

## Further information

Should you require any further information in relation to this leaflet or any aspect of this process, please do not hesitate to contact the pupil services manager, at 0141 842 5441 or email at [asn.els@renfrewshire.gov.uk](mailto:asn.els@renfrewshire.gov.uk)



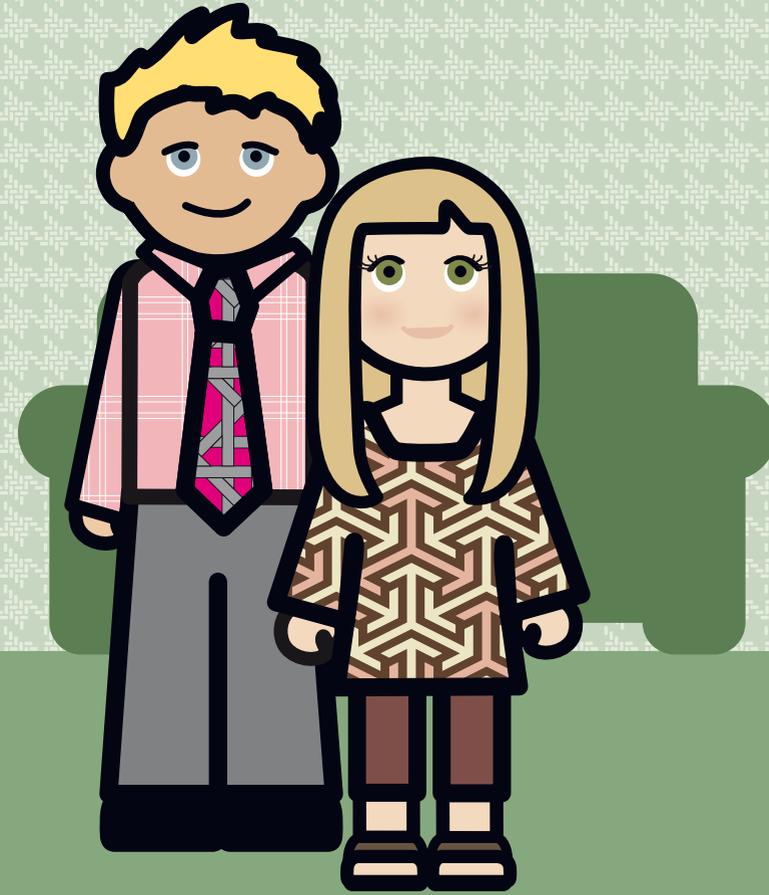
For a copy of this leaflet on audio tape, in large print or in other languages please contact:

ਇਸ ਦਸਤਾਵੇਜ਼/ਕਾਗਜ਼ਾਤ ਦੀਆਂ ਹੋਰ ਕਾਪੀਆਂ, ਮੰਗੋ ਜਾਣ 'ਤੇ, ਆੱਡਿਓ ਟੇਪ ਉੱਪਰ ਅਤੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਕੰਮਿਊਨਿਟੀ ਭਾਸ਼ਾਵਾਂ ਦੇ ਵਿਚ ਮਿਲ ਸਕਦੀਆਂ ਹਨ, ਕ੍ਰਿਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ:

此文件有更多備份，如果需要，語音版本和大字體版本及少數種族語言版本也可提供，請聯絡：

اس دستاویز کی مزید کاپیاں آڈیو کیسیٹ پر اور بڑے حروف کی چھپائی میں اور کیوئی کی زبانوں میں طلب کیے جانے پر دستیاب ہیں، برائے مہربانی اس پتے پر رابطہ کریں:

Pupil Services Manager, at 0141 842 5441 or email at [asn.els@renfrewshire.gov.uk](mailto:asn.els@renfrewshire.gov.uk)



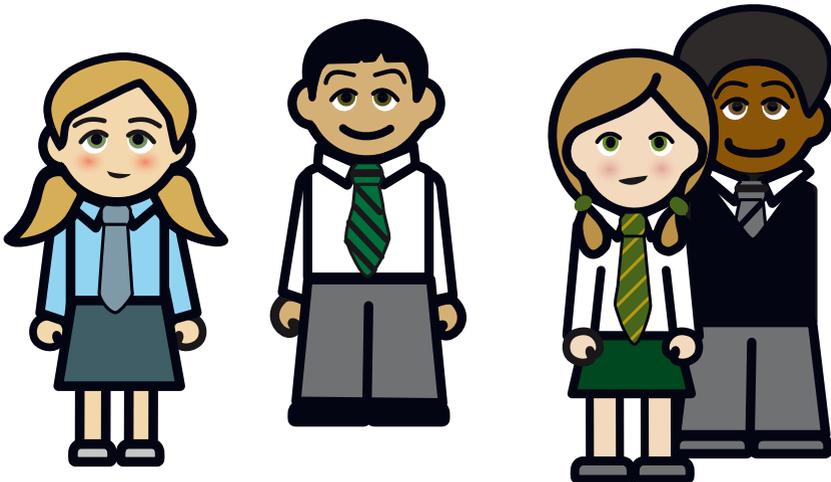
## Preparing a Co-ordinated Support Plan A Guide for Parents and Carers

## About this leaflet

This leaflet outlines Renfrewshire Council's arrangements for preparing Co-ordinated Support Plans (CSPs). It is intended for parents and carers of children and young people for whom a CSP is being considered. You should be given this leaflet by your nursery or school following a discussion about the idea of preparing a CSP for your child.

