

Flowchart Process for Schools 2024 Stage B

Circular: 016/2024/P Attach 3

Time scale 16 week timescale from request submission to CSP approval, preparation and distribution

Time
scale

Letter of response from Authority. Decision will be taken within 4 weeks of receipt.



Decision letter of confirmation issued by the Authority. If a CSP is to be opened, schools must agree and compile an initial draft plan within 10 weeks, using agreed outcomes from previous child's planning meeting as a starting point. By law the plan must be completed within 12 weeks from this date of response.



Step 1. School consults with relevant professionals (including the next school if transitioning) for agreement on input for educational objectives.



Step 2. Draft plans are submitted to Executive Manager Inclusion for quality assurance and any amendments made.



Draft Plans agreed with child and parents/carers, and finalised. Child/YP and parents/carers share their views on the content and sign the document.



Step 3: Hard copy submitted to Executive Manager Inclusion and Director of Children's Services. Please ensure the dates for the CSP and next review date are completed.



Within 2 weeks of receipt of the plan the Director of Childrens Services signs the CSP and sends with a covering letter to parents/carers (and pupil) A signed copy is filed centrally. The CSP coordinator distributes the CSP sections, relevant to agreed actions, to professionals involved.

R
E
S
P
O
N
S
E
4

P
R
E
P
A
R
A
T
I
O
N

1
0

2