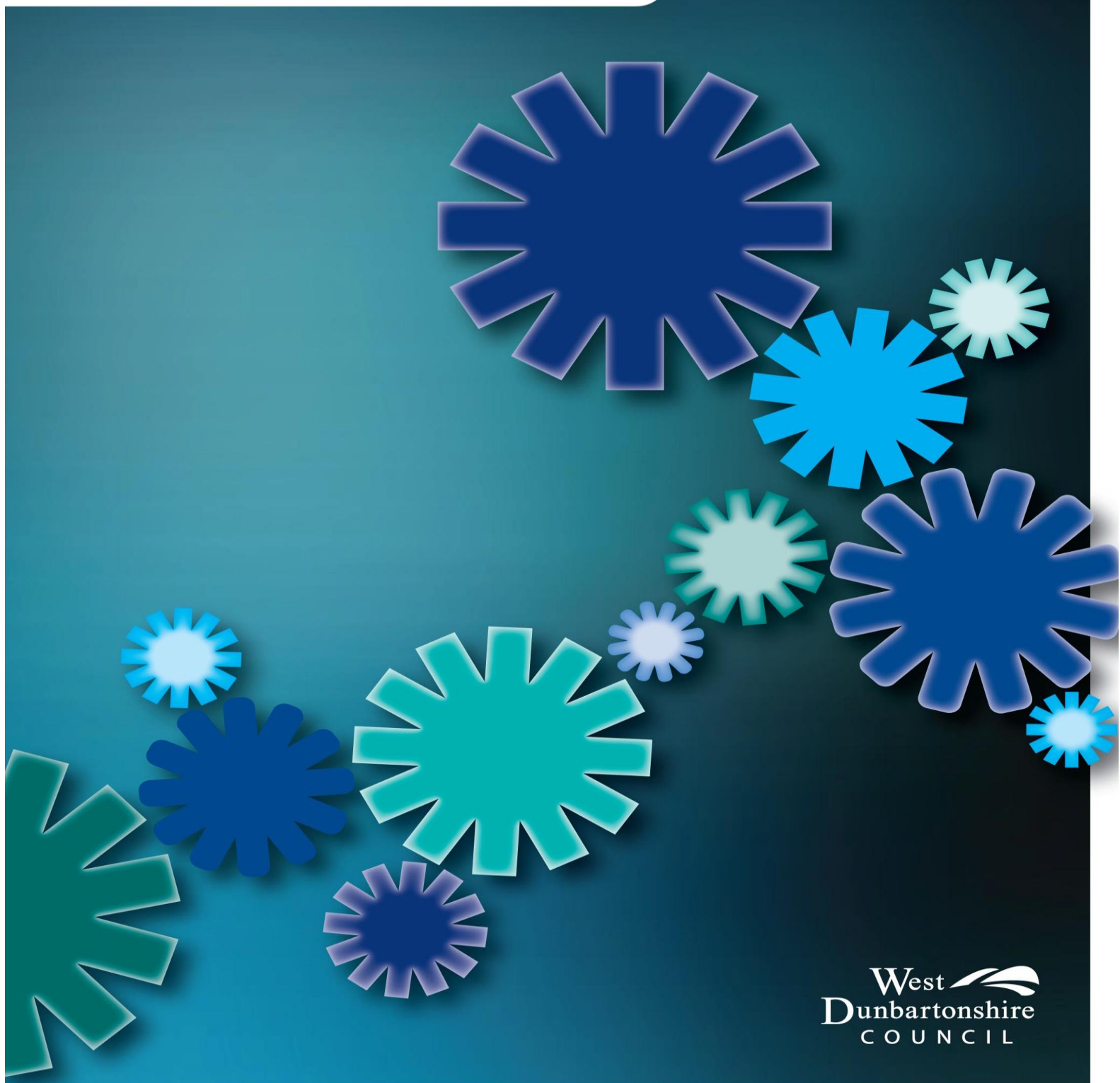


## EDUCATIONAL SERVICES

# A guide to: The Co-ordinated Support Plan

Amended December 2015



## **A Guide to: Co-ordinated Support Plan (CSP)**

### **What is a CSP?**

The co-ordinated support plan is a statutory document which is subject to regular monitoring and review.

Education authorities must have arrangements in place to identify those children and young people with additional support needs who require a co-ordinated support plan and the particular additional support needs of these children.

