

## Process Map (PAGE 1 OF 2)

For any child with Additional Support Needs in an early years setting entering Primary 1 in August 2024



**GIRFEC**  
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FALKIRK

- ✓ The team around the child will undertake assessment and meet at timescales they agree are required throughout the child's time in their early years setting(s).
- ✓ The Child's Plan\* will be updated regularly.
- ✓ The team around the child will agree what stage of intervention the child is at each time they meet using the [Falkirk Council Framework for Staged Intervention](#). The child's stage of intervention may change during the child's time in early years.
- ✓ Professionals who work with the child or early years setting (e.g. educational psychologist, central early years team, ASN advisor) can provide advice if required.

### \*The Child's Plan

These are the documents that summarise the single or multi-agency assessment of the child's needs including: Wellbeing Observations and Assessment &/or My World Triangle; What Matters to Me, Child's Action Plan.

If a child is at  
**stage 1 or stage 2**  
of intervention

**THESE PROCESSES HAVE NOT CHANGED.**  
Early years settings, schools & teams around children should continue to use the good practice they have developed. The staged intervention framework and mapping tool can support information and decision making.

During the child's pre-school year, the team around the child should include a manager or delegated member of staff from the child's catchment primary school. If the child's parent(s)/carer(s) intend to make or have made a placing request to a different mainstream primary school, they should also be part of the team around the child. The frequency of and representation at TAC meetings will be determined by the team around the child as this will differ depending on whether a child is at stage 1 or 2 of intervention and the child's /family's individual needs. The receiving primary school will agree supports and adaptations for the child entering primary one. Planning, decisions & actions will be within a record of meeting(s).



If a child is considered  
by the team around them  
to require **stage 4**  
of intervention

**THESE PROCESSES HAVE NOT CHANGED.**  
Early years settings, schools & teams around children should continue to use the staged intervention framework and mapping tool to support information and decision making and follow the placement change guidance.

If you require support with any aspect of the placement change application process, contact your link Educational Psychologist or ASN Advisor.

Dates for stage 4 placement change requests will be shared with establishments.

During the child's pre-school year, the team around the child should include a manager or delegated member of staff from the child's catchment mainstream primary school. The team around the child will be in agreement that the assessment as reflected in the Child's Plan shows the child has exceptional Additional Support Needs and there is strong evidence that stage 1-3 support will be insufficient to meet the child's needs. Record(s) of meeting(s) should indicate what supports and adaptations would be required in a mainstream school to meet a child's needs (the team around the child are asked to provide as much detail using creative and innovative approaches as possible as this will help to illustrate and clearly clarify the requirement for stage 4 intervention). Refer to provision descriptions for **Primary Additional Support Centre** (Ladeside PS ASC, Easter Carmuir PS ASC, Sacred Heart PS ASC) OR **Primary Additional Support Needs Facilities** (Time Zone, Thistle Wing & Annex) OR **Windsor Park OR Inclusion and Wellbeing Service**.



We are mindful that in some circumstances, parent(s)/ carer(s) wish for their children to receive an inclusive mainstream education and we should be fully responsive when this arises (please contact educational psychology and ASN teams for assistance & follow guidance for stage 3 of intervention).

## Process Map (PAGE 2 OF 2)

If the team around a child concludes the child requires **stage 3** of intervention\*\*

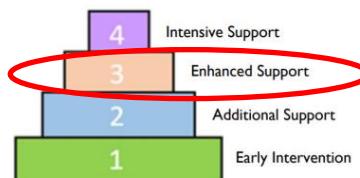
\*\* as per FC Staged Intervention framework.

**IF YOU REQUIRE SUPPORT WITH ANY ASPECT OF THE STAGE 3 PROCESS, CONTACT YOUR LINK EDUCATIONAL PSYCHOLOGIST OR ASN ADVISOR.**

### WE ARE MAKING CHANGES TO STAGE 3 SUPPORT. THESE ARE THE NEW PROCESSES.

#### (This part of the process has not changed)

During the child's pre-school year, the team around the child should include a manager or delegated member of staff from the child's catchment mainstream primary school. If the child's parent(s)/carer(s) intend to make or have made a placing request to a different mainstream primary school, they should also be part of the team around the child. The team around the child will be in agreement that the assessment as reflected in the Child's Plan\* shows the child has significant Additional Support Needs and there is strong evidence that stage 1-2 support will be insufficient to meet the child's needs.



Briefings have been provided to assist managers across early years and primary settings to inform staff and teams around children about the enhanced support available in children's mainstream/catchment schools. The parent(s)/carer(s) should have an opportunity to visit the mainstream school and be given examples of the enhanced support available. The manager from the mainstream school should be suitably informed through team around the child meetings to facilitate this visit and personalise the examples of enhanced support to the individual child. Where possible, the visit should also include the manager/delegated member of staff from the early years setting to assist discussion about the environment, supports and adaptations that the child is likely to require.

Parent(s)/carer(s)  
in agreement  
with the enhanced support  
plan for their child

Parent(s)/carer(s) &/or wider TAC  
not in agreement  
with the enhanced support plan  
for their child

The parent(s)/carer(s) agree with the Child's Plan which documents the enhanced support for their child and that their child's need met within existing resources within the mainstream/ catchment school.

Co-ordination, planning and monitoring of support continues to be the responsibility of the Team Around the Child. On behalf of the team around the child, including the parent(s)/carer(s), the manager of the early years setting, with support from the manager of the primary one setting (where this differs) should:

- ✓ submit the Child's Plan\* to the ASN team [additionalsupport@falkirk.gov.uk](mailto:additionalsupport@falkirk.gov.uk) as soon as available, subject title: Enhanced Support Plans/School name ideally no later than 14 February 2024.
- ✓ continue transition planning for the child between their early years & primary one setting.

**If the team around the child, including parent(s)/ carer(s) are in agreement, but need additional advice, training or support with some aspect(s) of the enhanced support plan, this should be considered in consultation with the ASN Advisor or Educational Psychologist.**

An Enhanced Support Panel will review all enhanced support Child's Plans' for children entering primary one in August 2024 to help provide training and support in line with children's & school needs.

**Parent(s)/carers(s) who consider their child to require a different stage of intervention:**

- ✓ Follow relevant process on page 1

**Parent(s)/carers(s) agree their child requires stage 3 support, but have significant concerns about the quality or suitability of the enhanced support available in the catchment school and express their preference for one of the 15 Falkirk Council primary schools that have had an enhanced provision (whether this school is their catchment or not)**

and/or

**the team around the child assess exceptional level of needs and have significant concerns about the suitability of the enhanced support available in the catchment school.**

On behalf of the parent(s)/carer(s) the manager of the early years setting & the manager of the mainstream primary one setting (where this differs) should jointly:

- ✓ Submit an application to the Enhanced Support Panel, including the Enhanced Support Panel coversheet and the Child's Plan and the minute of the meeting where reasons for requesting additional Stage 3 supports or Enhanced Provision placement are fully documented and send to [edu.pcp@falkirk.gov.uk](mailto:edu.pcp@falkirk.gov.uk) as soon as available, but no later than 14 February 2024.

**An Enhanced Support Panel will review all submissions in February 2024. Heads of establishment, parent(s)/carer(s) will be informed of outcomes March 2024.**