

+ Additional Support for learning in East Lothian

**Information
for parents**



Education and Children's Services

About the Education (Additional Support for Learning) Act (Scotland) 2004 and 2009

The Additional Support for Learning Acts (ASL Acts) strengthen and modernise the system for supporting children and young people who need help to benefit from school education. Throughout this publication we will use the term 'children' to mean children and young people.

What are additional support needs?

The term 'additional support needs' replaces 'special needs' and applies to any child who needs some sort of help with their learning for whatever reason. Additional support needs include:



- temporary medical conditions
- family circumstances (such as bereavement or illness)
- being bullied
- language communication disorders
- having English as a second language
- learning difficulties
- sensory impairments
- interrupted learning
- physical disabilities
- social and emotional difficulties
- being very able or gifted
- being looked after or accommodated.

Any child who needs more support or different support to that which is normally provided in the classroom or pre-school setting has 'additional support needs'. When your child needs additional support, we will provide that support in a way that fits in with the life of the school and gets the best out of their education.



Your rights

Parents and young people have rights to:

- ask for assessments for additional support needs or a Co-ordinated Support Plan
- have supporters or advocates represent them at meetings
- access free mediation and dispute resolution
- access free advocacy at Additional Support Needs (ASN) Tribunals
- have their views taken into account.

Placing requests

If your child has additional support needs and you decide you do not want them to attend their local school, or the school that the education authority is recommending, then you can make a placing request for them to attend a different school. You can make a written request at any stage of your child's education to attend:

- a local authority school in the area the parent(s) or young person lives in
- any independent or grant-aided special school in Scotland (provided the managers of the school are willing to accept the pupil)
- any special school in England, Wales or Northern Ireland (provided the managers of the school are willing to accept the pupil).



How we identify children and young people who have additional support needs

Parents and carers know their children well. You may notice problems with your child's development and progress before anyone else does. Our nurseries and schools want to hear from you if you have any worries about your child's learning. Please talk to your child's teachers or nursery staff.

Nursery staff and teachers may also see that your child is having difficulties. Children and young people themselves can also talk to teachers about any worries they have and give their views about what they would like to happen. Once we are aware of a child or young person's need for support, we will use the Staged Assessment and Intervention Framework to work out with you what support is needed.

The 2009 ASL Act says that all looked-after children and young people have additional support needs unless the local authority, after assessment, decides that they do not need additional support to benefit from their education.

Staged assessment and intervention

The Staged Assessment and Intervention Framework helps us to identify and plan any additional support that a child or young person may need. It has three stages that allow us to make sure that the right professionals get involved in supporting your child at the right time. You, your child or anyone involved with your child can ask for support and help with learning and request an assessment. The people working with your child (for example, teacher, educational psychologist or therapist) will then assess the situation to identify:

- **what the support needs are**
- **what sort of support can be given.**

The three stages in the staged assessment and intervention framework

1

Assessment and planning are carried out at school level. Other support services within Education and Children's Services may be consulted or asked for advice.

2

Assessment and planning involves different agencies (for example, therapy services) working together to produce an action plan.

3

This stage is for children who have complex or multiple additional support needs. These children or young people need long-term support from a number of agencies.

At all stages in the process, we will make sure that your views and those of your child are taken into account.

Planning and monitoring

We will work with you to find out the best support your child's needs, and draw up a plan. We will see how well the support is working by reviewing it with you after an agreed time.

Providing additional support

We will be able to provide most of the support needed in normal classroom or nursery settings. People providing support may include:



- nursery teachers
- nursery nurses
- class teachers
- subject teachers
- support for learning staff
- behaviour support staff.

What sort of support can we provide?

Support for learning

Support-for-learning teachers:

- work in classes along with the class teacher, or
- work with small groups of pupils outside classes, or
- advice and support teachers.

Sometimes, we may also ask other people (for example, a learning assistant) to support your child in class. In each school, a member of the management team has responsibility to make sure that support for learning is working effectively. Details of how each school delivers and manages support for learning are set out in your school's handbook. Please ask your school for a copy.



