

**A Process Guide: For School Leaders:**

**Making a Request for Support to the Post-Primary  
Behaviour Support and Provisions Service in your Locality.**

**Post-Primary  
Behaviour  
Support & Provisions**



***Behaviour Support***

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## 1. Purpose of this document

This process guide has been written as guidance for school leaders. It is hoped that the information will assist users in requesting support from the Post-Primary Behaviour Support & Provisions (PPBSP) Service.

## 2. Rationale

The purpose of the 'Locality request for support' system is to provide an efficient service for all users from the point of referral, and to enable pupil support to be implemented in a timely manner. Furthermore, the systems are intended to enable Advisers and Assistant Advisers to deploy resources to secure the most appropriate level of support for an individual pupil and a school.

## 3. System requirements

To make a request for support, school leaders, referred to as 'user(s)' hereafter will require the following:

- C2K user account
- Google Chrome or Microsoft Edge browser
- Document upload functionality
- Access to the MS Forms application within the office suite.

## 4. Requesting support

Should a school wish to request support from the PPBSP Service, they will need to access the [PPBSP website](#). The referring school will then need to select the relevant 'request for support' MS form, based on their locality area:

- [Locality East](#)
- [Locality North](#)
- [Locality South West](#)

The user is required to fill in basic details; the form then offers two pathways when making a request for support:

- Training / professional learning request
- Request for pupil support for a named pupil.

Users should note that any requests for support must be completed in its entirety, it is not possible to save a partially completed request for support. In advance of completion of a request for support MS Form all users should ensure they have relevant information and document for upload saved in an easily accessible folder. [Appendix 1](#) details all questions which may require file upload (some fields are optional). Depending upon the nature of the request for support some file uploads may not be required, the form is extensively branched to support users.

For each pathway, the user completes the form for consideration. Questions that are required to be completed are indicated as such by a \*. Completeness of the form is essential, and the more relevant information and supporting documentation that is included with the request for support, the more targeted the Locality Team can be in the support that is afforded. Upon completion of any request for support, the user will be given the option to:

- ‘Send me an email receipt of my responses.’

You are encouraged to select this option and retain a record of your request. Upon submission of your request you can also print or get a PDF copy of answers (again, this is recommended). Please note that the school is responsible for the security and retention of any saved documentation as they are the data controller.

When any ‘request for support’ has been submitted, this will be time and date stamped. All requests received will be reviewed by the Locality Adviser and presented at a forthcoming Locality Allocation Meeting. Please note, if there are any queries related to a request for support in advance of allocation, a member of the PPBSP service will make direct contact with the user who submitted the referral. We strongly recommend that any requests for further information are responded to without delay, otherwise there could be a delay in support allocation.

To support users in completing a request for support, [Appendix 1](#) provides a comprehensive list of data fields, associated parameters and a detailed definition for each data field. When completing a request for support, it is recommended that users refer to the data definitions to ensure an accurate request is made.

Please note, that depending upon the user's choice of support being requested, some of the definitions listed below may not be relevant.

## Appendix: 1 Data definitions

Data field	Parameters	Definition
<b>Section 1: Contact Details</b>		
School name	Select from the drop-down menu.	The name of the school requesting support.
Name	N/A	Name of the person who is requesting support on behalf of the school.
Email	N/A	Email of the person who is requesting support on behalf of the school.
Contact telephone number	Value must be a number.	Contact number of the person who is requesting support on behalf of the school. This should be the school phone number <b>or</b> an appropriate number to contact the person requesting support on behalf of the school.
School address	N/A	Address of the school requesting support.
Select type of support required	Select from the drop-down menu.	User selects the type of support required from the PPBSP service.
<b>Section 2: Training / Professional Learning Request</b>		
Request option	Select from the drop-down menu.	User selects type of training / professional learning being requested.
Select title of training you wish to request	Select from the drop-down menu.	User selects from a menu the area in which training/professional learning is being requested.
If the bespoke option is selected...	N/A	User enters a brief explanation of what they wish to be considered by the PPBSP Service in terms of training/professional learning for the school.
Reason for request / key areas to be addressed	N/A	User details the rationale for the request and the key areas that support is required.

