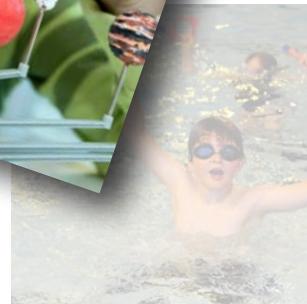
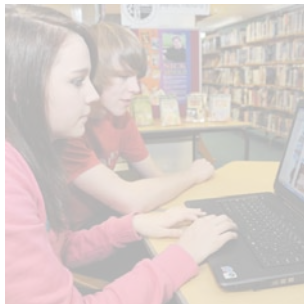
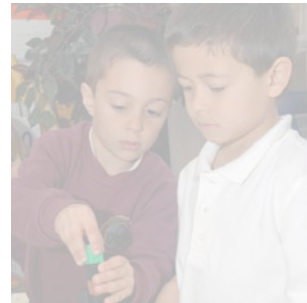
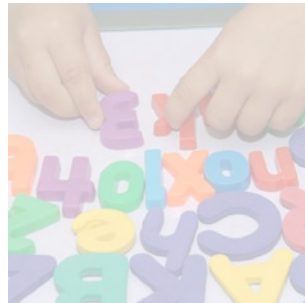
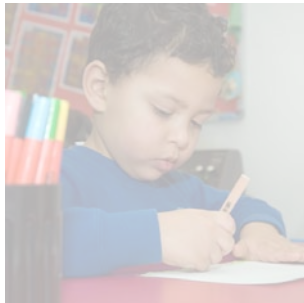


Assessment and Planning

Coordinated Support Plans (CSPs) Book 2 - CSP Process

Supporting All Aberdeenshire's Learners



Towards the very best

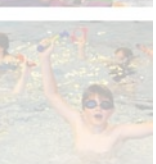
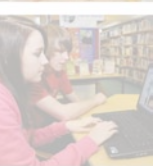
**Aberdeenshire's Integrated Children's Services Plan
Framework for Inclusion ↔ Early Years Strategy ↔ 3 - 18 Curriculum Framework**

Assessment and Planning

Coordinated Support Plans: Book 2 - CSP Process

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Coordinated 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: Coordinated Support Plan Decision Making Tree**', will assist in information gathering.

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 Integrated Assessment Framework.

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**

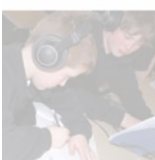
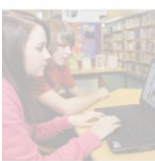
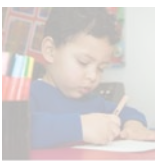
The request must be made **in any permanent form, which can be referred to in future**, such as letter, email, video or audio tape. Anyone making a request needs to provide sufficient information to explain why he/she thinks a CSP must be put in place.

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 the process of evidence gathering.

See Appendix 1: Developing the Coordinated 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.

The Head Teacher gathers evidence on whether a CSP is required and following an IAF meeting submits this with the checklist and a recommendation to the CSP Advisory Group (**no later than 2 weeks after the IAF meeting**). At the point of the IAF meeting, the 16 week timeline for decision and preparation of the CSP is initiated. 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 IAF 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 decision on whether or not to prepare a CSP must be communicated to parents **within 8 weeks** from the date on which the parent's/child's/professional's 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:

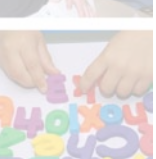
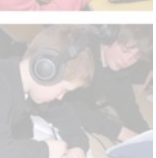
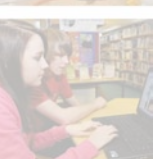
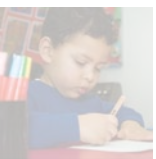
- **Additional Support Needs Manager**
- **Principal Educational Psychologist**
- **Social Work Manager**
- **Community Paediatrician**
- **Legal and Governance**
- **An Education, Learning and Leisure Teacher (Head Teacher or Depute Head Teacher)**

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 should be recorded on the CSP checklist pro-forma which is the evidential record of the CSP Advisory Group's decision about whether or not a CSP should be prepared.

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

- **The CSP Advisory Group recommends the preparation of a CSP, or**
- **The CSP Advisory Group recommends that a CSP is not required.**

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 Coordinated Support Plan is required, as must the views of children, their parents and of young people themselves.



Preparing a Coordinated 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. The completed decision making pro-forma provides the evidence base for the CSP Advisory Group's recommendation.

Regulations devised to support implementation of the ASL Act **specify a 16 week timescale for completion of a CSP**. The 16 week period starts from the date of the IAF meeting/review.

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.**

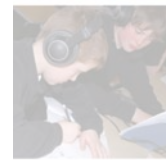
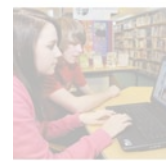
The timeline in **Appendix 1** sets out the expectations for decision making and communication which have to be met in order to comply with legislation. It will be used as a checklist for the CSP Advisory Group and lead professional in order that a trail can be established and recorded. This will inform part of the CSP.

Review and/or closure of a CSP

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 will be noted and forwarded to the CSP Advisory Group for agreement.

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 request for review.

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.



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.

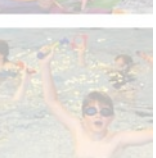
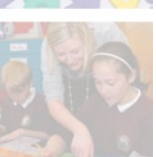
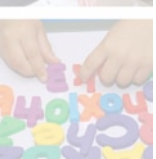
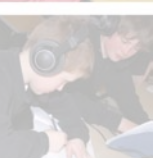
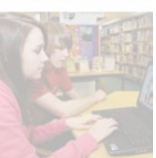
Circumstances for referral to an additional support needs tribunal may include:

- 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/young person are informed that a CSP is being prepared but disagree that the CSP is required.
- When the timescale for preparation of the CSP has been exceeded.

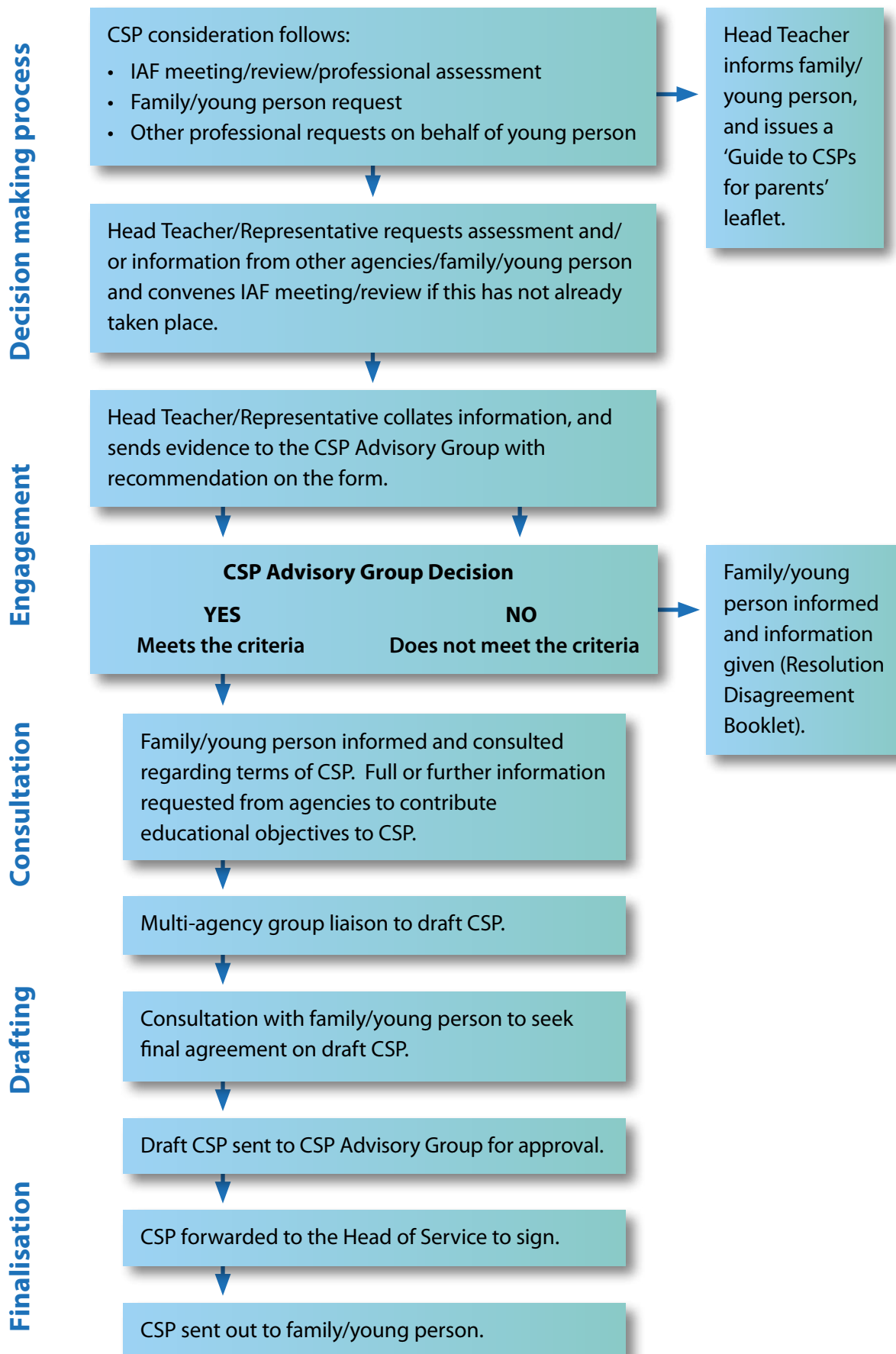
Actions required by the Education, Learning and Leisure Service and other agencies in response to a request for assessment, for a CSP to be prepared and for review of a Coordinated Support Plan are **statutory** requirements.

For example,

- There is a requirement to respond to requests for assessment and/or preparation of a CSP within a prescribed timescale;
- There are timescales for preparation of a CSP which must be adhered to by all agencies, 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 Coordinated Support Plan



Coordinated Support Plan Timeline: Stage 1

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

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.	Week 1	
Head Teacher/representative sends out letter with date for IAF meeting/review date to parents/professionals, with request for evidence.	By end of Week 2	
IAF meeting convened and Head Teacher/representative consults with agency, parent and school partners to determine if the request is reasonable using the criteria in the Code of Practice.	By end of Week 6 <i>Week 1 of new 16 week timeline</i>	
Head Teacher/representative collates responses and completes the request for CSP checklist and proforma indicating whether a CSP is recommended. Head Teacher/representative sends the checklist and supporting evidence to the CSP Advisory Group.	By end of Week 7 <i>Week 2 of new 16 week timeline</i>	
Head Teacher/representative to send letter to parent/carer, child/young person or other professional who made request for CSP to acknowledge request and advise them of progress to date.	By end of Week 8	
CSP Advisory Group decides whether a CSP is to be progressed and informs the Head Teacher/representative. Head Teacher/representative sends Parental and Agency letters.	<i>By end of Week 4 of new 16 week timeline</i>	

Coordinated Support Plan Timeline: Stage 1

Deciding whether a request for a CSP meets the criteria following IAF meeting/annual review (4 weeks maximum, part of 16 week timeline)

Steps to be actioned in the CSP process	Timescale	Date actioned
Consideration at IAF meeting/annual review. Head Teacher/representative consults with agency, parent and school partners to determine if the request is reasonable using the criteria in the Code of Practice.	<i>Week 1</i>	
Head Teacher/representative collates responses and completes the request for CSP checklist and pro-forma indicating whether a CSP is recommended. Head Teacher/representative sends the checklist and supporting evidence to the CSP Advisory Group.	<i>By end of Week 2</i>	
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.	<i>By end of Week 4</i>	



