

Support in Ceredigion



Putting you at the centre
A guide for young people, parents and carers



Cyngor Sir
CEREDIGION
County Council

Additional Learning Provision



Support with Learning

Many learners need some extra support with their learning needs. For the majority of learners this may mean having access to support that is available to all young people, such as assistive technology.

Others may require changes to be made that remove barriers and enable them to participate fully in their education. These changes are called "reasonable adjustments" and might include having access to exam arrangements or changing the font on a worksheet.

What is an individual development plan?

(IDP)?

Everybody's needs are different, so the amount of and type of help you need will be different too. Some young people may need **additional learning provision (ALP)**. This will depend on an assessment of your individual needs.

To do this we will collect as much information as we can about your learning needs and what is important to you. Additional learning provision might include support from a learning assistant or having access to specialist equipment. Whatever support you need we will help you to be as independent as possible. If you need ALP we will work with you to write an **individual development plan** or **IDP**.

The individual development plan will say what you need to be able to learn, and what will be done so you are properly supported in school or college.

Person Centred Planning

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

What is a PCP meeting or review?

It is an informal meeting with you, your parents and any professionals that support you. It's all about listening to and understanding your views, wishes and feelings about the support you need to reach your full potential.

We will support you to :

Think about what is important to you and for you.

Think about what's working and not working.

Make sure that you get the best support.

The plan must include:

- you (and with your consent) your parents as much as possible
- what sort of additional learning need you have
- how the school, college, local authority or health service will help you (additional learning provision)
- your targets
- if the help will be provided in Welsh
- the name of any special school or special college you go to/will go to.

The plan will also include:

- your name, age, gender and address
- the way you to communicate, this means how you would like people to give you information and how you would like to tell them what you think. For example, you may like to talk to them, or you may prefer to use sign language or pictures.
- whether you require support to make decisions
- The name of the person who will look after the plan, and make sure everyone involved in supporting you understands how important it is that your views and how best to support you are included in the plan. This person is called the "**designated co-ordinator**".
- what you like and dislike
- what is working well and not so well for you
- if you will be taught different things at school than other young people the same age
- all of the information used to help make the plan
- important things that have happened - like moving schools, hospital tests or things that have happened at home
- any changes that will happen - like changing school or going to college. This is called "Transition".



Who will look after my plan?

We will identify a person to look after the plan, and make sure everyone involved in supporting you understands how important it is that your views and how best to support you are included in the plan.

This person is called the "designated co-ordinator".

Who will make sure my plan is followed?

We want young people with ALN to get the most they can from school or college. It is not enough just to have a plan. Every school or college will have someone whose job is to make sure that:

- every young person with ALN has a plan
- what is in the plan is done
- the plan helps the child or young person get better at things.

This person is called an additional learning needs coordinator (ALNCo).



Supporting you to make decisions for yourself.

Your ALNCO can explain to you all about your IDP. This includes who will maintain it, your rights to consent or object (agree or disagree) to ALN decisions and your IDP.

They will also give you information about how decisions about your additional learning needs are made.

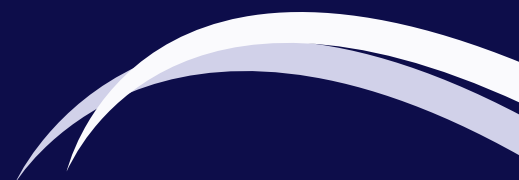
They will give you information and help to make sure you understand what might happen if you agree to your individual development plan and what might happen if you don't. This is called an "informed decision".

To be able to make this decision yourself, you will need to be able to:

- understand the information
- remember it for long enough
- think about the information
- communicate your decision

Everybody involved must do everything they can to help you make your own decision.

We cannot make a plan without your consent.



We will ask you:

- What you think about your IDP.
- Do you agree with the plan?
- Do you consent to the plan going ahead?
- Who are you happy to share your information with?

We will record when and how your decision was made.

It is important to remember that you can change your mind at any time.

Support to make decisions

Even if you are able to give consent yourself, it's still a good idea to include your parents in your decision. If they know what is happening, they will be able to help you think through your decision and to support you better.

If you are not able to (have capacity to) make decisions yourself about your individual development plan they can act as your "**representative**". This means your parents will consider all the information needed to make a decision and take into account your rights, thoughts and feelings before making a decision on your behalf.

You can also ask an **advocate** to help you. An advocate is someone who speaks up for you, to help you say what you want to say and gets your needs met.

Stopping plans

We can stop a plan if it is no longer needed.

Before we can stop keeping the individual development plan, we must tell you (and with your consent) your parents that we are thinking about stopping the plan and why we are thinking of doing this.

If you want us to carry on with the plan you have a certain amount of time to tell us. We will tell you how much time you have to do this. The local authority will listen to you. Then tell you whether or not the plan will be stopped.

If it's needed, a plan can keep going until you are 25 years old and in education. The plan must end before your 26th birthday.





What happens if I disagree with my plan?

We will try our best to deal with your concerns as quickly as possible.

You can ask an independent advocate to help you raise your concerns.

SNAP Cymru can work with you (and your family) to make sure your voice is heard and your views are considered in planning and decisions which affect them.

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

This will help to stop children, their parents and young people from having to make an appeal.

An appeal is when you ask for a decision to be changed.

Your right to appeal

The Education Tribunal for Wales (ETW) A tribunal is a special group of people whose job is to deal with a disagreement. ETW is an independent tribunal who hears and makes decisions on appeals about the additional learning needs of children and young people, and claims of disability discrimination in schools and colleges.

The tribunal can decide if you can understand your plan and are able to appeal. If you cannot understand, your representative can appeal to the tribunal about decisions made involving your plan. Everyone has to go along with the decision of the tribunal and follow its orders.

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

The Education Tribunal for Wales (ETW)

The tribunal can decide if you can understand your plan and are able to appeal. If you cannot understand, your representative can appeal to the tribunal about decisions made involving your plan. Everyone has to go along with the decision of the tribunal and follow its orders.

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

What if I disagree with a health service?

If your concerns or disagreements are to do with a Health service, you can use the NHS 'Putting Things Right' process, to find out more information, visit: www.wales.nhs.uk/our-services/publicaccountability/Puttingthingsright



Where can I find out more information about ALN in Ceredigion?

The ALN Pupil and Family Support Co-ordinator is a free and confidential service and they are able support and provide information on matters relating to additional learning needs by telephone or meet with you face to face. For more information contact:

ALN Pupil & Family Support Co-ordinator

01545570881

e-mail at pps@ceredigion.gov.uk.

or visit our website:

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



Additional Learning Provision

Ceredigion Learning Services

Canolfan Rheidol,

Rhodfa Padarn,

Llanbadarn Fawr,

Aberystwyth,

Ceredigion,

SY23 3UE

Telephone Number: 01545 570881



Cyngor Sir
CEREDIGION
County Council