### **Who gets a CSP?**

A child or young person requires a co-ordinated support plan if:

1. they have additional support needs arising from one or more complex factors, or multiple factors,
2. those needs are likely to continue for more than a year, and
3. those needs require significant additional support to be provided by the education authority and one or more appropriate agencies.

The Additional Support for Learning (Scotland) Act 2009 assumes that all looked after children and young people have additional support needs unless the authority are able to demonstrate that an individual looked after child or young person does not require additional support in order to benefit from school education. In addition, the Act requires education authorities to consider whether each individual looked after child or young person requires a co-ordinated support plan.

## **What information does a CSP contain?**

A co-ordinated support plan contains the following information:

- Personal details about your child e.g. their name, address, home contact telephone number, date of birth, gender, preferred language or form of communication, school they currently attend and date of entry to that school;
- Personal details about you e.g. name, address, contact telephone number, relationship to the child, and preferred language or form of communication;
- A profile of your child's strengths and details of the factors giving rise to their additional support needs;
- Educational objectives for the year which need co-ordination across agencies in order to achieve them;
- The additional support that will be put in place to achieve these objectives and who will provide it;
- Your views and your child's views of the plan;
- The details of the person who has been appointed as the co-ordinator of the plan;
- The details of the person from the education authority who will oversee the process and provide further information if required, and
- The review timetable for the plan in line with statutory time limits.

## **What do I do if I think my child needs a CSP?**

You have the right to ask West Dunbartonshire Educational Services to investigate whether or not your child requires a CSP. Your request should be in writing or other permanent format such as email, CD or audio recording. Your request should contain a statement outlining what you believe to be your child's additional support needs and why you think a CSP is required.

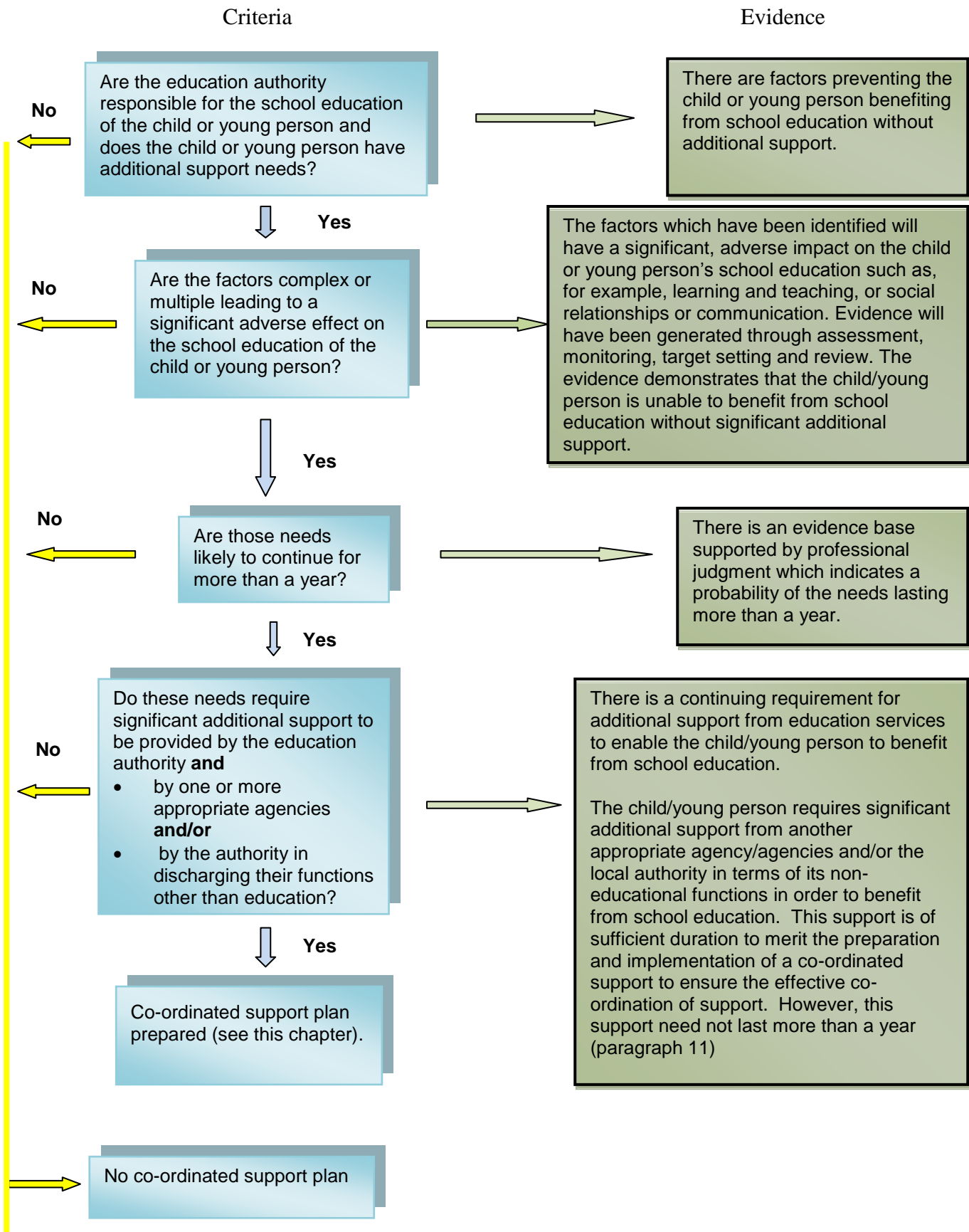
You also have the right to ask for your child to be assessed in a particular way. You are allowed to ask for a psychological assessment; health assessment; social work assessment and a specialist assessment from a voluntary sector organisation. The law does not allow you to ask for the assessment to be carried out by a named individual or organisation.

