

# Additional Learning Needs (ALN) System - Gwynedd and Anglesey Local Authority:

*local authority duty to decide whether there is ALN*

Timescale: 12 wythnos – in accordance with the Additional Learning Needs and Education Tribunal (Wales) Act 2018

## ALN Enquiry Step 1:

Local Authority receives a referral that the child may have Additional Learning Needs (ALN). Local Authority **notifies the child / parent** and shares details of the designated **Co-ordinator** to facilitate the following steps.

**Child / parent to complete the information form** and return it promptly.

## ALN Enquiry Step 2:

Co-ordinator arranges an **initial meeting** with the child and parent to introduce the ALN system and gather information and evidence about their child's needs. The Local Authority may submit a **statutory request** for information and advice from relevant persons. They must comply within 6 weeks.

It is possible to submit the information on the **Online IDP system** by confirming the invitation you will receive by e-mail or other method.

## ALN Enquiry Step 3:

Co-ordinator to present information and evidence to the ALN Moderation Panel members. Members consider the information and evidence and decide whether or not the child has ALN

**NO ALN**

**ALN** Decide which services are likely to provide additional learning provision

## Decision: No ALN

**Notify the child / parent** of the decision and the reasons for that decision. The notification will outline any action the Local Authority will undertake in light of its consideration to ensure the child's needs (which are not ALN) are met. Child / parents may wish to discuss the decision further with the the Local Authority. Further details are given in the Notification, including information about the right to appeal.

## ALN Decision

### Prepare Individual Development Plan (IDP)

**Step 1:** **Notify the child / parents** of the decision that the child has ALN. Provide **Information pamphlet** What is an Individual Development Plan (IDP) and Person-Centred methods. Co-ordinator to make preparations for and arrange meeting to prepare an Individual Development Plan. **Notify the child / parents and all those involved** with the child of the date of the meeting to prepare an IDP and the process of sharing information in advance. Help and support will be available to support child/parents to participate as fully as possible in the process

### Prepare IDP Step 2:

Co-ordinator leads the meeting to prepare an IDP and contribute information to create agreed person-centred **outcomes and targets**.

### Prepare IDP Step 3:

**Notify** child / parent of opportunity to share comments on a **draft copy of the IDP**. A specified time is given to respond and share any comments. Child and parent can discuss any matter with the Co-ordinator.

### Prepare IDP Step 4:

The IDP is presented to a **Moderation Panel**

### Give IDP Step 5:

**Notify child / parent** that the Local Authority is **giving a copy of the IDP**. Child / parents will be informed of the **proposed review date**. Child and parents can discuss any matter further with the Co-ordinator. Further details are given in the Notification, including information about the right to appeal.

