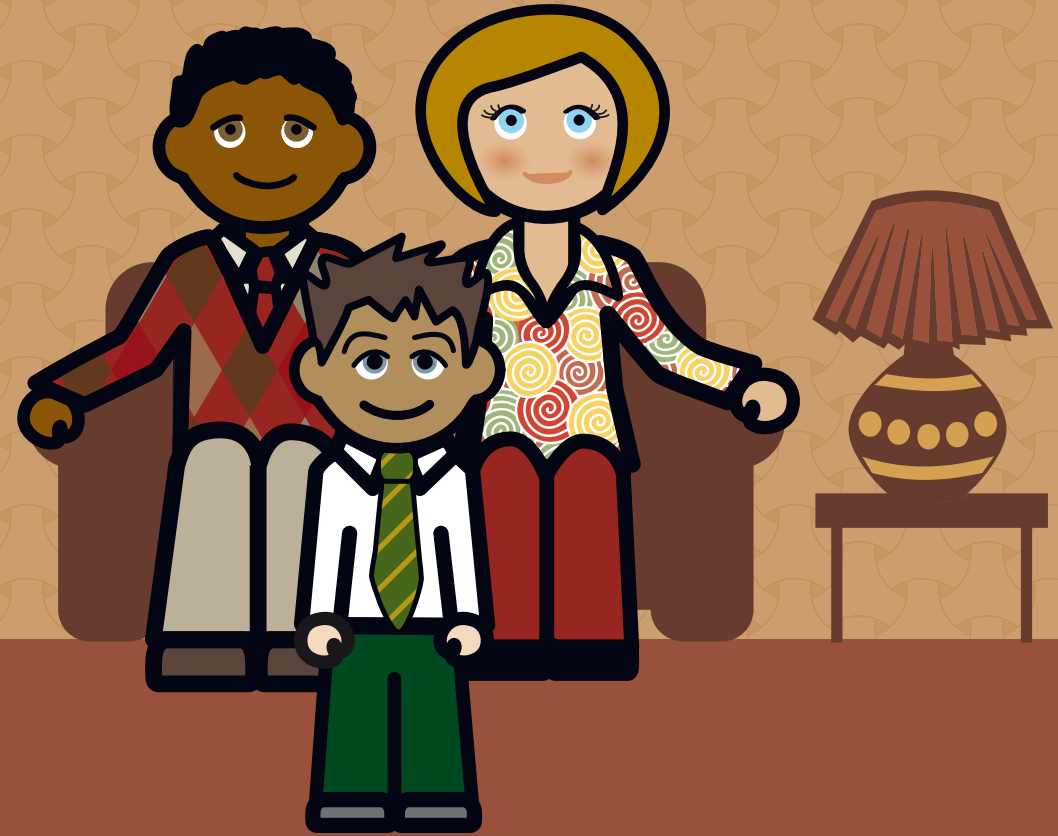


Further information

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



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,
ਔਡੀਓ 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

Preparing a Co-ordinated Support Plan

A Guide for Parents and Carers who request a CSP

About this leaflet

This leaflet outlines Renfrewshire Council's arrangements for preparing Co-ordinated Support Plans following a request by a parent or carer. It is intended for parents and carers who have requested that the Council establish whether or not a CSP is required to meet their child's additional support needs under the Education (Additional Support for Learning) (Scotland) 2004. It should be read in conjunction with the council's policy in this area which can be obtained from the child's educational establishment.

What is a Co-ordinated Support Plan?

A Co-ordinated Support Plan (CSP) is an educational plan which aims to ensure that there is appropriate support in place for children and young people with 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.

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

What happens after my request has been received?

