

Education (Additional Support for Learning) (Scotland) Act 2004 Identifying, Monitoring and Reviewing Additional Support Needs

What are additional support needs?

A child or young person may have additional support needs if they are unable to benefit from their school education without help beyond what is normally given to children or young people of the same age. Your child may need additional support at any time during their school life, from the age of three when they start pre-school education. They may also need additional support to help them prepare for pre-school or school.

Why might my child have additional support needs?

It is not possible to list all the reasons why children or young people may have additional support needs because it will always depend on each individual child. What is important is the recognition that any number of different circumstances can affect different children's ability to learn and develop. Support may need to come from health, social work or certain voluntary organisations, as well as from within education. Professionals with different areas of expertise should all work together to make sure any support your child gets is properly tailored to their individual needs.

How long will additional support needs last?

Your child's needs may last for a short time or additional support may be required for a number of years. Whatever your child's needs, everyone involved should try to identify them as early as possible and provide the necessary support in a way that does not make your child feel singled out.

How do I find out if my child has additional support needs?

The teaching staff and other professionals who work with your child on a daily basis will usually identify a possible need for additional support. They should work closely with you if concerns arise. However, you must always remember that, as a parent, you have knowledge and expertise about your child that is valuable to the professionals who work with them. You know your child's strengths, and you will also be aware of the areas in which they need extra support.

Can I ask the education authority to find out if my child has additional support needs?

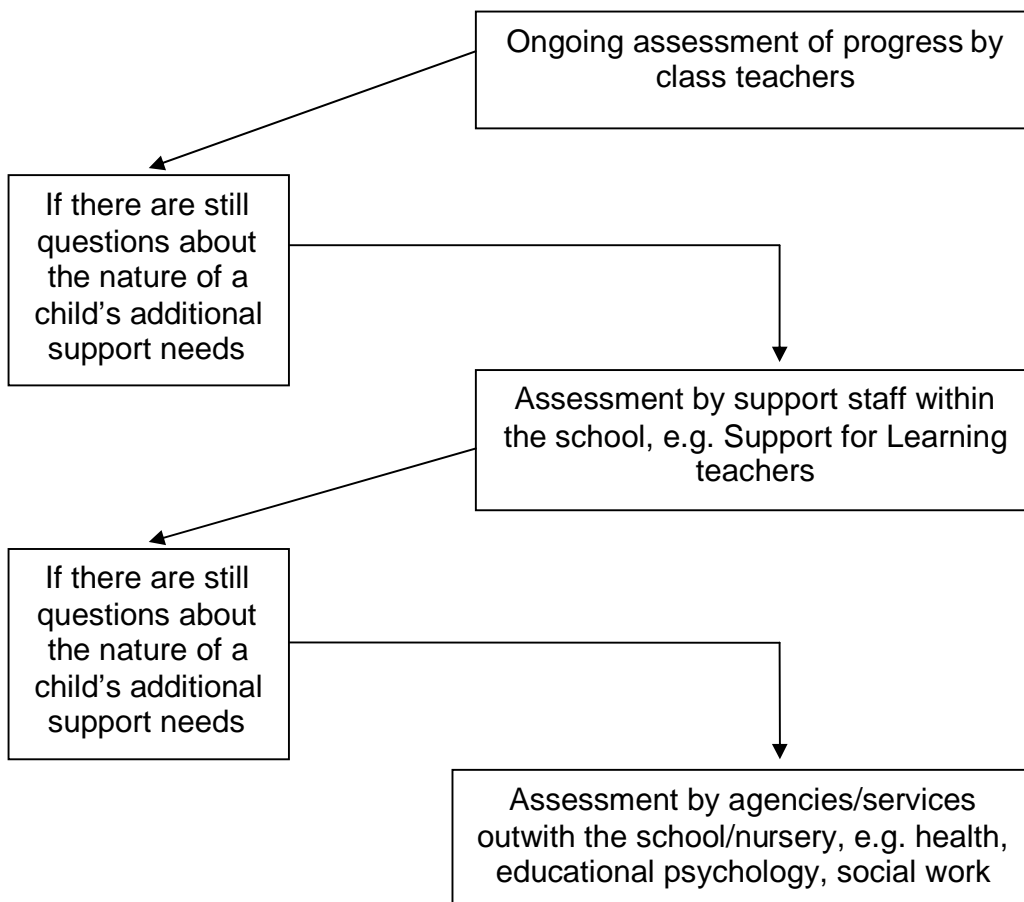
Yes, you have the right to ask the education authority to find out if your child has additional support needs. In most cases, this will be taken forward through a discussion with your child's headteacher, and you are encouraged to do this in the first instance.