Outreach teaching service

This team provides specialist support and advice to schools, children, young people and their parents and carers. The service can provide specialist support for children:

- **who have English as an additional language**
- **who are deaf or have hearing problems**
- **who are blind or have problems with their sight**
- **who have communication difficulties**
- **who are absent from school due to illness**
- **at pre-school and who have severe and complex needs.**

Also, the East Lothian Council Education Access Officer can offer advice about physical access to schools.

Integration team

Our Integration Manager leads a team of staff from Children's Services, which supports children and their families. The team works with vulnerable children from Stage 2 of the Staged Assessment and Intervention process. They provide a wide range of support, including supporting school attendance, helping to resolve behavioural problems, and developing parenting techniques.

Educational Psychology Service

The Education Psychology Service helps to promote effective learning and emotional well-being for children and young people. The service works with parents, teachers and other professionals to support children and young people who may have cognitive, linguistic, sensory, physical and/or social and emotional development problems. Educational Psychologists work in:

- **mainstream schools**
- **schools and establishments for children and young people who cannot be in mainstream education.**

They also support East Lothian pupils at schools throughout the United Kingdom.

Support for children and young people with exceptional needs

Where children and young people have additional needs that are severe or complex, we may need to make enhanced arrangements for them at school. When we have to arrange specialised provision that is not ordinarily available in mainstream settings, we have to get approval from a multiagency group called the Authority Moderation Panel. This group meets twice a year to assess applications and provide funding to schools to meet the needs of pupils who need enhanced arrangements.



Specialist bases

Some children and young people have severe and/or complex needs which can be met in a specialised support base that is part of a mainstream school. This can offer a flexible timetable with opportunities where children can learn on their own or as part of a group. Bases may also use outreach teachers and health specialists (for example, a speech and language therapist) to support your child's learning.

We currently have bases at:

- **Campie Primary School (Musselburgh)**
- **Pinkie St Peter's Primary School (Musselburgh).**

There are specialist bases for children who have language and communication difficulties at:

- **Dunbar Primary School for primary-aged pupils**
- **Musselburgh Grammar School for secondary-aged pupils.**

For children and young people who have severe and complex needs which cannot be met by any of the above, there are two bases in Tranent:

- **The Hub at Sanderson's Wynd Primary School for primary-aged pupils**
- **Ross High School Support Base for secondary-aged pupils.**

Agreeing resources for very vulnerable children and young people

The External Placements Panel is a panel whose members include professionals from health, education, children's services and social work. It meets once a month to consider and agree community and/or external resources needed to meet the needs of the most vulnerable children and young people. People working with you and your child as part of the Staged Assessment and Intervention process will, if necessary, refer your child to this panel for discussion.

Co-ordinated Support Plans

Some children with complex or multiple needs will have a Co-ordinated Support Plan (CSP). This is a legal document that contains information about your child's long-term learning aims and the support that is needed to help them reach these. There are specific legal criteria for which children will have a CSP and if your child meets these criteria, the council is legally required to prepare one.

The criteria are that the child:

- has additional support needs arising from:
 - 1: one or more complex factors, or
 - 2: multiple factors
- Those needs are likely to continue for more than a year, and
- Those needs require significant additional support to be provided by:
 - 1: the education authority (council)
 - 2: one or more other agencies as defined in the ASL Act 2004, section 23, paragraph 2.

A CSP must contain

- a description of why the child or young person has additional support needs
- the educational aims the child or young person will be supported to achieve
- the support needed to help the child or young person to achieve those aims
- a note of who will provide this support
- the name of the child or young person's school
- the name of a contact person within the education authority to provide advice and information to parents or carers
- the name of the person who will co-ordinate support from the different services (the CSP Co-ordinator).

A small proportion of children and young people with additional support needs will meet the criteria for a CSP. Your child has to meet the legal requirements. You can ask the council to see if your child meets these criteria.

Getting a CSP

If you think your child (or a child in your care) meets the criteria for a CSP, or you are a young person who thinks they meet the criteria, you must apply in writing or in some other permanent form (for example, email or fax) to the Quality Improvement Manager, Inclusion and Equality. The Quality Improvement Manager is the council's contact officer for CSPs and will decide:

- **whether your request is reasonable**
- **whether your child meets the criteria.**

Your application needs to include a statement giving the reason(s) for your request.



What happens next?



