



PARENT/CARER INFORMATION

A Guide to the ADDITIONAL LEARNING NEEDS Process in Schools



Cardiff Council actively encourages partnership working between learners, parents, carers, schools and professionals. This guide for parents/carers aims to provide information in relation to supporting learners with Additional Learning Needs (ALN).

ALNET: Additional Learning Needs Educational Tribunal Act 2018
New legal framework which changes the way pupils with ALN are supported.

What is Additional Learning Needs (ALN)?

When a child has a significantly greater difficulty in learning than their peers or has a disability that impacts on their access to education, they may have ALN. Children with ALN require support that is different or additional to what schools usually offer. The extra support is called Additional Learning Provision or APL. The process of deciding whether a child has ALN can take up to 35 days.



Reviewing the Individual Development Plan (IDP)

The IDP has to be reviewed within 1 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 meeting.

Disagreements

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, contact the ALN Helpline.

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 it Right.

Designated Coordinator

You will be given the name and contact details of someone 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.

Advocacy

When help is needed 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



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
- What the school will provide that is different or additional to what is currently available (ALP).



Information and Advice

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

☎ 029 2087 2731
✉ ALNHelpline@cardiff.gov.uk

Contact & Information

ETW: www.sentw.gov.wales
Welsh Government: www.gov.wales