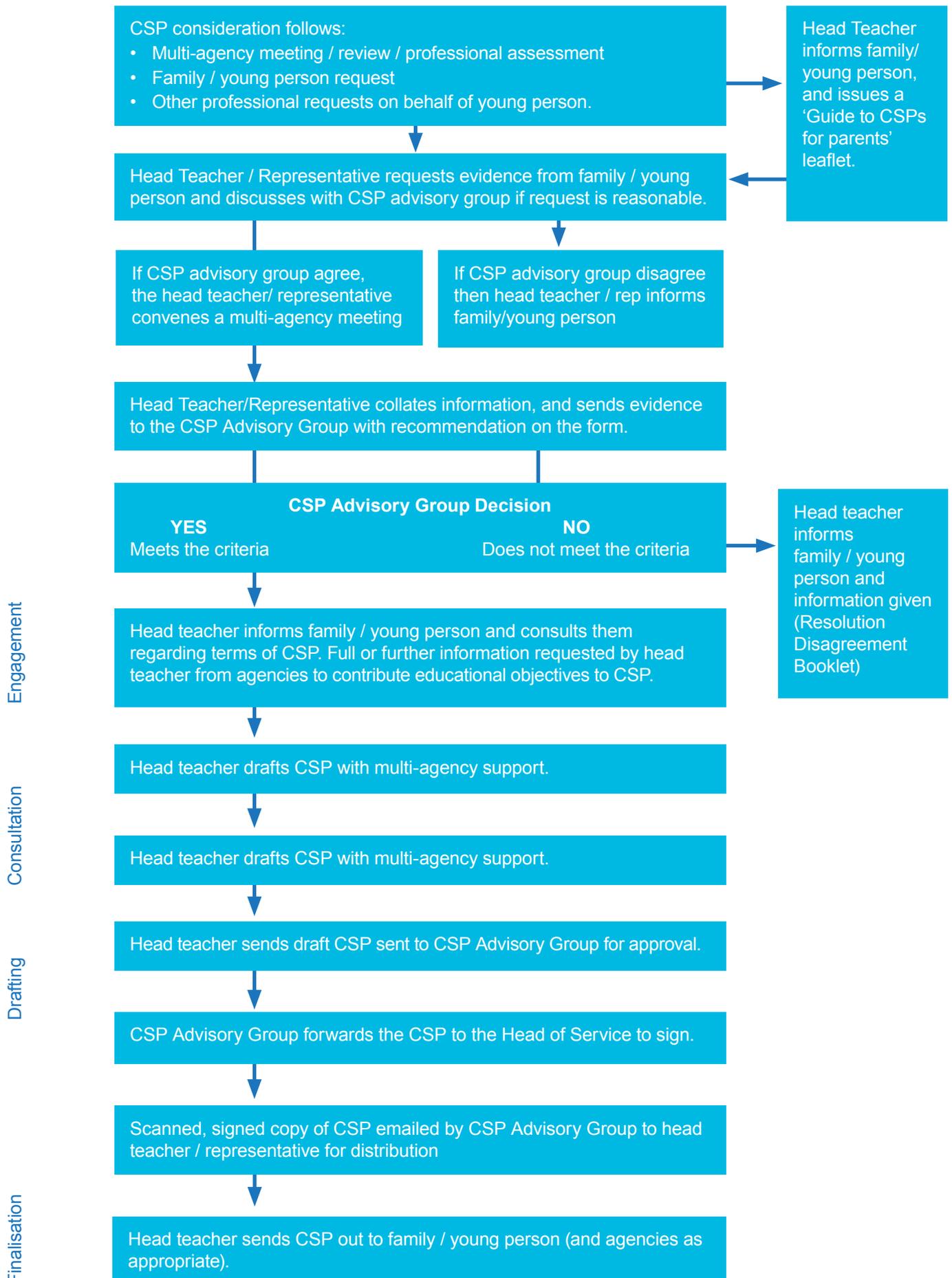
Circumstances for referral to an additional support needs tribunal may include:

- When family / young person receive a recommendation for refusal to prepare a CSP, and they do not agree with this decision.
- When family / young person receive a recommendation for the CSP to be closed, and they do not agree with this decision.
- When family / a young person are informed that a CSP is being prepared but disagree that the CSP is required, or disagree with the content of a CSP, or do not feel that the additional support needs are being met according to the terms of the CSP
- When the timescale for preparation of the CSP has been exceeded.

Actions required by Education and Children's Services and other agencies in response to a request for assessment, for a CSP to be prepared and for review of a co-ordinated support plan are **statutory** requirements. For example,

- There is a requirement to respond to requests for assessment (within 10 weeks of the request being made) and/or preparation of a CSP within a prescribed timescale (within 8 weeks of the request being made).
- There are timescales for preparation of a CSP which must be adhered to by all agencies, (16 weeks for first preparation of a CSP, and 12 weeks for review of a CSP) and
- There is a duty on other agencies to comply with requests for assessment made by the local authority to support the decision regarding whether or not a CSP is required.

