



## Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) Preparing for Adulthood – Post-School Transitions

The ASL Act 2004 (as amended) changed the law for young people with additional support needs, and in particular emphasised the importance of an effective transition from secondary school into work, further or higher education, or training.

This information sheet describes the arrangements in Perth & Kinross for young people with additional support needs who are leaving school.

### **How will parents and young people be involved in transition planning?**

You will be an integral part of the planning and will be involved in decisions about the level of planning required and what would be the best post-school option. All young people with additional support needs must have a plan for post school transition.

### **How are young people supported during post-school transition**

Opportunities for All (previously known as “More Choices, More Chances” is a Government strategy to reduce the proportion of young people not in education, employment and training. All young people must be made an offer at the age of 16, whether to continue in the senior phase of school, take up training, further education or higher education or go on to work.

All young people have support to decide what they want to do after they leave school, through meetings with the Skills Development Careers Adviser, information about post-school options as part of the school curriculum, work experience and opportunities to visit colleges and universities. For many young people with additional support needs, this may be enough.

#### **• Post-school transition form**

Some young people may benefit from a more detailed level of planning, e.g. where the young person is less sure about what they want to do post-school, or where a variety of arrangements have to be put in place to meet their additional support needs. This involves the young person completing a transition form with someone who knows them well, e.g. Pupil Support Teacher, which gives information about:-

- strengths, interests and achievements
- career/life goals
- support already in place for the young person, and
- anticipated support needs when they leave school.

For a young person hoping to leave after S4 this would often be completed at the end of S3, and updated during S4. The transition form will be passed on, with the young person's consent, to services and agencies that will support the move out of school, e.g. Skills Development Scotland (Careers), college. Once the post-school destination is known, a key worker to give support to the young person in the new setting will be identified, where possible. For most young people, this will be enough to ensure a smooth transition out of school.

#### **• Post-school transition form and additional support meetings**

However, some young people will require enhanced transition planning, perhaps because of a need for physical adaptations to buildings, personal care needs or where a specialised placement is required. Young people with additional support needs who are looked after or looked after and accommodated, and those at risk of not being in education, employment or training should also have enhanced transition planning. For these young people, planning will begin earlier and involve a wider range of professionals. Enhanced transition planning involves the transition form as well as Additional Support Meetings in school, where those people currently involved with a young person and those who may offer services post-school get together to make plans. Parents and young people play a vital part in these meetings.

Information and advice must be asked for from relevant agencies and services, where appropriate, at least 12 months before the young person is due to leave school. This will usually be done at an additional support meeting. Information about a young person's additional support needs must be passed on (with the young person's consent) to those who will work with the young person post-school 6 months beforehand, where possible. This process is helped by the involvement of a lead professional to co-ordinate planning.

### **What if the young person has a Co-ordinated Support Plan?**

The levels of planning described above apply. All young people with a CSP will use the transition form and may well have enhanced transition planning, due to the likely need for ongoing co-ordination of the young person's support. The level of planning will be agreed at a review of the CSP.

The CSP Co-ordinator will usually take the lead in making sure that all the different agencies are brought together to plan for transition from school.

### **How do the local authority and other agencies plan ahead for young people leaving school?**

In Perth & Kinross, all schools give information every year about young people with additional support needs, to make sure that the support they need is in place for the following year. Some young people will need enhanced transition planning for their transition from school, e.g. because they may require a specialised placement, or ongoing support from social work, are at risk of not being in education, employment or training, or are looked after or looked after and accommodated. This information is taken to the Post-School Transitions Panel. The panel has representation from Education & Children's Services, Community Care, Perth College UHI, Skills Development Scotland and Health and starts to plan for transition for young people with additional support needs as early as S2.

### **What can parents and young people do to help the post school transition go smoothly?**

There are lots of things you can do:-

- start talking about possible options early
- find out about what options are available, eg through the internet, meeting with a Careers Adviser, asking school staff
- visit colleges and universities to find out about what they can offer
- find out about benefits or funding that might be available to the young person
- Attend the annual Help at Hand event where local organisations are available to give information and advise. This usually takes place at the end of September and is free of charge.

### **What happens after the young person leaves school?**

Progress should be reviewed regularly and the young person should be involved in discussions about the support they are receiving.

## Where can I find more information?

- In the first instance, the school will be happy to respond to enquiries regarding your child.
- Information may be obtained on the Act by contacting Sam Nicholson at Almondbank House on 01738 472291
- Further information on the Act is available from <http://www.scotland-legislation.hmso.gov.uk/legislation/scotland/>
- Information and advice is also available from Enquire Helpline on 0845 123 2303
- Email: [info@enquire.org.uk](mailto:info@enquire.org.uk)
- See other Information Sheets in the series:
  - ❖ Sheet 1 Introducing the Acts
  - ❖ Sheet 2 New Rights for Parents, Children and Young People
  - ❖ Sheet 3 Providing Additional Support
  - ❖ Sheet 4 Identifying, Monitoring, and Reviewing Additional Support Needs
  - ❖ Sheet 5 Educational Planning and Plans
  - ❖ Sheet 6 Additional Support Meetings
  - ❖ Sheet 7 Resolving Disagreements
  - ❖ Sheet 8 Sources of Support and Advice
  - ❖ Sheet 9 Providing Additional Support for Children under 5
  - ❖ Sheet 10 Individualised Educational Programmes (IEP)
  - ❖ Sheet 11 Transitions

These are also available online at [www.pkc.gov.uk](http://www.pkc.gov.uk) and follow the path:  
Education and Learning, Schools, Schools – Additional Support Needs – Information Sheets

## Skills Development Scotland, Careers

Skills Development Scotland provides a starting point for anyone looking for careers information, advice or guidance.

Tel: 01738 637639

Email: [www.careers-scotland.org.uk](http://www.careers-scotland.org.uk)

## Perth College UHI

Tel: 01738 877000

Email: [pc.admissions@perth.uhi.ac.uk](mailto:pc.admissions@perth.uhi.ac.uk)

## Community Care

Tel: 01738 553500

## Skill Scotland

'A Guide to the Education - Additional Support for Learning (Scotland) Act 2004 – Transition from School'

Tel: 0131 4752348

Email: [admin@skillscotland.org.uk](mailto:admin@skillscotland.org.uk)

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Communication Manager on 01738 476873*