

7 week process for schools

Week 1

- Case is brought to attention of school
- Record date brought to the attention · Summary of how it has been brought to attention.
- If not parent/yp/child who has brought to attention then:
 - * If child -notify parents/carers that they are considering if the child has ALN.
 - * If young person –notify individual case has been brought to schools attention
 - * Seek consent-inform of consequences of not consenting of young person (aged 16-25) ·
- [Letter 1—Acknowledgement letter](#) including information leaflet/ access to webpage/rights to appeal.
- Designate a co-ordinator .
- Notification of timescales. Name and contact details of coordinator.
- Meet with parent explaining process, gather their views and concerns, and arrange potential meeting date.
- Agree potential meeting date for IDP meeting (week 5)
- Seek information from professionals **if you do not already have it.** ([Letter 2—Professional info letter](#))
- Seek information from health professionals ([Letter 3—S65 letter](#))
- Seek information from pupils and parents/carers ([PCP forms OPP included](#))

By week 4

- School must decide if pupil brought to their attention has ALN (exceptions being: ·IDP already exists ·Previously decided not to issue IDP·Subject to detention order·EHCP plan maintained be England. ·Young person do not consent)
- Decision made by this date based on information
- Decision letter.
- To include all information gathered—sharing of information.

[Yes ALN \(Letter 4—Yes letter\)](#)

[No ALN \(Letter 5—no letter\)](#)

- Invite parents to meeting in week 5. Consider if professionals should be at IDP meeting. If the professionals are unable to attend—use visit notes or reports currently held. Alternatively you could approach ([health— Letter 6](#)) ([other professionals—Letter 7](#)) - meeting forms.
- Ascertain meeting requirements for the pupil and how they can be involved.

School must inform parents of outcome notification must contain: contact details of school·

- Information leaflet·
- Advocacy service details·
- Right of appeal·
- Outline of what school will be doing to support pupil·
- Offer opportunity for parents/carers to discuss case further

School may choose to keep meeting date and use time to explain how they are supporting child's needs with their universal provision.

Week 5

- PCP style IDP meeting with pupils, parents, schools, agency.
- Complete IDP using advice and meeting notes as discussed .

Week 5/6

- Share Draft IDP ([Letter 8—Draft IDP](#)) with all parties.
- Parents and other professionals

Week 7

Final IDP ([Letter 9—Final IDP](#)) agreed.

Next steps

Once child's needs are understood schools should:

- Advise appropriate staff
- Ensure ALNCO is involved/advising teaching staff
- Make appropriate adjustments/provide appropriate support/resources
- Monitor impact
- If school prepares IDP it must continue to maintain and review on at least an annual basis