

EARLY YEARS SUPPORT IN CEREDIGION



Putting your child at the centre



Early Years Officer:
aln@ceredigion.gov.uk

Pupil & Family support:
pps@ceredigion.gov.uk

PARTICIPATION OF CHILDREN & FAMILIES...

What children and young people think, feel and like will be central in our planning. Where relevant our Early Years service will work with health, social services and anyone else who supports your child.

PERSON CENTRED PLANNING

Person Centred Planning (PCP) involves putting your child at the centre of the process for identifying their needs and the right support.

What is a PCP meeting or review?

It is an informal meeting with you, your child and any professionals involved. It's all about:

- Listening to and understanding your child's voice
- Supporting your child to think about what is important to them and for them
- Helping your child to think about what's working and not working
- Making sure that your child gets the best support

What will be discussed

- Who is present
- What we like and admire about your child
- What is important to and important for your child
- What is working well or not working
- Any questions you might have
- An action plan

WHAT NEXT?

- Once we are informed that your child might have Additional Learning Needs (ALN), we will write to you and provide you with information about the process.
- We will gather evidence from professionals and decide whether your child has ALN.
- If your child has ALN, we will arrange a PCP meeting and then prepare an Individual Development Plan (IDP).
- If your child does not have ALN, we will let you know.

INDIVIDUAL DEVELOPMENT PLANS

The Individual Development Plan (IDP) is a single plan that is put in place after a Person Centred Planning meeting for children with ALN. The IDP includes a description of your child's needs and the Additional Learning Provision (ALP) that needs to be in place to meet those needs.

THE IDP WILL SAY:

- What support your child needs to learn and develop.
- Who is responsible for ensuring that they receive the support they need.
- How they will access the support they need.
- How we will know whether the support has helped your child in the way it was intended.

The IDP is a live document and will be shared with all those who helped to prepare it. It will be reviewed as often as required and at least once a year.

CEREDIGION'S ALN PUPIL & FAMILY SUPPORT SERVICE

If you have any concerns relating to ALN and the process of developing and IDP or if you simply require further information and advice, please contact Ceredigion's ALN Pupil and Family Support Co-ordinator who is available to discuss matters over the telephone or meet face to face and support during meetings.

CEREDIGION'S EARLY YEARS SERVICE

Ceredigion's Early Years ALN Lead Officer (EYALNLO) is responsible for co-ordinating the local authority's responsibility for children under compulsory school age with ALN who are not attending a maintained school.

Ceredigion's Early Years officer will be responsible for co-ordinating:

- meetings to decide whether children have ALN
- the review and revision of IDPs
- the review of ALP arrangements
- making arrangements for independent advocacy support and disagreement resolution

WHAT HAPPENS IF I DON'T AGREE?

Whenever possible, disagreements will be dealt with as quickly as possible with the key people involved.

SNAP Cymru are an Independent Partnership service who are able to provide the following free services:

- Helpline advice and support;
- A specialist caseworker;
- Discrimination advice and casework;
- Independent specialist advocacy;
- Disagreement resolution.

You can contact them on 0808 801 0608 or, for more information, visit their website www.snapcymru.org

YOUR RIGHT TO APPEAL

The Education Tribunal for Wales (ETW) hears and makes decisions on appeals about the additional learning needs of children and young people, and claims of disability discrimination in schools. ETW is an independent tribunal whose decisions are binding on local authorities and responsible bodies who must follow its orders.

For further information, visit their website www.educationtribunal.gov.wales or telephone 0300 025 9800.

If your concerns or disagreements are to do with a Health service, the Local Authority and the Designated Educational Clinical Lead Officers (DECLO) appointed by Hywel Dda Health Board will work together to try to find a solution. You can also contact the health board directly. For more information, visit:

www.wales.nhs.uk/ourservices/publicaccountability/Puttingthingsright

WHERE TO FIND MORE INFORMATION ABOUT ALN IN CEREDIGION

Please do not hesitate to contact our Pupil & Family Support or Early Years services on **01545 570881** for more information or visit our website:

<http://www.ceredigion.gov.uk/resident/schools-education/additional-learning-needs/>