



My Support Plan

A guide for SENCOs

Introductory page

This guide tells you all you need to know about My Support Plan, when to complete one and how to go about doing so.

Section 1 provides an overview of the process, outlining the key actions and decisions that you need to make. Section 2 provides a step by step explanation of the process, and includes an explanation of why each stage is important and what you need to do to complete it. Section 3 provides an overview of the My Support Plan documentation and notes on how to complete it. Section 4 provides details on how to submit a request for an EHC Needs Assessment for child or young persons with a My Support Plan.



What parents think about My Support Plan

“ They [our hopes and aspirations] were gathered by sitting together as a team. Everybody was involved, even my son was a part and his piece is in the plan for anyone to have a look and know what he wants. ”

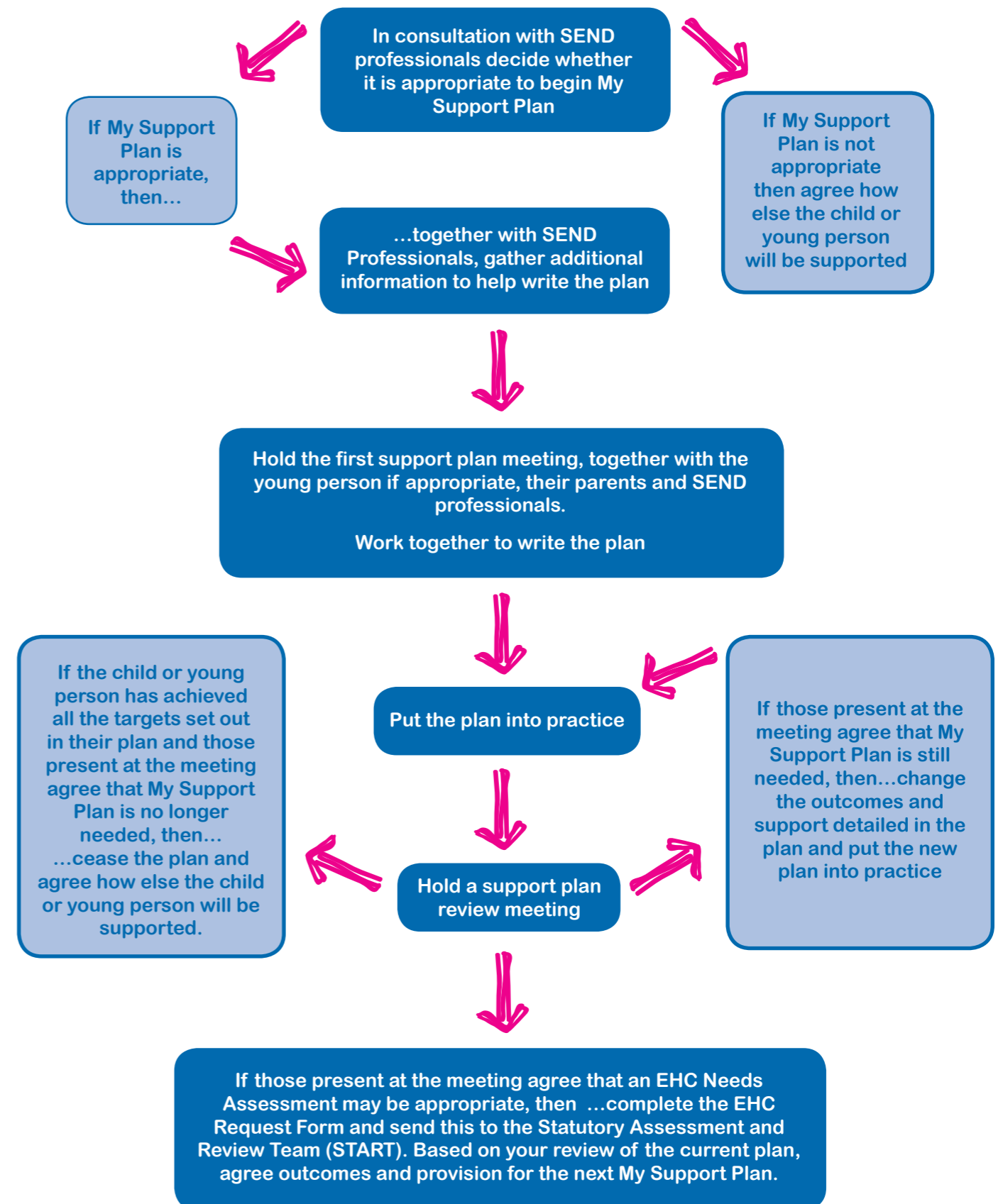
“ I was there when the paperwork was done and everyone had their say, I could say it as it was and this was phrased in the correct way...It's thorough so you can't miss anything out. ”

“ We all worked together. It was very straight forward. If anyone didn't agree it was discussed and an outcome came from it. ”



Section 1: An overview of the My Support Plan process

What to do when you believe a child or young person may benefit from My Support Plan - a rough guide



Section 2: A step by step guide to My Support Plan

Step 1

Ensuring high quality support for all child or young persons with SEND

Key considerations

All children and young people have an entitlement to high quality SEND support delivered through the Local Offer.