Appendix 1 Developing the Co-ordinated Support Plan



Co-ordinated Support Plan Timeline – Stage 1

Deciding whether a request for a CSP meets the criteria following request from parents/child/professional (maximum 8 weeks)

All letters may be sourced in CSP Book 3 – Writing a CSP

Steps to be actioned in the CSP process	Timescale	Date actioned
Request for consideration for CSP comes from a professional on behalf of the child/young person.	Week 1	
OR Request for consideration for CSP (including specific assessments) comes to Head Teacher/representative from parents/carer and/or child/young person.		
Head Teacher requests evidence to be supplied by parents/carers/young person. Parental letter A	By end of Week 2	
Head Teacher/representative consults with parent/ young person, agency (if applicable) and school partners to determine if the request is reasonable considering the criteria for the CSP as a basis for a decision.	By end of Week 6	
Head Teacher / representative collates information and may discuss the evidence with CSP advisory group. Agreement reached as to whether the Head Teacher is to initiate consideration of a CSP by convening a MAAP meeting and sending out proformas.	By end of Week 7	
Head Teacher/representative sends Parental and Agency letters informing of decision to either initiate the CSP process, or that there is insufficient evidence to support the request and a CSP will not be considered Letters 1a/1b or 3a/3b If a decision to initiate the process has not been reached, the Head Teacher/representative acknowledge receipt of request by sending Letter B	By end of Week 8 (Start of week 1 of the new timeline)	

Co-ordinated Support Plan Timeline following a multi-agency meeting

Deciding whether a request for a CSP meets the criteria following a multi-agency meeting/annual review (16 week timeline for new CSP, 12 week timeline for review)

All letters may be sourced in CSP Book 3 – Writing a CSP

Steps to be actioned in the CSP process	Timescale	Date actioned
If CSP is to be reviewed (annual review, or by request from parent/child/agency), Head Teacher/representative to send out proformas to parents and agencies with request for completion, and letter of notification of multi-agency meeting Letters 4a/4b	Minimum of 6 weeks prior to meeting	
If CSP is to be considered following a request (for a new CSP), Head Teacher/representative sends out proformas to parents and agencies with request for completion and letter of notification of multi-agency meeting. Letters 1a/1b	At start of week 1	
Multi-agency meeting takes place and information regarding support is discussed. Checklist completed with a recommendation. Minute of meeting to include suggested educational objectives, and type, frequency, nature, intensity and duration of support to be provided by other agency/s. This information should be listed on completed proformas if agency staff unable to attend.	By end of week 6 (reviewed CSP by end of week 1)	
Head Teacher/representative collates responses (proformas , minutes , reports) and sends this documentation including the CSP checklist and Memo 1 to the CSP advisory group.	By start of week 7 (reviewed CSP week 3)	
CSP Advisory Group decides whether a CSP is to be progressed and informs the Head Teacher/representative of their decision. Head Teacher/representative sends out Parental and Agency letters. Letters 2a/2b or 3a/3b In the event of a decision to close a CSP the Head Teacher/representative sends Letters 8a/8b	By end of week 8 (reviewed CSP week 4)	

Co-ordinated Support Plan Timeline – Stage 2

Stage 2: Writing a CSP (16 week timeline for new CSP, 12 week timeline for review)

All letters may be sourced in CSP Book 3 – Writing a CSP

Steps to be actioned in the CSP process	Timescale	Date actioned
<p>Following decision by CSP advisory, the Head Teacher/ representative:</p> <ul style="list-style-type: none"> To send out a letter to parents / young person / Agencies informing them that a CSP will be drafted. Letters 2a/2b OR To send out a letter to parents / agencies informing them that the child/young person does not meet the criteria at that time letters 3a / 3b OR To send out a letter to parents / young person / agencies informing them of closure of a CSP following review letters 8a/8b 	<p>By end of Week 8 (reviewed CSP week 4)</p>	
<p>Head Teacher/representative drafts a CSP in consultation with all agencies involved. This can be done by arranging a meeting, electronically or by using existing information.</p>		
		<p>A draft of the CSP is forwarded electronically to other agencies for comment / amendment. Letter 5b</p>
<p>Draft CSP is shared with family/young person. Family/young person's views are sought and included. Letter 5a</p>	<p>By end of Week 10 (reviewed CSP week 6)</p>	
<p>Draft CSP sent to CSP Advisory Group for approval with Memo 2.</p>	<p>By end of week 12 (reviewed CSP week 8)</p>	
<p>CSP Advisory Group's recommendations made and acted upon. Final copy of CSP to Head of Service for a signature, and Signed CSP is scanned and returned to the head teacher / representative electronically,</p>	<p>By end of Week 14 (reviewed CSP week 10)</p>	
<p>Head teacher / representative prints and distributes the signed CSP to parents / young person and other agencies with Letters 6a/6b</p>	<p>By end of week 16 (reviewed CSP week 12)</p>	

Co-ordinated Support Plan Process and Timeline