However, you can also make a request, giving the reasons why you are making the request, to the Service Manager (Support for Young People), as long as this is made in a form that can be kept for future reference, e.g. a letter, email, audio tape.

How are my child's additional support needs assessed?

Assessment of children's needs is continuous and ongoing and may occur in stages. It will involve gathering evidence of your child's progress, giving feedback on their strengths and areas where they need support. From this, next steps are planned to build on strengths and develop other areas. The assessment may involve other teachers and professionals who know your child and should take account of all relevant aspects of your child's life. If your child is experiencing any difficulties, if they need more attention or more help with their work, then they are likely to come to the teacher's attention as a result of these day-to-day assessments. This helps identify and resolve any problems as early and as quickly as possible. Assessment should follow the principle of 'least intrusive intervention', i.e. causing minimal change to the child's school routine.

Identifying Additional Support Needs



However, if there are still questions about the support your child requires, the school may need to get help from other agencies, such as health, educational psychology, social work, which can carry out specific types of assessment. You can also ask for a specific type of assessment (educational, psychological, medical or any combination of these) for your child, if the education authority has agreed to find out if your child has additional support needs or requires a Coordinated Support Plan.

How do I know what additional support is in place for my child?

You and your child should be involved in setting learning goals and discussing progress in achieving them. The school should keep you informed about what additional support is in place for your child. You can discuss your child's progress at a parents' evening or arrange a meeting with the teacher. Depending on your child's needs, different levels of planning will be in place to make sure their learning needs are met and to coordinate the support they receive. Examples of the types of planning used in schools and nurseries include personal learning planning (PLP), Individualised Educational Programmes (IEP) and Co-ordinated Support Plans (CSP). Further information about educational plans can be found in Information Sheet 5.

What happens if my child's additional support needs change?

The education authority must keep your child's additional support needs under review and monitor the effectiveness of the support in place. This will be done by monitoring your child's progress in achieving the aims, goals and targets that have been set through your child's personal plan, whether it be a PLP, an IEP or a CSP. Other agencies, such as health, social work services or voluntary organisations may be involved in monitoring your child's progress if they are providing support. If your child is not making adequate progress, their needs should be reassessed and appropriate support provided. All learning plans should be reviewed regularly.

Often, schools and nurseries will arrange an Additional Support Meeting to discuss your child's progress. See Information Sheet 6 for further details.

What can I do if I disagree with the additional support arrangements for my child?

Building a strong relationship with those who work with your child will make it easier to solve disagreements informally. You should be fully involved right from the start in making any decisions about your child's additional support needs. If you are unhappy with anything, make your views known as soon as possible. You can do this at any meeting or by arranging a discussion with a relevant member of staff such as the class teacher or additional support needs staff at your child's school. Your views must be taken into account. Please try to resolve disagreements with the school before considering more formal routes. It will usually be possible.

However, there are other arrangements in place for helping to resolve disagreements. These are **mediation**, **dispute resolution** and the Additional Support Needs **Tribunal**. More detail is available in Information Sheet 7: Resolving Disagreements.

Where can I find more information?

- In the first instance, the school will be happy to respond to enquiries regarding your child.
- Information may be obtained by contacting, ASL Co-ordinator, at Pullar House on 01738 476390
- Further information on the Act is available from <http://www.scotland-legislation.hmsso.gov.uk/legislation/scotland/>

- Information and advice is also available from Enquire Helpline on 0845 123 2303
- Email: info@enquire.org.uk
- See other Information Sheets in the series:
 - ❖ Sheet 1 Introducing the Act
 - ❖ Sheet 2 New Rights for Parents, Children and Young People
 - ❖ Sheet 3 Providing Additional Support
 - ❖ Sheet 5 Educational Plans
 - ❖ Sheet 6 Additional Support Meetings
 - ❖ Sheet 7 Resolving Disagreements
 - ❖ Sheet 8 Sources of Support and Advice
 - ❖ Sheet 9 Providing Additional Support for Children under 5
 - ❖ Sheet 10 Individualised Educational Programmes (IEP)
 - ❖ Sheet 11 Transitions
 - ❖ Sheet 12 Preparing for Adulthood – Post School Transitions

These are also available online at www.pkc.gov.uk and follow the path:
 Education and Learning, Schools, Schools – Additional Support Needs – Information Sheets

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting: - Communication Manager on 01738 476873

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