The needs of most child or young persons can be met through this type of provision, without My Support Plan.

What do I need to do?

Ensure that your setting has high quality support for supporting the needs of children and young people with SEND.

What documents do I need?

Setting processes and documents

Guidance on Provision Ordinarily Available on the Local Offer website

Step 2

Deciding whether the child or young person needs My Support Plan

Key considerations

My Support Plan may be appropriate when:

- There is a need to combine and coordinate support from several different agencies.
- When a child or young person is progressing through the Primary Behaviour Pathway.
- When a child or young person is transitioning between two settings (e.g. accessing the Keys) and it is important for information to be shared.
- When a child or young person demonstrates persistent learning needs which have not responded to setting intervention and single agency intervention.
- My Support Plan allows professionals to work together effectively to identify a child or young person's needs and, in time, consider whether an EHC Needs Assessment is appropriate for them.

What do I need to do?

Gain consent from parents to discuss the child or young person with SEN Professionals.

Discuss the young person and:

- Consider whether they would benefit from having support coordinated through My Support Plan.
- Determine what, if any, additional information is needed to prepare My Support Plan.
- Agree a tentative date for the first Support Plan Meeting.

What documents do I need?

None

Step 3

Gathering information to prepare My Support Plan

Key considerations

Before writing My Support Plan, it is important to gather information about all aspects of the child or young person's Special Educational Needs.

SEN professionals will complete any further assessments that were agreed at the planning meeting.

It is also important to gather the views of the child or young person.

What do I need to do?

You need to:

- Gather the views of the young person (using one of the templates from the Local Offer if you wish). This will form part of the completed plan.
- Contact the parent/carer to share the meeting date (and the parent/carers' leaflet).
- Talk to key staff about My Support Plan and share the meeting date.

What documents do I need?

Child or young person Views document (optional)

Parent/carers' leaflet (optional)



Step 4

Holding the first Support Plan Meeting

Key considerations

The first meeting provides an opportunity for the young person (if appropriate); their parents; key staff and SEN professionals to come together to agree how best to describe the child or young person's needs and how best to support them.

It is also important to gather the views of the child or young person.

What do I need to do?

Before the meeting, you need to agree who will chair the meeting. During the meeting, the chair will need to ensure that all those present, especially the parent/carer are able to contribute to the plan.

You will also need to arrange a date to review the plan. This will usually be one term (12 weeks) after the date of the initial meeting. In some cases a longer or shorter review period may be agreed.

Guidance on completing My Support Plan is included in section 3.

What documents do I need?

My Support Plan Template

Step 5

Reviewing a draft of My Support Plan with parents

Key considerations

It is important that parents/carers have the opportunity to look at a draft plan, review it and suggest changes.

What do I need to do?

You should ensure that a copy of the draft plan is shared with parents/carers.

Once parents have received a copy of the plan, you will need to check to see if they would like any changes to be made to it.

Once a final plan is agreed, you will need to share this securely it to the people who attended the meeting.

What documents do I need?

Final My Support Plan

Step 6

Implementing My Support Plan

Key considerations

The actions agreed in the plan need to be implemented.

What do I need to do?

You will need to make sure that the provision outlined in the plan is put into place.

What documents do I need?

Final My Support Plan



Step 7

Holding My Support Plan Review

Key considerations

Once the provision outlined in the plan has been put into place, the child or young person's progress will need to be reviewed.

This will help to determine what progress has been made and what, if any, additional provision the child or young person may now need.

It will be possible to support the majority of child or young persons through My Support Plan. A small minority may require an EHC Needs Assessment to ascertain whether they need additional support over and above that usually available in setting.

What do I need to do?

Before the meeting, you need to agree who will act as chair. During the meeting, you will need to:

- Update the current My Support Plan, by completing the Dark Blue Boxes.
- Decide whether the child or young person still needs to access support through My Support Plan or whether their needs can now be met within setting.
- Decide whether the child or young person requires an EHC Needs Assessment.
- Create a new My Support Plan using a fresh template but copying across information as appropriate updated plan.
- Agree when the child or young person's progress will next be reviewed.