Coordinated Support Plan Timeline: Stage 2

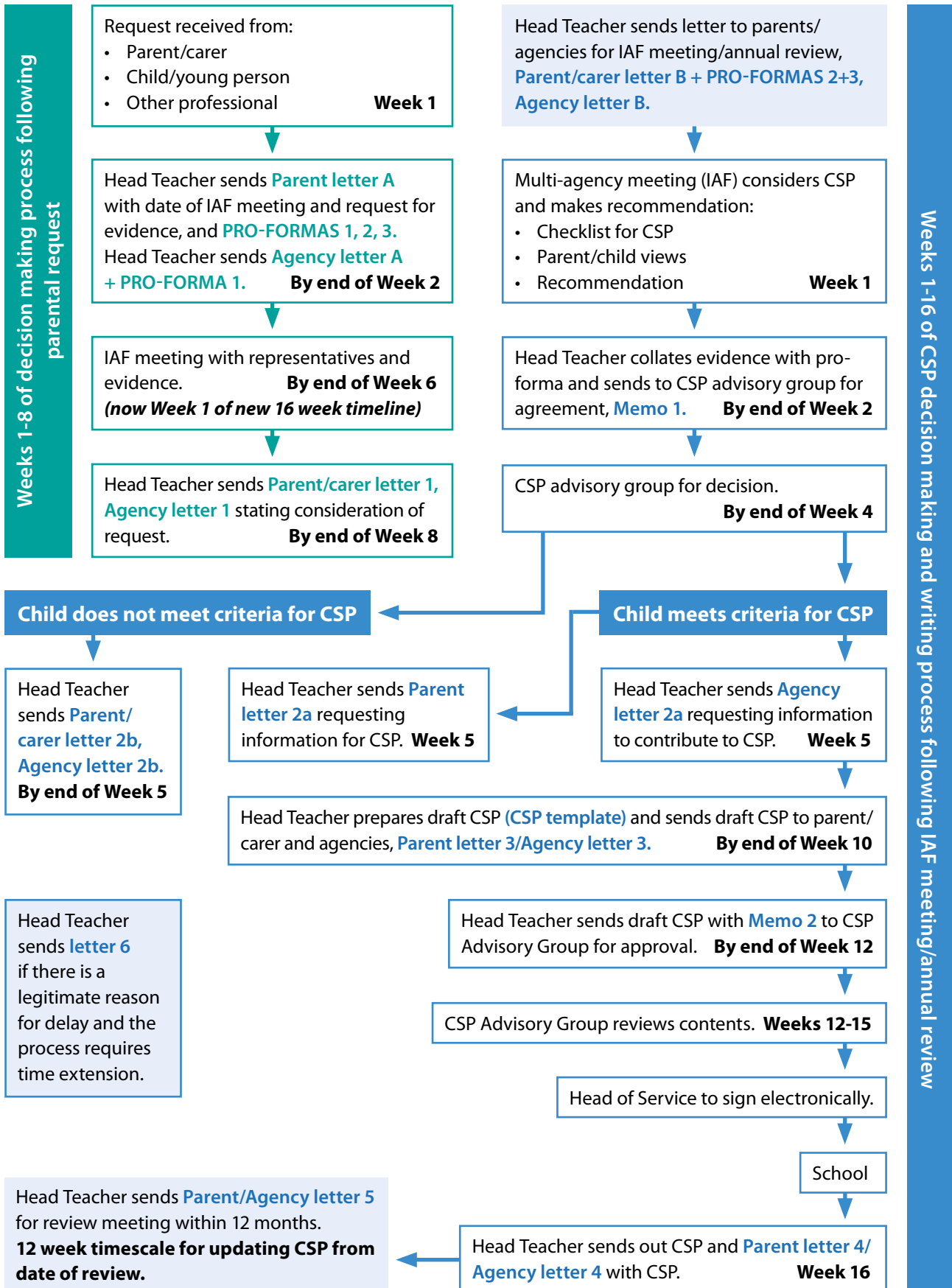
Writing a CSP (maximum 16 weeks starts at date of IAF/review meeting – see Stage 1)

Steps to be actioned in the CSP process	Timescale	Date actioned
<p>Following decision by CSP advisory group the Head Teacher/representative to:</p> <ul style="list-style-type: none"> Send out letters to agencies, education partners for information to contribute to the CSP. <p>OR</p> <ul style="list-style-type: none"> Send out a letter to parents informing them that the child/young person does not meet the criteria at that time. 	<i>By end of Week 5</i>	
<p>Head Teacher/representative pulls together a draft CSP in consultation with all agencies involved.</p> <p>This can be done by arranging a meeting, electronically or by using existing information. It may also be appropriate to request specific assessments.</p>	<i>By end of Week 10</i>	
<p>Parental and child views of draft CSP are sought and included.</p>	<i>By end of Week 12</i>	
<p>Draft CSP sent to CSP Advisory Group for approval.</p>	<i>By end of Week 12</i>	
<p>CSP Advisory Group recommendations made and acted upon.</p>	<i>By end of Week 15</i>	
<p>Final CSP to Head of Service (Integration and Inclusion) for a signature, and circulation.</p>	<i>By end of Week 16</i>	

Coordinated Support Plan Process and Timeline

8 week time line

16 week time line



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