

## A guide for parents and carers



### The Individual Development Plan

The Individual Development Plan (IDP) is a single plan that is put in place after a Person Centred Planning meeting for children with Additional Learning Needs (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.

There are two instances when a school is **required** to refer whether a child/young person has additional learning needs to a local authority. These are when a child or young person is:

- dual registered e.g. might attend a Pupil Referral Unit (PRU) and/or;
- looked after by the Local Authority

Otherwise, a school can refer a child or young person's case to a local authority **when additional learning needs have been identified** by the school and:

- it would not be reasonable for the school to secure the additional learning provision (ALP);
- the extent or nature of which it cannot adequately determine, or for which it cannot adequately determine ALP.

The school will refer the case to the Local Authority once the additional learning needs have been identified and as soon as possible into the process. The school will inform you in writing of the referral.

For information and advice on the process of developing an IDP and the ALN Code please contact the [Additional Learning Needs Co-ordinator \(ALNCo\)](#) at your child / young person's school.

### WHAT HAPPENS IF WE DON'T AGREE?

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

In the first instance it is recommended to contact the ALNCo or the Headteacher at the child or young person's school.

Should you remain concerned parents/carers/young people can contact the [Pupil and Family Support Co-ordinator \(PAFSCo\)](#) at Ceredigion who can provide information, advice and support at educational meetings.

Where a child, child's parent or young person requests that the local authority reconsiders a decision made by a school about whether the child has ALN (or the school has refused to make a decision) please contact the ALN Team at Ceredigion by email [aln@ceredigion.gov.uk](mailto:aln@ceredigion.gov.uk) or telephone 01545 570881. The local authority must decide whether or not the child has ALN and will advise you of the process and what to expect.

[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](http://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](http://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](http://www.wales.nhs.uk/ourservices/publicaccountability/Puttingthingsright)

**Where to find more information about ALN in Ceredigion:**

contact our ALN pupil & Family Support Coordinator on **01545 570 881** or visit our website:

[www.ceredigion.gov.uk/resident/schools-education/additional-learning-needs](http://www.ceredigion.gov.uk/resident/schools-education/additional-learning-needs)