

Local ASN Forum Guidance

1. Introduction

This guidance should be used in conjunction with the following:

1. Enhanced Provision Support in Primary Schools Guidance
2. Complex Needs Provision for Pupils with Significant and Complex Needs Guidance
3. Blended Placement Guidance
4. Aberdeenshire Staged Intervention Procedure

These documents can be found via the following link: [Aberdeenshire Inclusion, Equity and Wellbeing Website](#)

2. Aberdeenshire Local ASN Forums

There are 9 Local ASN Forums in Aberdeenshire, covering the following areas:

1. Deeside Local ASN Forum: Aboyne Cluster, Banchory Cluster
2. Alford Local ASN Forum: Alford Cluster
3. Banff Local ASN Forum: Banff Cluster
4. Buchan Local ASN Forum: Mintlaw Cluster, Peterhead Cluster
5. Formartine Local ASN Forum: Ellon Cluster, Meldrum Cluster, Turriff Cluster
6. Fraserburgh Local ASN Forum: Fraserburgh Cluster
7. Garioch Local ASN Forum: Inverurie Cluster, Kemnay Cluster, Westhill Cluster
8. Huntly Local ASN Forum: Huntly Cluster
9. South Local ASN Forum: Laurencekirk Cluster, Portlethen Cluster, Stonehaven Cluster

3. Purpose

The purpose of Local ASN Forums is to:

- develop a cohesive overview of additional support needs across the locality
- prioritise need and ensure fair and transparent allocation of ASN resources across the locality in accordance with the guidance documents referred to in Section 1

4. Chairing Local ASN Forums

When the Local ASN Forum serves more than one cluster, responsibility for chairing the Forum is rotated on a 2 yearly basis between the Head Teacher of the Complex Needs Provision and the Head Teacher(s) of the Enhanced Provision school(s). When the Local ASN Forum serves only one cluster, it is the responsibility of the Complex Needs Provision / Enhanced Provision Head Teachers or a nominated representative within their Senior Leadership Team.

The chair is responsible for:



- the co-ordination and chairing of forum meetings;
- ensuring zoned schools are aware of forum dates, how to submit requests and the deadlines for receipt of requests;
- communicating outcomes regarding placement requests to the person that made the request (using Forum Outcome Letter, Appendix 1);
- communicating outcomes regarding allocation of resources to the person who made the request using the table in section 9 of application form.
- ensuring all relevant paperwork is maintained within the Forum Microsoft Teams page and
- updating the Local ASN Forum Placement Monitoring spreadsheet ([Appendix 2](#)).

5. Forum Membership

Core membership of each Local ASN Forum must include:

- Complex Needs Provision Head Teacher (Primary)
- Enhanced Provision Head Teacher(s) (Primary)
- Enhanced Provision Depute Head Teacher (Secondary) or Principal Teacher ASL
- Educational Psychologist
- Head Teacher of a mainstream school, to be rotated on an annual basis

The person making the request is not part of the decision-making process but where the request is for a placement then they should be given the opportunity to present a brief case summary and to answer any questions that may arise.

6. Timeline of meetings

Meetings should be scheduled at the beginning of each academic year for **October, January, March** and **May**.

Each of these forum meetings will consider both new requests and any re-submissions of previously unsuccessful requests.

Requests for pupils entering P1 the following August should be considered in January. This timeline is early enough to ensure there is sufficient time to plan a robust and supportive P1 transition. However, it also allows enough time for the rapid developmental changes that can occur at this young age and to ensure that authentic consideration is given to exploring how the child's needs could be met within their local mainstream school.

7. Extra-ordinary meetings

Extra-ordinary Local ASN Forum meetings may be convened to:

- (a) consider a request for support for a child, or young person, who has moved into the area, or



- (b) allocate a Complex Needs Provision, or Enhanced Provision place which has become available due to, for example, a child or young person unexpectedly leaving the area. To ensure fairness and transparency all schools zoned to the relevant Enhanced Provision, or Complex Needs Provision School, should be made aware of the availability of the place and the date that the forum will meet to consider requests for that place.

8. Decision-Making Process

Request forms should be submitted to the chairperson two weeks before the forum meets and distributed to panel members no later than one week before the meeting. Request forms can be downloaded from [Viva Arcadia Inclusion, Equity and Wellbeing](#).

When considering requests for specialist placements, a representative from the relevant setting may wish to carry out observations in advance of the forum meeting. The purpose of this observation is not to carry out an assessment of the pupil's needs, which should already have taken place through Child's Planning processes. Rather, it is to support the local forum to moderate and prioritise requests and to consider the most appropriate next steps if a placement is not offered. However, such observations may not be required, and forums are encouraged to adopt the least intrusive approach.