Once you make a request, the education authority has eight weeks to respond. In that time, you will receive a letter to inform you that your child's school has been asked to organise a multi-agency meeting to begin the process. From the date of the response letter to you, the authority has 16 weeks to draw up a CSP and send you a copy, or inform you that your child does not meet the criteria for a CSP. The purpose of the multi-agency meeting is to oversee the collection of information. The meeting will seek your views and those of your child. The meeting will make a recommendation to the Quality Improvement Manager about whether your child meets the criteria for a CSP. Once a decision has been made, you will be notified in writing.

If your child meets the criteria, you will be invited to a further multi-agency meeting to draw up the CSP and a copy will be sent to you for comment. Once the draft CSP is agreed by all, a copy will be sent to you and all the other agencies that provide your child with support. The CSP will be reviewed every year.

There may be circumstances outwith our control that make it impossible for us to meet these timescales, such as if:

- **the parents or young person have requested a particular type of assessment that can't take place, or the results will not be available within the 16-week period**
- **we have asked an agency or other persons to help and they have not been able to respond in time.**

If it is not possible to provide you with a CSP within 16 weeks, we must set a new time limit that must not exceed 24 weeks from the original start date.

What can young people or their parents do if they do not agree with a decision made by ELC?

You will find details about how to resolve disputes in our leaflet *Resolving Disputes About Additional Support Needs*.

You can get a copy of this by phoning **01620 827 631** or email educationenquiries@eastlothian.gov.uk

Further information about resolving disputes to do with CSPs can be found in *The Parents' Guide to Additional Support for Learning*, published by *Enquire*. Please also see *Enquire Fact Sheet 4*.

Enquire

Enquire is a national service with links to local networks. It provides independent advice and information to:

- families of children who need extra help at school
- children and young people themselves
- professionals who work on their behalf.

Enquire, Children in Scotland, 5 Shandwick Place, Edinburgh EH2 4RG
Helpline: 0845 123 2303 • info@enquire.org.uk • www.enquire.org.uk

East Lothian Council Education complaints procedure

We also have an education complaints procedure that covers all aspects of education. For more information, please contact your school and ask for the education complaints leaflet, *Resolving Complaints*, or visit our web site at www.eastlothian.gov.uk

People who can help

ABEL • 0131 653 5234

abel@eastlothian.gov.uk

www.elp.net/antibullyingeastlothian

Action Group • 0131 475 2315

advice@actiongroup.org.uk

www.actiongroup.org.uk

Adult Services (OT) • 01875 824 090

communitycare@eastlothian.gov.uk

www.eastlothian.gov.uk

Adult Services (Transition)

01875 824 090

communitycare@eastlothian.gov.uk

www.eastlothian.gov.uk

Befriending Service • 01620 828 885

children&families@eastlothian.gov.uk

www.eastlothian.gov.uk

CAMHS • 01875 619 859

Access through your GP

Carers of East Lothian

0131 665 0135 • centre@coel.org.uk

www.coel.org.uk

Children 1st East Lothian

01875 824 000

www.children1st.org.uk

Children's Services Disability Team

(East Lothian Council) 01875 824 090

children&families@eastlothian.gov.uk

www.eastlothian.gov.uk

Citizens Advice Haddington

01620 824 471

cab@haddingtoncab.casonline.org.uk

www.cas.org.uk

Citizens Advice Musselburgh

0131 653 2748/2544

bureau@musselburghcab.casonline.org.uk

Common Ground • 0131 664 9324

www.commongroundmediation.co.uk

Community Disability Nursing Service

(NHS Lothian/East Lothian)

0131 536 85418547/8548/8596

Contact a Family • 0131 659 2930

scotland.office@cafamily.org.uk

www.cafamily.org.uk/inyourarea/scotland

Early Years Team (East Lothian Council) -

EYCAT/childcare/pre-school

01620 827 141

childcareinfo@eastlothian.gov.uk

www.eastlothian.gov.uk

East Lothian Community Care Forum

01620 822 212

info@elccf.org • www.elccf.org

East Lothian Community Learning

Disability Team (NHS Lothian/East Lothian)

