

APPENDIX 1

Coordinated Support Plan (CSP) Review Tool

This tool is designed to be used to ascertain and / or review the need for a CSP.

Basic Details

Child / Young person's name		School	
D.O.B.		School ASfL Coordinator	
Child's Address			
School Candidate Number			

Criteria for a CSP

Four conditions must be met if a CSP is to be opened or continued:

- The Education Authority should be responsible for the child/young person's education
- The young person should have complex or multiple additional support needs
- The additional support needs should be likely to continue for more than one year
- The young person should require significant additional support from one or more non-educational agency (i.e. an agency that is not part of educational services)

Condition 1: The Education Authority should be responsible for the child/young person's education,

Yes		No	
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Condition 2: The young person should have complex or multiple additional support needs having a significant adverse effect on her/his education. [Reference: Code of Practice Page 77]

Briefly outline the factors giving rise to additional support needs:

Condition 3: The additional support needs should continue for more than 1 year [Note that the “support” itself does not need to last for more than a year].

Are the young person’s additional support needs likely to continue for more than one year?

Yes		No	
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Condition 4: The young person requires significant additional support [Reference: Annex C Code of Practice Page 186] from one or more non-educational agency/ies (i.e. an agency that is not part of educational services).

This condition has a number of implications:

- The Inclusion & Support Service, Educational Psychology, the Sensory Education Service, the English as an Additional Language Service and the Early Years Service are services provided by the education authority so are not viewed as “outside agencies”
- The involvement of professionals on an advice or consultation basis would not, ordinarily, be deemed significant.
- In order to satisfy the terms of the act, any non-educational agency should support the education authority in meeting a young person’s “educational objectives”. A child or young person could have significant contact with a professional or agency but if this does not impact on school or on wider educational objectives, a CSP is not required.

In the table below, please list all the “non-educational” agencies involved with the young person. Please also detail the nature / purpose and frequency (i.e. how often and for how long) of any proposed contact in the forthcoming year.

[DOCUMENT TITLE]

Agency	Impact of Contact in meeting education objectives	Frequency of Contact

Any Additional Information

Form completed by(Print):	Position:
Signed:	Date: