



Coordinated Support Plan Briefing Paper - Education Staff	
1.	A Coordinated Support Plan (CSP) is a legal document that outlines the support provided by agencies outwith education. Education are responsible for its creation and its review.
2.	Partner agencies have a duty to respond to requests for information in terms of section 23 of the Education (Additional Support for Learning) (Scotland) Act 2004
3.	Resources to support: Booklet 1 Booklet 2 Booklet 3 Additional Resources All resources are located: Additional Support Needs (ASN) Aberdeenshire, Inclusion, Equity and Wellbeing (asn-aberdeenshire.org)
4.	If schools have any questions on the process or require to seek advice or help contact: cspadvisorygroup@aberdeenshire.gov.uk
5.	If a pupil is getting <u>significant</u> support from an agency outwith education or has a number of agencies supporting them- a CSP application process should be initiated to ascertain whether the criteria for a CSP is met. Within this context 'significance' is defined in terms of relativity to the day-to-day work of the agency in question, rather than the significance of the child's additional support needs.
6.	If a pupil meets the criteria for a CSP the Authority is duty bound to prepare one, regardless of whether there is already a multi-agency Child's Plan, and regardless of parental views.
7.	As soon as a CSP is requested either verbally or in writing Education must respond by sending a letter of acknowledgement within 8 weeks stating whether the CSP process will be initiated.
8.	All Looked After Children (as distinct from Care Experienced) must be considered for a CSP. The question of whether or not the criteria for a CSP is met will be raised at all future LAC Reviews. If the pupil does not currently have one and it is thought that the criteria may be met, Education must commence the CSP application process.
9.	There is a statutory timeline of 16 weeks from the point of request or the date at which the school sent the letter of acknowledgement to complete the requested CSP application
10.	A review date is specified on the CSP document. There is a statutory timeline of 12 weeks to undertake a CSP review. A Parent/Carer can request an early review.
11.	Under exceptional circumstances a letter can be issued to explain a delay in the process for completing the CSP. The timeline is then extended up to 24 weeks
12.	There are letter templates to be issued throughout the process that can be found here
13.	The first letter asks the Parent/Carer if any further assessments are required. The request for these assessments must be completed by education staff through GIRFEC processes – Request for Assistance

14.	All agencies must be contacted by Education to complete a proforma evidencing the support they are offering the pupil for the next 12 months. Please ensure four weeks are given for the proforma to be completed and returned to Education Letter Template 1C should be sent along with the proforma to state the responsibility of agencies to provide the information required.
15.	When seeking the support being provided by NHS Consultants, please ensure this is detailed by the CCH Paediatrician in their completed proforma and if required please prompt the CCH Paediatrician the NHS discipline you are seeking information about.
16.	Parents/Carers and the child / young person will also be asked to complete a proforma
17.	There is no requirement for non-statutory services and education support services to complete the proforma
18.	Collation of information from proformas to be added to the CSP Checklist form
19.	A CSP review meeting to be arranged- this can form part of a Child's Plan meeting but some Parents/Carers prefer it to be separate meeting. All proformas to be shared with Parent/Carer prior to the meeting. At this meeting a recommendation to be made collectively on whether the pupil meets the criteria for a CSP
20.	After the meeting all proformas and completed checklist to be submitted to cspadvisorygroup@aberdeenshire.gov.uk for the CSP Advisory Group to make their decision. The CSP Advisory Group is a multi-agency group of senior professionals in Aberdeenshire who consider all CSP applications
21.	Education Support Officer (ESO) to advise Education on the decision made by CSP Advisory Group
22.	Letter of recommendation based on CSP Advisory Group decision to be shared with Parent/Carer and agencies by school.
23.	If criteria is not met reassure Parent/Carer that the criteria has not been met on this occasion but if the child's needs change the process can be completed again
24.	If CSP criteria is met a draft CSP is created by the school.
25.	Draft CSP to be shared with Parent /Carer and agencies included within CSP. Request to be made to CCH Paediatrician to check the information regarding support provided by NHS Consultants
26.	When Draft CSP is approved send to cspadvisorygroup@aberdeenshire.gov.uk and ESO will arrange for it to be signed off
27.	ESO will send final CSP to School, who should share with Parent/Carer, all relevant agencies and the Educational Psychology Service with corresponding letters. A copy must be stored in the child's PPR and all staff supporting the child must be aware of its content.
28.	The CSP will be reviewed in 12 months or earlier if the Parent/Carer requests it. It is the school's responsibility to adhere to the timeline.
29.	A Parent/Carer can request an early review of a CSP and this request must be adhered to and led by Education
30.	Under certain circumstances the Local Authority can initiate an early review of a CSP
31.	The CSP ends when a child leaves school and Children and Education Services are no longer responsible for their education. In this instance a letter must be sent to the Parent/ Carer and agencies included in the CSP informing them of this; as well as a copy of the Parent/ Carer letter to cspadvisorygroup@aberdeenshire.gov.uk

32.	The CSP will be kept by the Education Authority for 5 years after it has been discontinued. After the 5 year retention period the CSP must be destroyed. If Aberdeenshire Council are aware of the whereabouts of the Parents and the child, they will be informed the CSP has been destroyed. All agencies included within the CSP need to be informed by the school that in the event of a CSP being discontinued the agencies must destroy their copy of the CSP and inform the school / Aberdeenshire Council Education Support Officer that they have done so.
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