The first steps are for the Senior Adviser (Children and Families) to establish that the child or young person is the responsibility of Renfrewshire Council and has additional support needs. The Senior Adviser must then establish whether the child or young person's additional support needs meet the criteria for the preparation of a CSP. In brief, your child's additional support needs must:

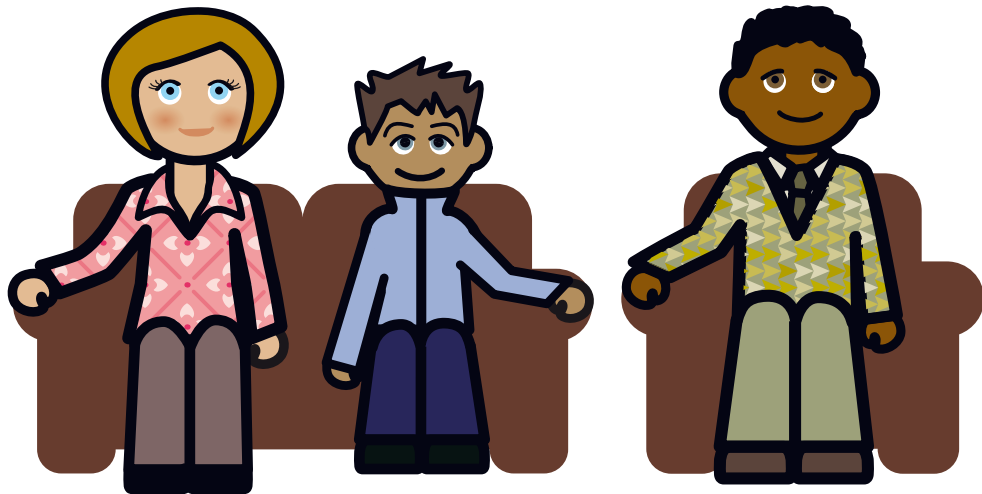
- be a result of complex or multiple factors leading to a significant adverse effect on school education;
- be likely to continue for more than one year; and
- require significant additional support to be provided by education and at least one other agency (eg health or social work).

The Senior Adviser's final decision on whether or not to prepare a CSP is made with reference to the Authority's validation group which consider all cases. The Senior Adviser will then contact you to inform you of the authority's decision.

What are the steps involved in preparing a CSP?

In Renfrewshire, the process of preparing a CSP is managed by your child's educational establishment. The Senior Adviser will write to your child's educational establishment to advise that a CSP is to be prepared for your child. At the same time, the Senior Adviser will write to the agencies outwith education which are involved to request current assessments and reports.

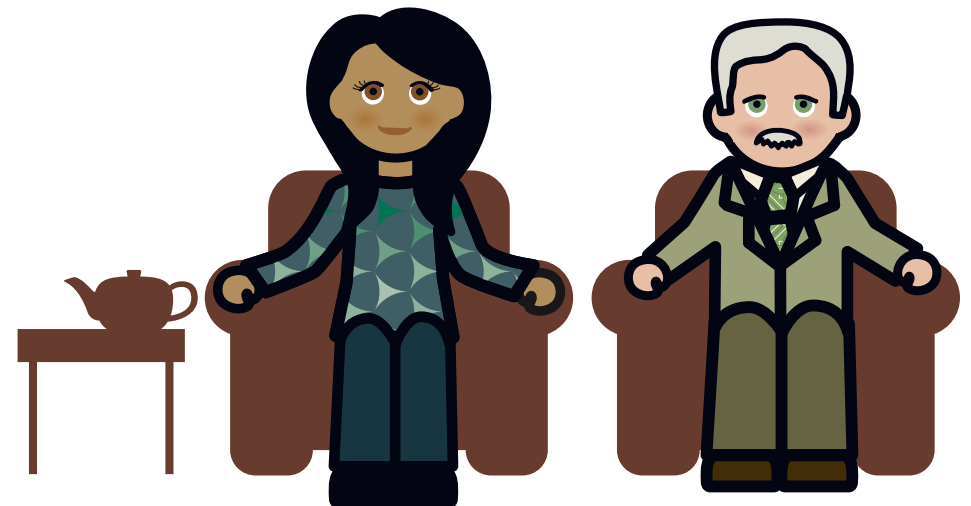
The establishment now arranges a meeting at which a draft CSP will be prepared. This meeting will take place approximately 10 to 12 weeks after you receive notification that a CSP is to be prepared. All professionals and agencies involved with your child are invited to attend this meeting and to submit a report on their involvement. A representative of the authority is also invited to attend.



What are the steps involved in preparing a CSP? continued

In this way the educational establishment collates assessment information pertaining to the additional support needs of the child/young person. The CSP is prepared on the basis of this information.

You will be invited by the school to attend this meeting. You will be asked 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.



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.

