

What happens after the Local Authority receives a referral (ALN Enquiry)?

- Referring a child to the attention of the Local Authority initiates a **statutory process** that places a responsibility on the Local Authority to decide whether or not the child has ALN.
- Based on the decision, the Local Authority will have a responsibility to prepare and maintain an **Individual Development Plan (IDP)**.
- The decision and notification must be made promptly, and within the **12 week period** after it is brought to the attention of the Local Authority that the child may have ALN.
- The Local Authority is not required to comply with the statutory timetable if it is impractical to do so due to circumstances beyond its control.

Main principles of the system

- Designate a co-ordinator to take responsibility for co-ordinating the steps required to make a decision.
- The co-ordinator will be able to provide different levels of help and support to assist children and their families to participate as fully as possible in the process.
- The ALN system will use person-centred practices, a holistic process to identify and find how best to support the child, while ensuring that the child is central to any planning him/her.



Gathering evidence and advice

- The Co-ordinator will hold an initial meeting with the child and parent to discuss: the ALN process, their child's needs, what works/doesn't work and the family's wishes.
- It will be possible to receive an invitation and contribute the information on the IDP system
- It will be possible to make a statutory request from a Local Authority for information or help from relevant persons. They must comply within 6 weeks.

What happens with the evidence?

- The Co-ordinator will present the evidence to the attention of ALN Moderation Panel Members.
- Panel Members will consider the information and evidence carefully and decide whether or not the child has Additional Learning Needs.

A decision that the child does not have ALN

- Notify the child / parent of the decision and the reasons for that decision.
- The notice will also set out actions the Local Authority will undertake in light of its consideration to ensure the child's needs (which are not ALN) are met.
- A child / parent may discuss the matter further with the Local Authority. Further details regarding this are given in the Notification, including information about the right to appeal against the decision.



What happens after the decision that a child has ALN?

- If the Moderation Panel determines that the child has ALN, an Individual Development Plan (IDP) must be prepared up for that child.
- An IDP is a statutory plan that describes the Additional Learning Needs (ALN) and the Additional Learning Provision (ALP) put in place to support the child's additional learning needs.
- A pamphlet is included with the ALN decision Notification, which provides details about what is an IDP and how an IDP is prepared.

IDP Meeting and receiving a draft copy of the IDP

The Co-ordinator will lead the meeting to prepare an IDP in order to gather information and produce agreed person-centred **outcomes and targets**.

- A draft copy of the IDP will be shared with the child /parent to allow an opportunity to discuss any issues, before the IDP is presented to the Moderation Panel.

ALN Moderation Panel

- The Plan is moderated at the Authority's Moderation Panel.
- The IDP is an electronic document that will be reviewed regularly, as required, and at least once every 12 months.
- **A copy of the IDP is given.** Access to the IDP is given to everyone involved with the child.

