



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 Inclusion Equity and Wellbeing Team

Version	Status	Issue date	Reason
1.0	Guidance	February 2013	New guidance following legislation
2.0	Guidance	September 2016	Update following revised Code of Practice
3.0	Guidance	September 2021	Review and Update

4.0	Guidance	September 2022	Review and Update timeline
-----	----------	----------------	----------------------------

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 headteacher/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 Officer, Inclusion, Equity and Wellbeing
- Principal Educational Psychologist
- Social Work Manager
- NHS Grampian representatives
- Legal and Governance

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
- Consulting with the child / young person / family and agencies to seek final agreement on draft CSP
- CSP forwarded to the Head of Service for signing
- CSP sent out to the child / young person / family, and all agencies included in the CSP.

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 to the Team Around the Child in advance of the multi-agency meeting.

Agencies have 4 weeks to respond to the request for assessment / information to permit time for the information to be available for the multi-agency meeting. This means an informed recommendation can be made on whether the child continues/ meets the criteria for a CSP.

“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. ACSP 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.

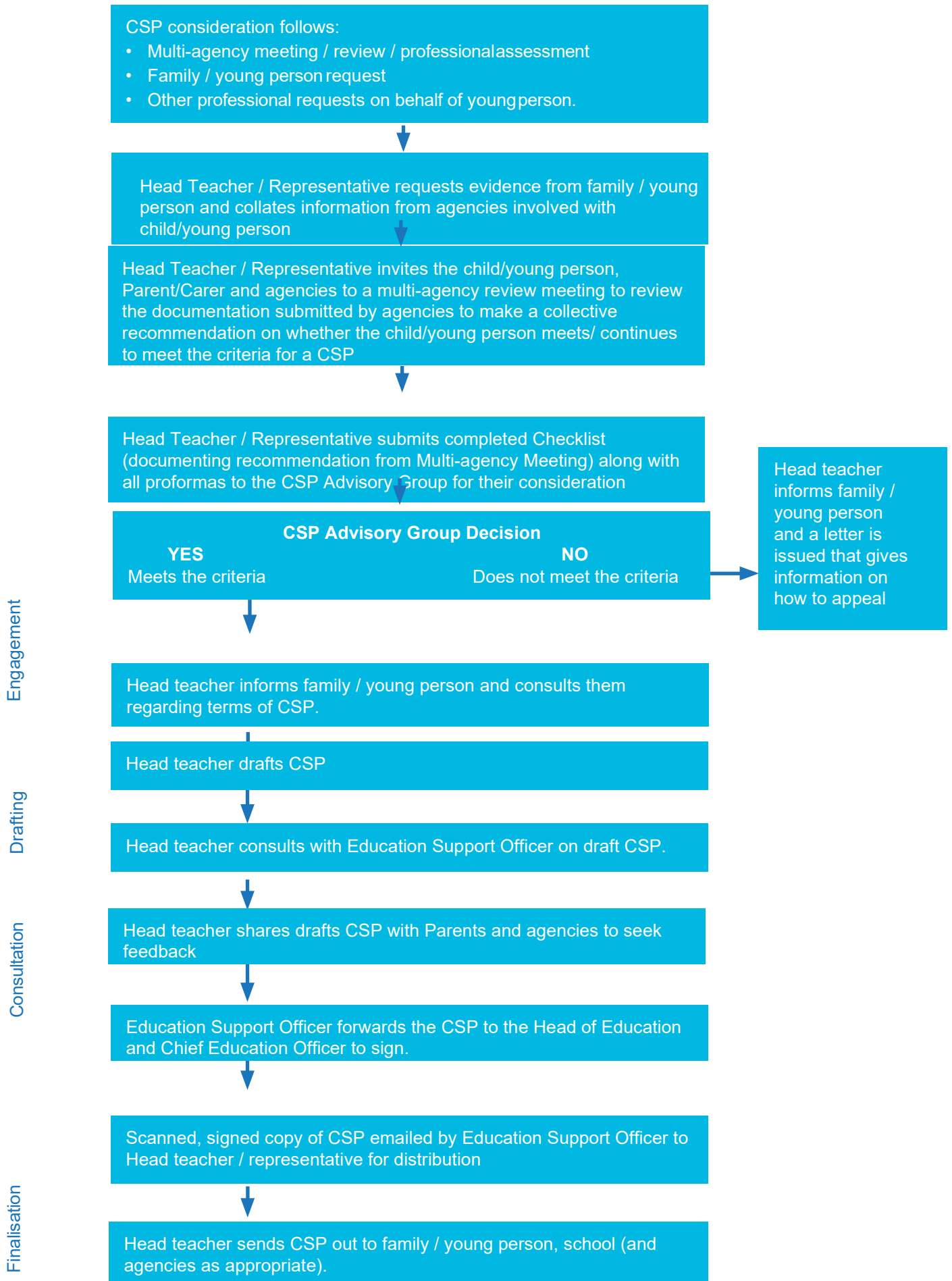
Circumstances for referral to an additional support needs tribunal may include:

