

School ALN Process (new to ALN or initiated)

Week 1 - It has been brought to the attention of the school that a CYP may have ALN. School record the date – this is day 0. For a YP seek consent (Post 16).

Week 1 - Setting designate Co-ordinator and agree a PCP meeting date. Send invite letter to all stakeholders and seek their views / advice (using paperwork).

Week 3 - Share information gathered from all stakeholders with parents / Carers / CYP prior to the meeting.

Week 4 - Setting carries out person-centred meeting (person who holds PR MUST attend) and ascertains meeting requirements for parent / carer/ CYP and how they can be involved. Decision reached.

Yes ALN – setting write IDP using information gathered and PCP PowerPoint / meeting notes

No ALN – setting to discuss outcome with parents / carers / CYP. Discuss UP/RA and other plans in place to meet need.

Week 5 - Setting to share the draft IDP with all stakeholders. All parties have 2 weeks to comment on draft IDP.

Week 7 - Setting to issue final IDP to all stakeholders (no need to share appendices again). Review at least annually and keep ALP under review. Call an early review if felt necessary (see review process map).

If at any point parents / carers / CYP are not in agreement of school decisions or processes, refer to Conflict Resolution process map.