Most parents or young people will be able to get a lot of assessment information directly from the school or Early Learning & Childcare Centre that your child attends in the first instance.

### **Where can I get support?**

You have the right to invite a supporter or advocate to any meetings or discussions about your child's learning and support needs. A supporter will come along to meetings with you and could be a friend, relative, befriender or worker from a voluntary agency. An advocate is someone who conducts discussions or represents views on your behalf. A supporter can be an advocate but they should be trained in advocacy and have a good understanding of Scottish education and its associated legislation.

## Is a co-ordinated support plan required?



## **What do I do if I disagree with a decision?**

West Dunbartonshire Council has adopted a staged approach to trying to resolve concerns/disputes. This is explained further in the leaflets entitled

A guide to getting help and resolving disagreements - mediation

A guide to getting help and resolving disagreements - dispute resolution

A guide to getting help and resolving disagreements - Additional Support Needs Tribunal for Scotland

## **Further information can be obtained from**

### **Enquire**

[www.enquire.org.uk](http://www.enquire.org.uk)

### **Scottish Government**

[www.scotland.gov.uk/Topics/Education](http://www.scotland.gov.uk/Topics/Education)

### **Education Scotland**

[www.educationscotland.gov.uk/supportinglearners/additional-supportneeds/index.asp](http://www.educationscotland.gov.uk/supportinglearners/additional-supportneeds/index.asp)

### **West Dunbartonshire Council**

<http://www.west-dunbarton.gov.uk/education-and-learning/additional-support-needs>

### **Additional Support Needs Tribunal for Scotland (ASNTS)**

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

### **Govan Law Centre**

[www.edlaw.org.uk](http://www.edlaw.org.uk)

## **Leaflets in this series**

A guide to...

- Accessing Specialist Provision in West Dunbartonshire Council
- Additional Support Needs Legislation
- Additional Support Needs in West Dunbartonshire Council
- The Co-ordinated Support Plan (CSP)
- Dyslexia
- Getting Help and Resolving Disagreements:
  - Mediation;
  - Dispute Resolution;
  - Additional Support Needs Tribunal for Scotland (ASNTS)
- Getting it Right for Every Child (GIRFEC)
- Going to Meetings to Discuss Your Child
- Individualised Education Programmes (IEP)
- Staged Intervention
- The Central Support Service
- The Pre-school Assessment Team (PreScAT)



**For more information contact:  
Additional Support Needs enquiries:**

Chris Smith, Education Manager – Children’s Services (01389 737374)  
Anne Marie McDonald, Central Support Co-ordinator (0141 562 2492)  
Pat Montgomery, Quality Improvement Officer (01389 737443)

**Other formats**

This document can be provided in large print, Braille, audio cassette, and can be translated into different languages.

**Please contact:**

Corporate Communications, Council Offices, Garshake Road,  
Dumbarton, G82 3PU

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。  
अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।  
درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