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**PROCEDURES FOR REQUESTING PRIMARY 1 SPECIALIST PLACEMENT**

**Background**

During Session 17-18 an evaluation was undertaken of the PRESCAT process, involving data analysis, exploration of systems in neighbouring authorities a multi-agency practitioner survey, semi-structured interviews with parents, and a practitioner focus group. The review concluded a number of strengths and areas for improvement. Strengths included robust assessment, multi-agency collaboration in assessment and recommendations, and parental involvement. Key areas requiring improvement were reduction in the duplication of effort and time for practitioners and parents as most recommendations coming to a PreSCAT meeting had already been agreed at a Team Around the Child (TAC) Meeting, forward planning for specialist school placement, location of the meeting, and timescales to allow effective transition.

In order to retain key strengths, and progress the system to be more in line with GIRFEC and the national practice model, a revision to the process was developed. This means that the assessment and planning for a child where specialist P1 placement is a consideration is now considered by a key group of multi-disciplinary colleagues, not unlike the decision making process currently in place for application for an additional year of early learning and childcare, or early entry to school. The group will consider the proposed recommendations of the Team Around the Child for a specialist placement for Primary 1.

This process is more aligned to approaches taken in North and South Ayrshire, and given the significant involvement of Allied Health Professionals across Ayrshire and Arran it is hoped this will make the collaborative assessment process more efficient for all practitioners involved.

*The process was adopted in session 2018/19, and evaluated throughout implementation. This document provides updated guidance following the evaluation for professionals involved in the process. A parent/carer information sheet will shortly be available.*

**P1 Specialist Placement Group Model**

Regular meetings of the Group will be held between November and February, dependent upon numbers of children being considered. This group will have a multi-agency representation, and include Senior Education Managers, Psychological Service, Specials School Heads, Early Years officers and Health Visiting representation.

**Procedures**

* Following a period of assessment, intervention and support a child may be identified during their preschool year as requiring specialist school placement for Primary 1.
* A Team Around the Child Meeting should be held to discuss this and conclude a recommendation. Additional options should also be discussed.
* If the outcome of the meeting is a recommendation for specialist placement Heads of Centres should send the **Request for P1 Specialist Placement Form** *(see Page 4)* to: Education - Admin Education-Admin@east-ayrshire.gov.uk
* In addition to the Request for P1 Specialist Placement form, the following information should also be included in order for the recommendation to be considered:
	+ TAC minute/Child’s Plan including proposed recommendation, and alternative options as appropriate;
	+ Copies of relevant assessment information: this **only** needs to be an up to date Teaching Talking assessment; ELLAT scoring; and ICAN tracker if relevant/available;
	+ Where other professionals are involved such as Educational Psychologist; Speech and Language Therapist; Home Visiting Teacher, they can provide you with a report if you feel that the information contained within the TAC/Child’s Plan is not sufficient. This is not essential as ideally all relevant information will be within the recent TAC and plan.
	+ Ensure permission to share information has been agreed and is recorded on the form;
	+ Where parents/carers are not in agreement with the views of the services/agencies involved please ensure their views are accurately recorded on the paperwork, both on the Request Form and within the TAC minute.
* All paperwork should be submitted by as soon as it is available to allow coordination for the Group meetings.
* Consideration of all requests should be completed by end of February. The earlier the assessment process is completed and request made the more advantageous for all involved.
* Following submission parents/carers will receive a letter informing them of consideration at the group. The final outcome will be communicated to parents/carers, and ECC/named person, following consideration of all requests, by end March. It is good practice for the Head or named person to share the information promptly with parents/carers as this may be feasible prior to formal written notification being received.
* Transition planning can then be undertaken during final term of the session.
* Where there may be the need for further assessment a return for consideration can be considered in February. This should only be in a minority of situations.

**Timeline**

**REQUEST FOR P1 SPECIALIST PLACEMENT**

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| --- | --- | --- | --- | --- | --- |
| **CHILD’S NAME:**  |  | **DoB:** |  | **SUBMITTED BY:** |  |
| **DATE OF MEETING:** |  | **ECC:** |   | **HEALTH VISITOR:** |  |
| **TEAM AROUND THE CHILD:**  |
| **SUMMARY OF MAIN REASONS FOR PLACEMENT REQUEST:** |
| **PROPOSED RECOMMENDATION:** |
| **IN CASE RECOMMENDATION NOT POSSIBLE TO BE ACTIONED PLEASE INDICATE ALTERNATIVE OPTION/CONTINGENCY PLAN:** |
| **WHERE PARENT/CARER NOT IN AGREEMENT WITH RECOMMENDATION PLEASE NOTE DETAILS:** |
| **PARENTAL PERMISSION TO SHARE INFORMATION:** |
| HAS THE CHILD’S PARENT/CARER AGREED TO THE CONTENT AND SHARING OF THIS INFORMATION: | 1. YES
2. NO

If No please contact the Chair of the P1 Placement Group for further discussion |
| AGREEMENT WAS PROVIDED WITH: | HEADTEACHER/HEAD OF CENTRE (OR DESIGNATE) OR OTHER: (NAME): |
| AGREEMENT WAS PROVIDED VIA: | 1. MEETING
2. EMAIL
3. TELEPHONE
 |
| DATE OF CONSENT: |  |

**PLEASE ENSURE ALL REQUIRED DOCUMENTATION IS INCLUDED. PAPERS MUST BE SUBMITTED BY THE WEDNESDAY PRECEDING THE MEETING.**