

A Guide to **THE PROCESS IN SCHOOLS** for Additional Learning Needs



Cardiff Local Authority actively encourages partnership working between learners, parents, schools, settings and professionals.





What is Additional Learning Needs (ALN)?

A person has an Additional Learning Need if he or she has a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for Additional Learning Provision (ALP). Please see leaflet 1 for more information.

ALNET: Additional Learning Needs Education Tribunal Act 2018
A new legal framework which changes the way learners with ALN are supported.

Lead Person

You will be given the name and contact details of the person at school who will support you and your child through the whole ALN process.

What happens in a Person-Centred Meeting?

You and your child will be invited to school to attend a person-centred meeting. Others who know your child including teachers, specialist teachers, social workers and health professionals will be asked to attend or send reports to contribute their views. Together you will discuss your child and decide whether they have ALN that requires Additional Learning Provision.

Please see leaflet 3 for more information.



What is an Individual Development Plan (IDP)?

If your child has ALN an IDP will be prepared based on the information shared in the person-centred meeting. An IDP is an agreed plan of how your child with ALN will be supported and by whom. In most instances an IDP will be prepared and reviewed by the school.

An IDP will consist of:

- General information (name, age, address etc.)
- One Page Profile highlighting what's important to your child and how best the school can support them and meet their needs
- A description of your child's ALN
- What the school will provide that is different or additional to what is currently available (ALP).
- Record of information
- Timeline of key events
- Transition and Transport arrangements

Please see leaflet 4 for more information





Reviewing the Individual Development Plan (IDP)

The IDP has to be reviewed within one calendar year but can be reviewed earlier if there has been a significant change of circumstances. The review meeting will take a similar format to the first person-centred meeting.



What if I disagree?

If you have any concerns regarding the content of the IDP please talk to your Designated Coordinator in the first instance, they will be able to help you. If you cannot resolve your concerns or issues, the local authority has people who can help. Please see Cardiff's ALN Help and Advice line contact details below.

If the disagreement relates to NHS assessment, treatment or service you should speak with your health provider in the first instance. Should any disagreement remain unresolved refer to www.wales.nhs.uk Putting things Right.

Advocacy

If you need additional help and support it can be sought from an advocate. An advocate is someone who will attend meetings with you and speak on your behalf. They can be a friend, family member or from a professional agency. If you need a professional advocate, please contact SNAP Cymru.

- ☎ 0808 801 0608
- ✉ enquiries@snapcymru.org
- 🌐 www.snapcymru.org/contact



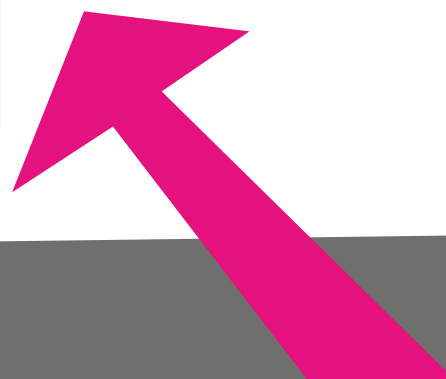
Information and Advice from Cardiff Local Authority

For any information regarding Additional Learning Needs or Individual Development Plans please contact the ALN Helpline:

- 🌐 www.cardiff.gov.uk/ALN
- ☎ 029 2087 2731
- ✉ ALNHelpline@cardiff.gov.uk

Contact & Information

Welsh Government: www.gov.wales
Education Tribunal Wales: www.educationtribunal.gov.wales



PATHWAY

Child, their parent, school or other professional raise a concern about ALN

School assigns a lead person

Information about the child is gathered from those who know them best

Gathered information is shared and discussed at a person-centred meeting

Does the child have a learning difficulty or disability that requires provision that is additional or different to what is currently available?

YES to ALN

IDP is created with you, your child and all relevant professionals

If there are no concerns with the IDP, school will maintain and review every year

If you are unhappy with the content of the IDP speak with your designated coordinator to resolve

NO to ALN

School will continue to support your child & will tell you how they will do this

If you still disagree with the school decision, contact the Local Authority ALN Help and advice line on;
Phone: 02920 872 731
Email: ALNHelpline@cardiff.gov.uk

The whole process can take up to 35 school days.