What documents do I need?

A copy of the current My Support Plan

A new Support Plan Template

Guidance on Provision Ordinarily Available in settings share this securely.

Step 8

Requesting an EHC Needs Assessment (if appropriate)

Key considerations

If the information shared at the review indicates that the child or young person may require a level of support which is over and above that normally provided by settings from within their delegated resources, then an EHCNA should be considered.

What do I need to do?

You will need to:

- Complete the 'Request for EHC Needs Assessment for Child or young persons with My Support Plan.
- Gather together supporting information, as outlined on the front of the request form.
- Submit the request to the START.

What documents do I need?

Request for EHC Needs Assessment for Child or young persons with My Support Plan

Section 3: A guide to Completing My Support Plan

This section provides guidance on how to complete My Support Plan and the EHC Needs Assessment Request Form.

Completing My Support Plan

Title Page

To complete this section, you should:

- Add the name of the child or young person and the educational setting they are currently attending
- Add the plan start date. This should be the date for the first support plan meeting
- Add the plan review date. This should be the date of the review meeting

My Views

This page has deliberately been left blank, to allow the child or young person to choose the most appropriate way of sharing their views with the people who will read their plan.

It would be helpful to include information about:

- How the child or young person views themselves
- Their hopes and aspirations
- Their strengths
- Things that they find difficult
- Things that help them to overcome their difficulties

Examples templates for gathering child or young persons' views are provided on the Local Offer Website.



My Family's Views

This page has deliberately been left blank, to allow parents and carers to choose the most appropriate way of sharing their views with the people who will read their son or daughter's plan.

It would be helpful to include information about:

- How parents or carers view their son or daughter
- Their hopes and aspirations for their son or daughter
- Their son or daughter's strengths
- Things that their son or daughter finds difficult
- Things that help them to overcome their difficulties

Parents can choose to write this section themselves or in collaboration with you.

My Team

This page can be completed prior to the first support plan meeting. Details can be checked with parents and professionals during the meeting.

The 'People in My Family' section should list family members who play a significant role in supporting the child or young person.

Only people who attended the First My Support Plan meeting should be recorded as contributing to My Plan and professionals who have contributed advice.

My Progress

This page should include details of the curriculum against which the young person's progress is being measured (e.g. EYFS, Stepping Stones or P Scales). It should also provide details of the child or young person's attainment in core curriculum subjects.

In order for progress to be measured, attainment should be assessed prior to the plan being written and then again when the plan is reviewed.

Sections detailing child or young person's needs

My Support Plan contains four sections, each relating to one of the four areas of need outlined in the SEND Code of Practice: physical and sensory needs; language and communication needs; cognition and learning needs and social and emotional needs. After outcomes

Each of the four areas should be discussed at the meeting. The chair should listen to the information that is shared by the family and professionals and present the key points in short written summaries in the appropriate boxes. The wording of the summary should be shared with and agreed by those present at the meeting.

My Outcomes and Provision

To be completed at the plan writing meeting		To be completed at the Review Meeting	
Outcomes Sought	Educational provision to meet my outcomes	Was the agreed support fully implemented?	Has the outcome been achieved?

The chair should then consult on the outcomes that are being sought for the child or young person. Outcomes should be specific, measurable, agreed by all those present, realistic and achievable by the time of the review meeting.

The plan author should record these outcomes in the first column of the table.

After outcomes have been agreed, those present at the meeting should consider the provision that will be needed to help the child or young person achieve them. Details of the necessary provision should be recorded in the second column of the table. Provision should be specific and quantified.

The last two columns of the table should be completed at the review meeting. During the review meeting, those present should discuss whether the support listed in column 2 was indeed implemented and whether the child or young person has achieved the outcomes listed in column 1.

Health and Social Care details

This section should be completed if the child or young person:

- Has received a diagnosis from a health professional
- Is currently receiving support from health professionals
- Has, or is currently subject to, a child protection or child in need plan
- Is currently in receipt of any other form of support from Social Care

The family should be given the opportunity to complete this section of the plan during the meeting.



Further information about Coventry's Local Offer is available at www.coventry.gov.uk/localoffer alongside downloadable templates for My Support Plan and the My Support Plan EHC Request form.

If you need this information in another format or language please contact James Gillum on 024 7678 8400 or e-mail: james.gillum@coventry.gov.uk