## What is a Co-ordinated Support Plan?

A CSP is an educational plan which aims to ensure that there is appropriate support in place for children and young people with the most complex and/or multiple additional support needs. These children and young people will require services from a number of agencies to be co-ordinated in order for them to benefit from education. The majority of these children will already have support for their individual educational needs written into a plan.



## What is a Co-ordinated Support Plan? continued

The CSP supplements this existing planning by detailing the educational objectives and additional support which require the ongoing co-ordination of education and other agencies outwith education.

The criteria for a CSP are set out in the Education (Additional Support for Learning)(Scotland) Act 2004. In brief, your child's additional support needs must:

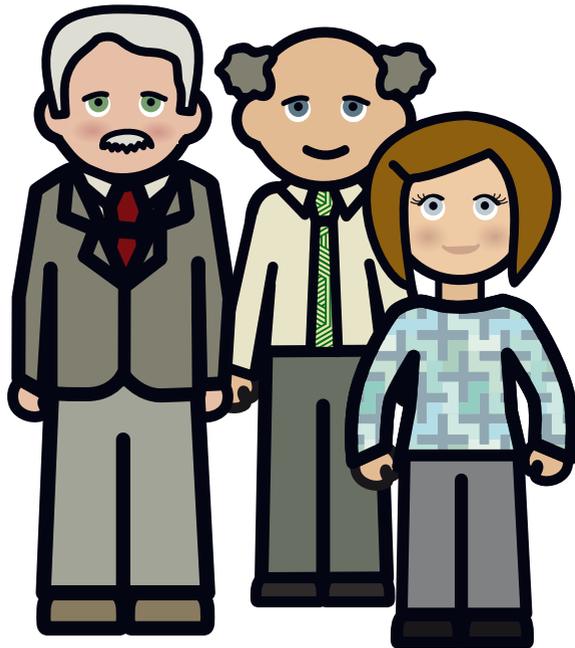
- be a result of complex or multiple factors leading to a significant adverse effect on school education;
- be likely to continue for more than one year;
- require significant additional support to be provided by education and at least one other agency (eg health or social work)

In Renfrewshire, the process of preparing a CSP is managed by the child or young person's educational establishment. The process has to be completed within 16 weeks from the date the education authority inform the child or young person's parents of their proposal to prepare a CSP.

## Planning for Additional Support Needs

Planning of additional support takes place within a stepped system where support is provided by the school as required to meet the identified needs of children. Your child's needs will have been discussed within the Extended Support Framework of the establishment.

Other agencies from within education such as the Educational Psychology Service and the Home-Link Service may be involved in this process. Other agencies outwith education, such as Health or Social Work may also be involved. The professionals involved can come together as required to discuss your child at Extended Support Team (EST) case conferences. This may lead to the preparation of a Pupil Support Plan for your child.



## Planning for Additional Support Needs continued

As part of this process a decision may be made at some point that your child's additional support needs require significant co-ordination of a number of services beyond the educational establishment. At this point, you will be invited to attend a meeting which will consider your child's additional support needs and decide whether or not to make application to the authority for permission to prepare a co-ordinated support plan.

After such an application is made to the authority, you will receive a letter from the Senior Adviser (Children and Families) relaying the authority's decision to you and explaining your rights of appeal under the Act. You will receive this letter within 4 weeks of the referral to the authority.

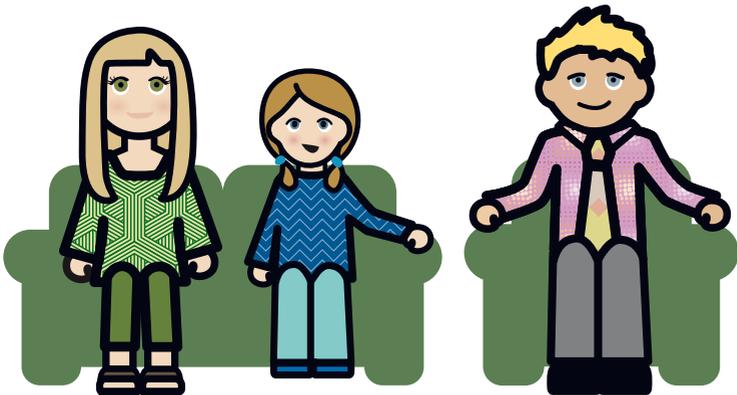


## Preparing the CSP

Should the decision be to prepare a CSP, you will be invited by the school to participate in this process. This will involve meetings normally chaired by your child's educational establishment at which all the information gathered about your child is discussed and a draft CSP prepared. The professionals who support your child will be invited to this meeting. They will be asked by the educational establishment to give further information on their assessment of your child's needs in relation to school education.

This additional information will supplement information already provided in the lead up to the decision about preparing a CSP. As part of this assessment, you and your child will also have an opportunity to give your views. You may wish to put your views (and those of your child) in writing for the meeting. Alternatively, you may prefer to simply say what you think during the meeting. You have the right to have someone to support you or talk for you at the meeting if you wish.

In due course, all parties will come together at a meeting to prepare the draft CSP.



## At the meeting

- assessments, views and reports will be discussed and a decision made about the contents of the draft CSP;
- professionals who know your child will provide information for the draft CSP;
- you and your child (if appropriate) will have an opportunity to express your view and contribute to the content of the CSP; and
- it will be decided which professional will be the co-ordinator of your child's CSP.

## After the meeting

- a draft of the CSP will be prepared and sent to you and to the agencies which have contributed to the assessment for comment;
- a final version of the CSP signed by the Senior Adviser (Children and Families) will be sent to you as soon as possible, but within 16 weeks of the date that the authority formally informed you of the decision to prepare a CSP;
- copies of the final plan will be also be kept by the authority and at your child's establishment.

