
Education (Additional Support for Learning)(Scotland) Act 2004 & 2009 YOU AND YOUR CHILD'S CO-ORDINATED SUPPORT PLAN MEETING AND REVIEW

THIS INFORMATION SHEET IS FOR THOSE PARENTS AND YOUNG PEOPLE FOR WHOM THE EDUCATION AUTHORITY HAS AGREED TO DRAW UP A CO-ORDINATED SUPPORT PLAN (CSP)

WHO IS THIS MEETING FOR?

The Co-ordinated Support Plan meeting is for parents/young people and the Education Authority to agree the draft CSP plan.

You will receive a letter from the Area Education, Culture & Sport Manager inviting you to the Co-ordinated Support Plan Meeting. This meeting should be held approximately 14 weeks from the notice of proposal letter. Prior to the meeting your CSP Co-ordinator will have met with you to go through the copy of the draft Co-ordinated Support Plan (CSP). This will give you the opportunity to add your views to the plan. If you need a short time to consider the plan this can easily be arranged with your CSP Co-ordinator.

WHO ATTENDS THE CO-ORDINATED SUPPORT PLAN MEETING?

The Co-ordinated Support Plan meeting will be chaired by the Area Education, Culture & Sport Manager and attended by parents, child (if appropriate) or young person and your Co-ordinated Support Plan Co-ordinator. Other professionals are not usually invited to the Co-ordinated Support Plan meeting keeping it small and personal for your family, though in the case of "Looked After Children" the Social Worker will also be invited.

Parents, children or young people may have a friend, supporter or advocate with them at the meeting if they wish. (CHIP+ staff can provide support)

WHAT HAPPENS AT THE CO-ORDINATED SUPPORT PLAN MEETING?

The Area Education, Culture & Sport Manager will lead a discussion on the content of the draft plan. Should any amendments be necessary these will be agreed by all and noted on the Plan by the Area Education, Culture & Sport Manager.

The Area Education, Culture & Sport Manager will take responsibility for having the final Co-ordinated Support Plan typed up. Once typed, it will be signed by the Area Education, Culture & Sport Manager and sent out to parents, young people, the school and the Additional Support for Learning Co-ordinator (who will in turn send copies to other relevant professionals involved in its provision). This should be done approximately 16 weeks from the 'Notice of Proposal' letter being sent by the Education Authority.

WHEN WILL THE CO-ORDINATED SUPPORT PLAN (CSP) BE REVIEWED?

The Co-ordinated Support Plan **must** be reviewed every 12 months.

Your CSP Co-ordinator will ensure that a review schedule is in place and will keep families, children and young people and the relevant professionals alerted to the need to set the date for a review. The CSP Admin Team will assist in this by giving a 3-month alert.

The annual review must be started after 12 months and completed within a 12 week period. Within that time the views of the relevant professionals, your views and those of your child/young person will all be sought.

At each review the decision will be made to continue the plan, make amendments to it or to discontinue it. Parents, young people and professionals can request an earlier review if the child or young person's needs change significantly.

The Annual Review must consider:

- How far the educational objectives have been achieved
- The child or young person's additional support needs
- The setting of new educational objectives
- The support required
- The agencies providing the support

A specific "tool" (form) has been produced to assist the Core Group (those involved) in the review of the CSP to ensure that the relevant information is collated.

This is then sent to the **ASL Co-ordinator** who will check and amend the CSP and forward it to the Area Education, Culture & Sport Manager for authorisation. The amended CSP will then be sent to the parent or young person within 12 weeks of the beginning of the review. However, the review may take up to 20 weeks if required.

Where a plan is discontinued, when the child or young person no longer meets the requirements for a CSP the Area Education, Culture & Sport Manager will write to the parent or young person to confirm this. The CSP will be archived for 5 years and then destroyed as stated by law.

These processes may be subject to change to comply with GIRFEC arrangements.

For further information contact:

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or

CHIP+ (see below)