The person making the request is not part of the decision-making process, however when the request is for a placement, then should be given a 10-15 minute slot to attend the meeting to provide a brief summary of the request and answer any questions forum members may have.

Once each request has been discussed in turn the forum will consider and, where necessary, prioritise requests.

A record of the Local ASN Forum meeting should be stored in the Teams space. It should not be a verbatim record but a summary of main points and outcomes.

Decisions relating to placement requests are communicated to the person who made the request by email by email using Forum Outcome Letter [Appendix 1](#) or using the table in section 9 of the [Enhanced Provision](#) or [Complex Needs](#) request form.

Decisions relating to the allocation of resources are communicated to the person who made the request through completing the table in section 9 of the [Enhanced Provision](#) or [Complex Needs](#) request form.

It is the responsibility of the person who made the request to communicate the outcome to the parent/carer and the Team Around the Child and to lead planning around next steps.

Decisions should be recorded on the Local ASN Forum Placement Monitoring Spreadsheet ([Appendix 2](#))

9. Waiting Lists



There are no waiting lists for Enhanced Provision or Complex Needs Provision places.

It is the responsibility of the Local ASN Forum to allocate places that are currently available, or that can be reliably predicted as becoming available, either in the near future, or at the next key transition stage.

Places are finite and allocated based on priority of need at any given time. The level and complexity of needs within a pupil population will vary over time and between cohorts and the threshold for accessing such places will require to shift in response to this. Decision-making will involve professional judgements by forum members based on knowledge, experience and relative population level comparisons.

10. Appeals Process

There is no appeals process because an unsuccessful request may be re-submitted to a future Local ASN Forum meeting.

At this point the request will be considered alongside any other requests and the place will be allocated based on priority of need at that point in time. It is the responsibility of the Local ASN Forum to update zoned schools on placement availability.

11. Requests for continuation of support

Outreach Support should not continue indefinitely. Requests for the support to continue beyond the agreed timeframe should be submitted to the Local ASN Forum (or designated subgroup) using the “Request to Local ASN Forum for Continuation of Outreach Support” Form ([Enhanced Provision Guidance, Appendix 2](#))

There is no requirement to apply for the continuation of Enhanced Provision and Complex Needs Provision places.

12. Enhanced Provision Capacity

The minimum capacity of an Enhanced Provision is determined by a ratio of 10 pupils per 1 full-time equivalent Enhanced Provision teacher, in accordance with SNCT guidance on class sizes. However, the presumption of pupils having their needs met within mainstream provision continues to apply to pupils who have been allocated an Enhanced Provision place. It is therefore expected that pupils will access as much mainstream experience as possible and appropriate to their needs. As such, it is unlikely to be the same 10 pupils that are consistently accessing the Enhanced Provision. Thus, the actual capacity of an Enhanced Provision will be greater than is implied by the 1:10 staff to pupil ratio and will involve professional judgement by the Enhanced Provision Head Teacher, in collaboration with the forum.

Pupils who have been allocated an Enhanced Provision place should be recorded on the spreadsheet in [Appendix 2](#). The spreadsheet should be reviewed and updated at the beginning of each forum meeting. Drop down menus and filters have been applied to the spreadsheet to allow a transparent review of current capacity and to provide longitudinal data on pupils accessing Enhanced Provision.

13. Complex Needs Provision Capacity



The minimum capacity of a Complex Needs Provision is determined by a ratio of 6-8 pupils per 1 full-time equivalent Complex Needs Provision Teacher, in accordance with SNCT guidance on class sizes. The actual ratio will be determined by the complexity of need within the cohort of pupils accessing the provision at any given time.

Pupils who have been allocated a Complex Needs Provision place should be recorded on the spreadsheet in [Appendix 2](#). The spreadsheet should be reviewed and updated at the beginning of each forum meeting. Drop down menus and filters have been applied to the spreadsheet to allow a transparent review of current capacity and to provide longitudinal data on pupils accessing Complex Needs Provision.

14. Moderation support

Moderation support for Local ASN Forums is available on request from the Inclusion, Equity & Wellbeing Team. ASNInclusionEquityWellbeing@aberdeenshire.gov.uk

Date	Revisions
October 2024	Guidance Published
December 2024	<ul style="list-style-type: none"> • Amendment to section 8: Guidance on Forum record keeping • Addition of section 11: Requests for continuation of outreach support • Correction to numbering of appendices