Type of training / professional learning support requested	N / A	User details how the PPBSP team can support with capacity building.
Action taken to date	N / A	User details what action has been taken to date to address area in which support is being requested.
Detail how the support requested relates to targets identified within your current School Development Plan.	N/A	User details how the support being requested relates to targets within the current School Development Plan.
Documents submitted with request for support	Select from the drop-down menu.	User selects the relevant document(s) to submit alongside the request for support.
Upload relevant documents as selected in the previous question	File upload.	User uploads relevant documents to submit request for support. N.B. up to 7 files can be uploaded (each with a 100MB limit). File types include: Word, Excel, PPT, PDF, Image, Video, Audio.
<b>Section 3: School Information</b>		
Format of training	Select from the drop-down menu.	User selects preferred format of training.
Type of training	Select from the drop-down menu.	User selects whether training is to the whole staff or to a small group of staff.
Enter proposed number of delegates	Value must be a number.	User enters the number of delegates who are expected to attend the training / professional learning being requested.
Preferred date and time. Please provide up to three dates and times in order of preference.	N/A	User details up to three dates and times in order of preference as below: <ol style="list-style-type: none"> <li>1) First preference</li> <li>2) Second preference</li> <li>3) Third preference.</li> </ol>
Approximate time scale (to the nearest 30 mins)	Select from the drop-down menu.	Users selects a time to the nearest 30 minutes.

<b>Section 4: Request for Pupil Support for a Named Pupil at Stage 2 / 3 of the Code of Practice</b>		
Do you have the essential evidence as outlined above?	Select from: 'Yes' or 'No.'	User confirms that the required evidence is available in advance of proceeding with a request. N.B. If user does not have such evidence, the request for support cannot be processed.
Do you have evidence that the parent/carer and pupil have been informed of the need of a 'request for support' to Post Primary Behaviour Support and Provisions? N.B. If you select 'No', the request for support will not be eligible for consideration.	Select from: 'Yes' or 'No.'	User confirms that parent/carer and pupil have been informed of the need of a 'request for support' to Post Primary Behaviour Support and Provisions.
Upload the completed "Parent and Pupil consent form" proforma. This is available <a href="#">here</a>	File upload.	User uploads the completed <b>required proforma</b> as on the PPBSP website.
Please upload at least two copies of the Pupil's Personal Learning Plan (PLP), with review.	File upload.	User uploads two PLPs <b>with</b> review. N.B. a maximum of 10 files (each of 100MB limit) can be uploaded.
Pupil's first name	N/A	First name of pupil for whom the support request applies.
Pupil's surname	N/A	Surname of pupil for whom the support request applies.
Pupil's Unique Pupil Number (UPN)	N/A	The unique pupil number (UPN) is a 13-character code that identifies each pupil in the local-authority-maintained school system.
Date of Birth	Format must be in: dd/mm/yyyy.	Date of birth of pupil for whom the support request applies.
Gender	Select from: M/F/O	Gender of pupil for whom the support request applies.

Home address	N/A	Home address of the pupil for whom the support request applies.
Is the parent/carer address different to that of the pupil?	Select from: 'Yes' or 'No.'	User selects accordingly.
Parent / Carer address	N/A	Home address of parent/carer of pupil for whom the support request applies.
Parent / Carer name	N/A	Name of parent/carer of pupil for whom the support request applies.
Parent / Carer contact number	Value must be a number.	Contact number for parent/carer.
Parent / Carer Email. If not available state N/A.	N/A	Email address of parent/carer. If not available, user should enter 'N/A.'
Pupil UPN	N/A	
Year Group	Select from the drop-down menu (8 -12).	The academic year group of the pupil for whom the support request applies.
Stage of Code of Practice	Select from the drop-down menu (numbers 2 or 3).	The stage of the SEN Code of Practice of the pupil for whom the support request applies. Stage 2 is external agency support; stage 3 is a statement of SEN.
Please upload the pupil's most recent Statement of SEN	File upload.	If the pupil, for whom the support request applies is at stage 3, user must upload the current statement of SEN.
Select the type(s) of need as recorded for the pupil	Select type(s) of needs.	User selects the need(s) as applicable for the pupil for whom the support request applies.
Select any relevant medical diagnosis	Select from the drop-down menu.	User selects accordingly. N.B. If 'other' is selected, user should type details of relevant medical diagnosis.
Is this request and outcome from an Annual Review or multi-disciplinary meeting?	Select from: 'Yes'/'No.'	User selects accordingly.