0131 536 8559

www.nhslothian.scot.nhs.uk

East Lothian Education Inclusion and

Equality Team • 01620 827 631

educationenquiries@eastlothian.gov.uk

www.eastlothian.gov.uk

East Lothian Out of School Care Network

(ELOSCN) • 0131 653 0820

East Lothian Special Needs Playscheme

01620 893 056 kbaird@eastlothian.gov.uk

www.elsnp.co.uk

East Lothian Voluntary Organisations

Network (ELVON) • 01875 615 423

info@elvon.org.uk • www.elvon.org.uk

Educational Psychology Service

(East Lothian Council) • 01620 827 631

educationenquiries@eastlothian.gov.uk

www.eastlothian.gov.uk

ELCAP • 01875 814 114

admin@elcap.org • www.elcap.org

Enable • 0141 226 4541

enable@enable.org.uk • www.enable.org.uk

Enjoyleisure • 0131 653 5200

info@enjoyleisure.com

www.enjoyleisure.com

Epilepsy Scotland • 0808 800 2200

enquiries@epilepsyscotland.org.uk

www.epilepsyscotland.org.uk

ERIC (Education and Resources for Improving Childhood Continence) • 0845 370 8008
info@eric.org.uk • www.eric.org.uk

FAiR • 0131 662 1962
fair@fairadvice.org.uk

www.fairadvice.org.uk

Family Fund • 0844 974 4099

info@familyfund.org.uk

www.familyfund.org.uk

Family-Led Information Point

www.eastlothian.gov.uk/flip

Health Visitors (NHS Lothian/East Lothian)

0131 536 8013

www.nhslothian.scot.nhs.uk

Housing (East Lothian Council)

01620 827 827 • www.eastlothian.gov.uk

Kindred

0131 536 0583 • Kindred.enquiries@gmail.com

www.kindred-scotland.org **Lothian and**

Borders Fire and Rescue

Service • 0131 228 2401

enquiries@lbfire.org.uk

www.lothian.fire-uk.org

Lothian Centre for Inclusive Living (LCIL)

0131 475 2350 • email through web site

www.lothiancil.org.uk

NHS Services - the NHS lists lots of services on its web site, including GPs, Dentists, nursing services - click on Our Services tab

www.nhslothian.scot.nhs.uk

Nurseries - East Lothian (list of addresses)

01620 827141

childcareinfo@eastlothian.gov.uk

www.eastlothian.gov.uk

Occupational Therapy Services

(East Lothian Council) • 0845 603 1576

communitycare@eastlothian.gov.uk

www.eastlothian.gov.uk

Occupational Therapy Services (NHS

Lothian/East Lothian) • 0131 536 8558/8575

www.nhslothian.scot.nhs.uk

Pennypit Youth Club • 01875 819 635 / 07904 964 501 • www.psnyc.co.uk

Physiotherapy (NHS Lothian)

0131 536 8430

Brian.Brockie@lpct.scot.nhs.uk

www.nhslothian.scot.nhs.uk

Radio Forth Cash for Kids

(apply for funding) 0131 556 9255

apply through web site www.forthone.com

Recharge (Tranent) • 01875 615 415

alan@rechargenow.co.uk

www.rechargenow.co.uk

Riding for the Disabled / Muirfield RDA

01620 842 502 • muirfieldrda@aol.com

www.muirfieldrda.org.uk

School Nursing Service

(NHS Lothian/ East Lothian) • 0131 536 8192

www.nhslothian.scot.nhs.uk

Schools (East Lothian Council)

01620 827 631

educationenquiries@eastlothian.gov.uk

www.eastlothian.gov.uk

Scottish Network for Able Pupils (SNAP)

0141 330 3071

snap@educ.gla.ac.uk • www.gla.ac.uk/

departments/ablepupils/contactsnap

Scottish Society for Autism in Scotland

01259 720 044 • email through web site

www.autism-in-scotland.org.uk

Sleep Scotland • 0131 651 1392

email through web site

www.sleepscotland.org

Speech and Language Therapy

(NHS Lothian/East Lothian) • 0131 536 8000

Take Note Advocacy Service

0131 667 6333

enquiries@slc.org.uk

www.barnardos.org.uk/takenote

Who Cares? Scotland • 0131 226 9270

enquiries@whocaresScotland.org

www.whocaresScotland.org

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East Lothian Council can provide information in user friendly versions in other formats, for example, braille, large print, audiotape. We can also provide signers and interpreters for council business. Phone **01620 827199** for more information.