

# PROCEDURE FOR CHILDREN WITH SIGNIFICANT ADDITIONAL SUPPORT NEEDS: SESSION 2011 - 12

## General information

Applications for children with significant additional support needs would normally be supported by a completed report from another agency, for example Educational Psychology Service, Social Worker or Health Visitor.

**NOTE:** This includes all children whose birth date is between 1 August and 31 December 2006 for whom a delayed entry place is being sought. See Point 6 below.

Referrals from professionals should be submitted on the *Professional Support for Application Report*. Verbal referrals will not be accepted. All referrals should be sent to The Chairperson, Inter-Agency Panel, at the appropriate Area Education Office. Please ensure that the parent/carer has completed the *Multi-Agency Consent Form (Children's Services)*.

Staff in pre-school settings should not complete the *Professional Support of Application Report*.

## 1. Procedure for Aberdeenshire Council Nursery Classes

If a parent/carer has indicated on the *Early Years Pre-School Education Application Form* that their child has significant additional support needs (by responding yes in Section 3), the school will:

- Discuss the child's needs with the parent and give advice on what is available (Head Teacher).
- Seek permission from the parent/carer to contact the professional involved. The parent/carer must complete a *Multi-Agency Consent Form (Children's Services)* indicating permission for this professional to release information.
- Send a pro-forma letter enclosing a blank *Professional Support of Application Report* and a copy of the completed *Multi-Agency Consent Form (Children's Services)* to the professional identified by the parent/carer.
- Indicate the date on which the letter was sent to the identified professional requesting information, on the *Early Years Pre-School Education Application Form*, in the margin to the right of Section 3.

On receipt of the completed *Professional Support of Application Report*, the school will:

- Photocopy the completed *Professional Support of Application Report* and *Multi-Agency Consent Form (Children's Services)*
- Send these forms, along with a copy of the *Early Years Pre-School Education Application Form* to The Chairperson, Inter-Agency Panel
- The school must retain the original of the *Multi-Agency Consent Form (Children's Services)*

Any child for whom there is a completed *Professional Support of Application Report* will be discussed at the Inter-Agency Panel meeting and the priority rating recommended. This Panel reserves the right to alter a priority rating.

As Pre-school education is not compulsory, transport will only be provided in very exceptional circumstances. **Any transport needs identified at this stage will be referred to the appropriate Head of Service, Education, Learning & Leisure and any final decision rests with them.**

## 2. Procedure for Partner Providers

If a parent/carer has indicated on the *Early Years Pre-School Education Application Form* that their child has significant additional support needs by responding yes in Section 3, the Partner Provider will:

- Discuss the child's needs with the parent and give advice on what is available (Manager/Play Leader).
- Seek permission from the parent/carer to contact the professional involved. The parent/carer must complete a *Multi-Agency Consent Form (Children's Services)* indicating permission for this professional to release confidential information to Aberdeenshire Council Education, Learning & Leisure (ie not the Partner Provider).
- Send a pro-forma letter enclosing the *Professional Support for Application Report* and a copy of the completed *Multi-Agency Consent Form (Children's Services)* to the professional identified by the parent/carer.
- Indicate the date on which the letter was sent to the identified professional requesting information, on the *Early Years Pre-School Education Application Form*, in the margin to the right of Section 3.

The professional involved will be asked to respond directly to The Chairperson, Inter-Agency Panel, Early Years Pre-School Admissions, at the appropriate address below:

### **Banff & Mintlaw Networks**

Banff & Buchan EL&L Office  
St Leonards  
Sandyhill Road  
Banff AB45 1TA

### **Fraserburgh Network**

Fraserburgh EL&L Office  
Dover Lodge  
117 Charlotte Street  
Fraserburgh AB43 9LS

### **Peterhead Network**

Buchan EL&L Office  
Old Infant Building  
Prince Street  
Peterhead AB42 1PL

### **Ellon, Inverurie, Kemnay, Meldrum, Turriff, Westhill Networks**

Garioch EL&L Office  
Gordon House  
Blackhall Road  
Inverurie AB51 3WA

### **Aboyne, Alford, Banchory, Huntly, Laurencekirk, Portlethen, Stonehaven Networks**

Stonehaven Area EL&L Office  
Queens Road  
Stonehaven AB39 2QQ

The Partner Provider must retain the original of the *Multi-Agency Consent Form (Children's Services)*. Aberdeenshire Council may request to see it.

Any child for whom there is a completed *Professional Support of Application Report* will be discussed at the Inter-Agency Panel meeting and the priority rating recommended. This Panel reserves the right to alter a priority rating.

As pre-school education is not compulsory, transport will only be provided in very exceptional circumstances. **Any transport needs identified at this stage will be referred to the appropriate Head of Service, Education, Learning & Leisure and any final decision rests with them.**

### 3. Advice to give Parents/Carers

The parent/carer must complete a *Multi-Agency Consent Form (Children's Services)* to allow another agency to provide Aberdeenshire Council Education Learning & Leisure (ie not a Partner Provider) with confidential information about their child.

This information will be discussed at the Early Years Pre-school Education Inter-Agency Panel meeting. The Panel may comprise representatives from Education, Health, Social Work and any other professional from whom advice may be sought regarding children who may have significant additional support needs.

