

12 week process for consideration for LA to maintain an IDP or consider school decision

When referring: School should notify parents/young person/child of referral to LA. Schools should provide all relevant reports, written advice, information and action taken to address pupils needs to LA. School should consider involving EPS before referral.

- Week 1**
- Case is brought to attention of LA **If EY and not in LA maintained setting—refer to EY forum. If professional referral for EY—direct them to EY forum referral.**
 - LA officer assigned and contact parent explaining process and arrange potential meeting date. Immediate acknowledgment. Parental phone call (script to be written). **If EY explain EY process and consent for EY forum referral.**
 - School advice requested – in the form of current IDP (if parent request) and any further information the school have.
 - ALN panel involvement form opened.
 - IDP form opened.

- Week 2**
- LA Panel

More info NEEDED:
Seek info from professionals (**s65 letter**)
Seek info from health professionals (**S65 letter**)
Seek info from parents (PCP forms)
Seek info from pupils (PCP forms – should be obtained by school – OPP included)
Referral to EPS (if recent EP report can be used)
Agree meeting date for IDP meeting.
Seek steer from Specialist provision
Any info provided to be comms logged and attached to involvement form.
Send acknowledge letter.

- Week 5**
Chase up info for panel to make decision.

By Week 6 (but hopefully before if all info needed is presented earlier)

- Panel decision based on information
- Decision letter.—3 potential decisions. To include all information gathered.

yes ALN LA IDP Proceed LA letter	yes ALN school IDP Proceed school IDP letter	no ALN No ALN letter
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LA should maintain IDP

- Invite professionals to IDP meeting in week 8. If they are unable to attend—submit professionals report. **S20** (health) **Prof meeting invite/advice** (other professionals).
- If LA IDP agreed – LA communicate decision to school (specialist placement/PRU/small class)
- **Direct school to hold meeting and write IDP with all parties if school is maintained by LA.**
- **If school not maintained by LA or EOTAS—LA officer to hold meeting and write IDP.**
- Ascertain meeting requirements for the pupil and how they can be involved.
- Share information received with parents / child / YP ahead of meeting.

School should continue to maintain IDP

- LA to share information gathered with parents and school. **EY forum to do this if child is late referral and secured a place at maintained school.**
- School may choose to keep meeting date and invite professionals. S20 /Prof meeting invite/advice letters.

No ALN

Within 5 weeks of LA decision (if no IDP in place or needs updating)

- Hold IDP meeting
- Update IDP using advice and meeting notes as discussed .
- Draft IDP shared with all parties.
- Final IDP agreed.

Week 8
PCP style IDP meeting with pupils, parents, schools, agency. **(if moving on to alternative provision within 6 weeks – this provision to be invited to meeting – they will need to write IDP to suit their provision).**

- Complete IDP using advice and meeting notes as discussed .
- Submit to IDP LA with meeting notes and appendices.

Week 10

- LA ratify IDP and share draft IDP with all parties. **Draft IDP letter.**
- Parents and other professionals given 2 weeks to comment.

Week 12
Final IDP agreed. **Final IDP letter**