6a Co-ordinated Support Plans (CSPs)

A co-ordinated support plan is a statutory document which must be reviewed and monitored regularly. Schools must have clear arrangements to identify young people who have additional support needs, and who meet the following criteria for a co-ordinated support plan:

- needs arising from more than one or more complex factor or multiple factors
- needs likely to continue for more than a year
- the young person requiring significant additional support to be provided by more than one agency

Young people requiring a co-ordinated support plan will have reached Stage 3 of the Stages of Intervention (see Guideline 5).

If you think that a pupil may require a co-ordinated support plan, you should

1. discuss this with your Quality Improvement Officer (ASN). If you are in initial agreement that a CSP should be prepared.
2. share your thoughts with the parent/and young person if appropriate;
3. call a formal review meeting (using proforma letters at 5f) with the clear purpose of agreeing to make a formal request to the Education Service for a co-ordinated support plan to be drawn up:—use form in 5b and tick appropriate box. Please note that careful consideration should be given to who is invited to this meeting, bearing in mind that parents/carers/young person may find a large number of invitees overwhelming. Experience also shows that where a large number of invitees are copied into invitations to a meeting, that fewer will attend. Key professionals working with the young person should be invited, together with a member of Psychological Services and/or the QIO(ASN). Reports from other professionals working with the young person more intermittently can be requested for presentation at the meeting, but please allow reasonable time for this and realise that you may need to send a reminder. The purpose of a meeting should be to discuss how a CSP might take the young person's provision forward. It should not be a list of difficulties that the young person is currently experiencing. By this time, parents/carers and young people should
have signed a consent form (Appendix 6a/1b) after being given information (using Enquire publications) about:

- the agencies and other people from whom information is going to be sought
- any proposed assessment or examination
- their right to request a specific assessment relevant to the proposal
- their right to advice and information relevant to the proposal
- their involvement in the process
- a proposed timescale for the process (see CSP Pathway doc)
- their rights under the Act to make reference to a Tribunal
- their right to make a placing request

4 gather all the assessment evidence and reports brought to the meeting, including the record of the meeting (see 5/1 ), the signed consent form, and the signed ASN Assessment document for other agencies (6a/5). You should also make clear who will co-ordinate the plan. If there is insufficient information provided, you will be asked to resubmit your request and the date for response will be extended.

5 write to the Head of Schools Service requesting that a co-ordinated support plan be approved. S/he will respond either accepting or rejecting the request within four weeks of receiving the request.

Please refer to the CSP Pathway at 6a.1, which gives an outline of this process and its timescales

Head Teachers may wish to seek support from Outreach Services, the Ed. Psych services, and from the QIO (ASN) in the drafting of the co-ordinated support plan. The draft CSP should be sent to the Education Support Officer (ASN) in the timeframe outlined in the CSP Pathway (6a/1) for Quality Assurance by the ASN Management Team. See Appendix 6a/2 for preparing a co-ordinated support plan and Appendix 6a/4 for advice on completion.

It is vital that the Review Meeting form makes it clear that the decision of the meeting is to open a CSP and identifies a co-ordinator. Letters of request for a CSP should be marked Confidential and CSP REQUEST
written on the envelope to ensure a quick response. See Appendix 6 and 6a for sample letters.

At the date the information at Point 4 is sent to the Head of Service a 16 week legislative timescale begins. Within this timescale, the Education Service must establish whether the criteria are met; reach a decision and notify the parents or young person of the outcome, and the co-ordinator should prepare the plan to the satisfaction of all parties.

A CSP will be closed when a young person is no longer on a school roll. It can be closed before then if there is agreement at a formal review meeting, attended by professionals, parents/carers and/or the young person. In that case, a request to close the CSP must be made to the Head of Service, enclosing the notes of the review meeting and any accompanying information or reports that inform the request.

Appendices 6a/1 CSP Pathway
1b Consent form
2 Preparing a CSP in Shetland schools flow chart
3 Blank CSP doc
4 CSP Sample
5a ASN Assessment proforma (including Guidance from other agencies)
5b ASN Assessment Flowchart
6 Proforma letter requesting CSP

Essential Reading:

- Chapter 5 of the Code of Practice: Supporting Children’s Learning (2009)