The completed *Professional Support of Application Report* for an individual child will help the Inter-Agency Panel to make a recommendation regarding the priority and pre-school education placement of the child to the Children's Services Network Pre-school Education Admissions Panel.

It is the understanding of the Children's Services Network Pre-school Education Admissions Panel that if a professional does not complete a *Professional Support of Application Report*, that professional does not consider the child to have significant additional support needs.

If the Children's Services Network Pre-school Education Admissions Panel does not consider that the information provided by professionals warrants a Priority 2 rating, the Panel will re-prioritise the rating for the child in accordance with Aberdeenshire Council's **Policy for Admission to Early Years Pre-School Education**.

### 4. Procedure for Inter-Agency Panel

All completed *Professional Support of Application Reports* are to be returned to Aberdeenshire Council Education, Learning & Leisure.

The purpose of the Inter-Agency Panel is to make recommendations on the appropriate placement of the individual children discussed. All agencies should identify resources/support to be provided by them to sustain the identified placement.

The Inter-Agency Panel will consider the information and make **recommendations** regarding:

- The appropriate priority level
- The most appropriate pre-school education placement for the child
- The provision of transport.

The Inter-Agency Panel will forward its recommendations to the Children's Services Network Early Years Pre-school Education Admissions Panel. As pre-school education is not compulsory, transport will only be provided in very exceptional circumstances. **Any transport needs identified at this stage will be referred to the appropriate Area Head of Service, Education, Learning & Leisure and any final decision rests with them.**

- The Children's Services Network Early Years Pre-school Education Admissions Panel will decide whether to follow the recommendations regarding priority and placement. If the Children's Services Network Early Years Pre-school Education Admissions Panel does not agree with a priority rating, it will re-prioritise as appropriate. In cases where additional resources/support is required, decisions on confirming the placement require the agreement of the Early Years Manager and Additional Support Needs Manager.

## 5. Admission to nursery classes in Aberdeenshire Council Special Schools

The special schools with nursery classes are:

Anna Ritchie, Peterhead

Carronhill, Stonehaven

St Andrew's, Inverurie

A child whose learning needs are such that they may require a place at one of the above special schools should have their needs discussed at an Inter-Agency Panel meeting and a recommendation made.

For special school admissions during the year, the appropriate Quality Improvement Officer (based on home address of the child) will take this forward and reconvene an Inter-Agency Panel meeting if appropriate. This meeting may be 'virtual' (by telephone, video conferencing, e-mail etc). An offer letter will be sent from the Area Education Office on behalf of the Quality Improvement Officer with an acceptance required by the parent in the normal way, within three weeks.

## 6. Children born between 1 August and 31 December 2006

**These children must have significant additional support needs identified on the *Delayed Entry Request Form (Section B and C)*.**

If the parent/carer wishes to request an additional year of funded pre-school education, a *Delayed Entry Request Form* must be obtained from and returned to the Head Teacher of the primary school where the parent/carer intends to enrol the child for Primary 1. The parent/carer should complete Section A and Section B of the form.

The following forms must be completed by the parent/carer and submitted along with the *Delayed Entry Request Form*:

- Application for entry into Primary 1 (*Admission Form A*) in the event that the application for a delayed entry is not agreed
- *Multi-Agency Consent Form (Children's Services)*

The Head Teacher of the Primary School where the parent/carer intends to enrol the child for Primary 1 completes Section C of the *Delayed Entry Request Form* and confirms whether there is supporting evidence for the delayed entry request.

**NOTE** A copy of the completed *Multi-Agency Consent Form (Children's Services)* must be sent with any request for information.

*Delayed Entry Request Forms* should be entered into NAMS. Where the setting of choice for the delayed entry request is not the school where the parent/carer is intending to enrol the child from Primary 1, a copy of the completed form should be forwarded to the appropriate Area Education Office for entry into NAMS as soon as possible but no later than 9 February 2011.

A copy of the form with supporting documentation should be forwarded by the Head Teacher to the appropriate Area Education Office prior to the Inter-Agency Panel meeting as soon as possible and no later than 9 February 2011.

If the Children's Services Network Early Years Pre-School Education Admissions Panel agrees to the delayed entry, the child will access a further complete year of pre-school education. Children cannot move into Primary 1 mid-session.

### Refusal of Delayed Entry Request

If the request for delayed entry is not agreed, the parent/carer has the following options:

- Child commences Primary 1 in August 2011
- Parent/Carer self-funds a further year of pre-school at a private or voluntary provider
- Child remains at home for a further year
- Parent/carer appeals the decision.

The Chairperson of the Children's Services Network Early Years Pre-school Education Admissions Panel writes (first class) to parent/carer by 9 March 2011 (copy to both Head Teacher of the Primary School where the parent/carer intends to enrol the child for Primary 1 and pre-school setting where the parent/carer wishes to access the delayed entry year) advising of the outcome of the delayed entry request.

- The Head Teacher of the Primary School where the parent/carer intends to enrol the child for Primary 1 contacts the parent/carer to welcome them to the school or ascertain their intention.
- Should the parent/carer wish to appeal the decision, this should be done in writing by Friday 18 March 2011 to the **Head of Education, Education Learning and Leisure, Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen AB16 5GB**. The Council will endeavour to inform the parent/carer of the outcome of the appeal by 25 March 2011.