- 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



Coordinated Support Plan Process: Timeline and Associated Letters

<p>Request for a first CSP- consult with ESO regarding the request. Follow flowchart in dark green. Timescale for first CSP is 16 weeks. To commence the 24 week timescale: (send Letter 1A allow 2 weeks for Parent to respond to requests for assessments) Any requests please complete through Request For Assistance</p>	<p>Review of CSP required (send Letter 4A allow 2 weeks for Parent to respond to requests for assessments) Any requests please complete through Request For Assistance</p>	<p>Week 1</p>	<p>Week 1-8</p>
<p>Head Teacher or representative to send proformas to Parent, Pupil, agencies. When emailing agencies include in your email 1B Template Email (for agencies only). Please give 4 weeks for a response). Schools may need to facilitate supporting the pupil with completing the proforma and may wish to amend it to suit pupil's needs</p>		<p>Week 1</p>	<p>Week 1</p>
<p>Head Teacher or representative to consult with ESO on proformas received to ensure the information provided is what is required.</p>		<p>Week 5</p>	<p>Week 5</p>
<p>Head Teacher or representative to consult with ESO on proformas received to ensure the information provided is what is required. Information from proformas to be collated on a Checklist</p>		<p>Weeks 1-5</p>	<p>Weeks 1-7</p>
<p>Head Teacher or representative to arrange a Child's Plan Meeting to discuss proformas submitted and make a recommendation on whether pupil meets/ continues to meet criteria for CSP</p>		<p>Week 6</p>	<p>Week 8</p>
<p>Head Teacher or representative to submit Completed Checklist with recommendation and all proformas and emails to CSP Advisory Group for their consideration cspadvisorygroup@aberdeenshire.gov.uk</p>		<p>Week 6</p>	<p>Week 8</p>
<p>ESO to correspond with Head Teacher or representative regarding decision made by CSP Advisor Group and advise on the correct letter: 2A, 2B, 3A, 3B to be sent to Parent/ Carer /agencies. Head Teacher or representative to draft CSP</p>		<p>Week 8</p>	<p>Week 10</p>
<p>If CSP to be drafted Head Teacher or representative to share draft with ESO</p>		<p>Week 10</p>	<p>Week 13</p>
<p>Head Teacher or representative to share draft with Pupil, Parent/ Carer and agencies involved for their feedback. Parent/ carer is requested to provide a comment for the Parental Comment section: letters 5A, 5B</p>		<p>Week 10</p>	<p>Week 13</p>
<p>ESO to arrange CSP to be signed off by Head of Education and Chief Education Officer and copy is sent to the Head Teacher or representative to disseminate with the appropriate letters 6A, 6B</p>		<p>Week 12</p>	<p>Week 16</p>

Please note: if a Head Teacher or representative is having difficulty getting information from any agency either in response to a Request for Assistance or a completed proforma- please let ESO know as soon as possible. A delay letter can be issued to inform Parent/ Care for the reason for the delay in the process. A delay letter can extend process to **24 weeks**

