



**Clackmannanshire  
Council**

[www.clacks.gov.uk](http://www.clacks.gov.uk)

Comhairle Siorrachd  
Chlach Mhanann

Education Service

# **A Guide to Co-ordinated Support Plans**



# Introduction

The Education (Additional Support for Learning) (Scotland) Act 2004 was amended in 2009. It is sometimes referred to as the ASL Act 2009. This law introduced further duties on local authorities to meet the needs of children and young people who have additional support needs. In Education, additional support needs are met through a system called Staged Intervention and some children and young people will have a Co-ordinated Support Plan (CSP) to plan their support and learning.

## What is a Co-ordinated Support Plan (CSP)?

A CSP is a legal document. It aims to co-ordinate the support that a child or young person receives from different services eg. education, social work and health may all be working with a child. The CSP sets out who provides the support, how often and for how long.

### *Information in a CSP will include:*

- The child or young person's strengths
- Why the child or young person has additional support needs
- The educational objectives the child or young person will work towards
- The additional support required to meet these objectives
- Who should be providing the support
- Details of the person responsible for co-ordinating the plan (Support Co-ordinator)
- Comments made by child or young person and their parents or carers
- When the CSP will be formally reviewed



## Co-ordinated Support Plans

### Who will get a CSP?

The 2009 Act tells us who should get a CSP. All the following criteria must be met:

1. Clackmannanshire Council is responsible for the education of the child or young person or the Education Authority has placed the child in an independent or grant aided school
2. The additional support needs arise from complex or multiple factors which have significant, adverse impact on the child or young person's learning
3. Those additional support needs are likely to last for more than one year
4. The child or young person requires a significant level of support from one or more appropriate agencies other than education

### Looked After Children

The 2009 Act assumes that all looked after children have additional support needs unless the Education Authority can demonstrate that the child does not require additional support to benefit from school education. The Act also requires that the Education Authority consider whether each looked after child requires a CSP. Information on how the Education service carries out this duty is available from the ASN Officer, Education (contact details at the end of this leaflet)



## Early Years and Pre-School Children

Children below the age of 3 years are not eligible for a CSP although the Education service may have a duty to provide support to certain children below 3 years of age if they have been brought to the attention of the Authority as having, or appearing to have, additional support needs arising from a disability.

Children in an Authority run pre-school provision or partnership nursery may have a CSP providing they have met the 4 criteria detailed earlier. For some children it may be necessary to begin the assessment to establish if a CSP is required before their 3<sup>rd</sup> birthday.

## Assessments

The Education Authority must consider requests made by parents/carers or young people to establish whether they have additional support needs or require a CSP. In order to establish whether a CSP is required the school will ask the agencies working with the child or young person to carry out assessments. Parents also have the right to request particular assessments they feel necessary. If it is felt that all the criteria for a CSP have been met, all the people working with the child, including school staff and parents (known as The Team Around the Child) write a draft plan together.

All this information is then passed to the Education service that will decide, via a CSP Management Group, whether the criteria have been met and the draft CSP is ready to be signed. This whole process needs to take place within 16 weeks.

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## Reviewing a CSP

Every CSP is required to be reviewed every 12 months to ensure it still offers the most appropriate support to that child or young person.

- The Education Authority will ensure that the review is completed with 12 months
- Parents/carers will be involved in the review of the CSP
- The CSP can also be reviewed earlier than 12 months if there is a significant change in circumstances, ie. the child or young person changes schools or if the parents/carers request it, as long as this request is reasonable.

## Care of the CSP

Parents/carers, the young person, the school, the Education Authority and the appropriate agencies named in the CSP (with parental permission) will all have a copy of the CSP. If the CSP is no longer required because the child or young person no longer meets the criteria it will be discontinued. The Education Authority will hold the only copy of the old CSP for 5 years, all other copies are destroyed. After 5 years the final copy is also destroyed and the parents/carers informed of this.

## Working in Partnership

The needs of children and young people are best met when schools, nurseries, parents and families work together in partnership. Parents and carers need to be fully involved in discussions about their child's additional support needs and, if necessary given support to speak up for themselves and take part in meetings and discussions. We have also

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produced a leaflet called "Going to Meetings" which explains what help is available to parents and carers so that they get the most out of meetings about their child's support.

Further help is available through advocacy, mediation and dispute resolution services if parents, carers and young people feel that the Education Authority are not fulfilling their duties under the 2009 Act - please see our leaflet "Getting Help and Resolving Disagreements" for more information on when and how to access these services.

## Additional Support Needs Tribunals

These have been set up to allow parents and young people to appeal decisions made by an Education Authority about a CSP, as well as placing requests, post-school transitions and issues relating to the Equalities Act 2010.

In relation to CSPs, a reference can be made to the Tribunal if parents are unhappy about:

- A decision to prepare or not to prepare a CSP, or to continue to discontinue one following a review
- A decision to refuse a parent's request to assess whether a CSP is required or should be reviewed
- The length of time it is taking to decide whether a CSP is needed, should be reviewed or the review is completed.



## Co-ordinated Support Plans

The President of the Tribunal has also produced detailed guidance for parents, Education Authorities and others on how to make a reference and how the Tribunal works. If you need general advice on how to make a Reference to the Additional Support Needs Tribunals for Scotland you can contact them on:

Helpline: 0845 120 2906  
Fax: 0141 242 0360  
Email: [inquiries@asntscotland.gov.uk](mailto:inquiries@asntscotland.gov.uk)  
Website: [www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

### Further Information

Further information is available on how Clackmannanshire Council manage their Co-ordinated Support Plans from the ASN Officer, Education.

Please call on 01259 450000 or email: [education@clacks.gov.uk](mailto:education@clacks.gov.uk)

You can also get help and advice on any aspect of additional support needs from the Councils' websites at [www.stirling.gov.uk](http://www.stirling.gov.uk) or [www.clacksweb.org.uk](http://www.clacksweb.org.uk) or at the Scottish Advice Service for Additional Support for Learning – Enquire:

Tel: 0845 123 2303 or email: [info@enquire.org.uk](mailto:info@enquire.org.uk)  
Website: [www.enquire.org.uk](http://www.enquire.org.uk)

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