Upload notes from Annual Review or multi-disciplinary meeting	File upload.	User uploads notes from Annual Review or multi-disciplinary meeting. N.B. a maximum of 4 files (each of 100MB limit) can be uploaded.
Outline the pupil's strengths	N/A	User outlines the strengths of the pupil for whom the support request applies.
Outline <b>in detail</b> the nature and extent of the pupil's current presenting SBEW needs	N/A	User outlines in detail the nature and extent of the pupil's current presenting SBEW needs.
What are the desired outcomes for this pupil?	N/A	User outlines the desired outcomes for the pupil for whom the support request applies.
Has a Risk Assessment(s) been carried out?	Select from: 'Yes' / 'No.'	User selects accordingly.
Upload Risk Reduction Action Plan/s AND / OR Individual Behaviour Support Plan/s	File upload.	User uploads Risk Reduction Action Plan/s AND / OR Individual Behaviour Support Plan/s. N.B. A maximum of 3 files each of 100MB limit can be uploaded.
Name of PPBSP officer this 'request for support' was discussed with, in advance of completion. If the request has not been discussed, please state 'not discussed.'	N/A	User enters the name of PPBSP officer who the request for support was discussed with, in advance of completion. If the request has not been discussed user enters 'not discussed.'
Name of Psychologist this 'request for support' was discussed with. If the request has not been discussed, please state 'not discussed.'	N/A	User enters the name of Psychologist the request for support was discussed with. If the request has not been discussed, user enters: 'not discussed.'
Is there a supporting Psychology Consultation report?	Select from: 'Yes' / 'No.'	User selects accordingly.
Upload Psychology Consultation report	File upload.	User uploads Psychology Consultation report.

		N.B. A maximum of 1 file (of 100MB limit) can be uploaded.
Has a referral been made to any other EA services / external agencies for this pupil?	Select from: 'Yes' / 'No.'	User selects accordingly.
State any EA services / external agencies involved	N/A	User details any agencies that have been involved in support the pupil for whom the support request applies
Additional relevant information. If this does not apply state N/A.	N/A	User details any additional information that is relevant to support the request for support. If there is no additional information, user enters 'N/A.'
Please upload here if you have any additional information to support your request. E.g. SIMS behaviour reports, attendance reports, suspension letters.	N/A	User can upload any additional information that may be relevant to the request for support. N.B. A maximum of 5 files (of 100MB limit) can be uploaded.
<b>Section 5 School Information</b>		
Provide in detail, school history, including: > Name of Primary School(s); > Support received within Primary > Post-Primary Schools attended and reasons for leaving (if relevant).	N/A	User details school history of pupil for whom the support request applies.
Has the pupil been suspended?	Select from: 'Yes' / 'No.'	User selects accordingly.
Give details of all suspensions including: <ul style="list-style-type: none"> <li>• Year, e.g. Year 8, 9 etc.</li> <li>• Total number of days</li> <li>• Reason(s) for suspension</li> <li>• Total number of suspensions.</li> </ul>	N/A	User details information regarding all suspensions of pupil for whom the support request applies.
<b>Section 6: Additional Pupil Details</b>		
Current attendance for academic year at time of request for support (percentage).	Number must be between 0 ~ 100.	User inputs current % attendance for academic year of pupil for whom the support request applies at time of request for support.

Attendance for last academic year (percentage)	Number must be between 0 ~ 100.	User inputs % attendance for last academic year of pupil for whom the support request applies.
Ethnicity	Select from drop-down list (of ethnicities).	User selects ethnicity of pupil for whom the support request applies.
Please specify ethnicity	N/A	User enters specific ethnicity of pupil for whom the support request applies, if 'Mixed Ethnic Group' or 'Other' was selected in Ethnicity drop down.
Is the pupil in receipt of Free School Meals?	Select from: 'Yes' / 'No.'	User selects accordingly.
Is the pupil a Looked After Child?	Select from: 'Yes' / 'No.'	User selects accordingly.
Is the pupil on the school Child Protection Register?	Select from: 'Yes' / 'No.'	User selects accordingly.
Is the pupil a child in need?	Select from: 'Yes' / 'No.'	User selects accordingly.
Is the pupil a newcomer?	Select from: 'Yes' / 'No.'	User selects accordingly.
Does the pupil have Traveller / Roma status?	Select from: 'Yes' / 'No.'	User selects accordingly.
Does the pupil have refugee status?	Select from: 'Yes' / 'No.'	User selects accordingly.
Does the pupil have Youth Justice involvement?	Select from: 'Yes' / 'No.'	User selects accordingly.
Does the pupil have CAMHS involvement?	Select from: 'Yes' / 'No.'	User selects accordingly.