

---

# Gwenfro CP School



## Additional Learning Needs Policy

---

## Additional Learning Needs Policy

### Introduction

#### How was this policy created?

This policy was created in partnership with the Gwenfro CP School Senior Leadership Team, ALNCo, ALN Governor, representative staff, parents/ carers and children/ young people. The policy reflects the ALN Code (2021).

#### How can parents/carers access this policy?

Parents can see a copy of this policy on the school website or a hard copy can be requested from the school office. (Please inform the school if you need the policy to be made available to you in a different format).

### Context

This policy complies with the statutory requirement laid out in the ALN Code (2021) and has been written with reference to the following related guidance and documents: **for example**

- Equality Act 2010:
- Safeguarding Policy
- Admissions Policy
- Behaviour Policy
- Attendance Policy
- Social Services and Wellbeing Act

### Gwenfro Ethos

For children and young people with Additional Learning needs:

- All children and young people are valued as individuals and their varying needs are dealt with sensitively and effectively. We believe that each child receives a broad, balanced and differentiated curriculum ensuring self-esteem and confidence are enhanced and a positive attitude is developed.
- We are committed to the successful inclusion of pupils with Additional Learning Needs (ALN). Within our school, every teacher is a teacher of all pupils, including those with ALN incorporating children and young people with social, emotional and mental health needs.
- We aim to promote and sustain a whole school approach to wellbeing, which gives recognition to the strong links between wellbeing and outcomes for our children and young people.
- Every child is equal, valued and unique. We aim to provide an environment where all pupils feel safe and can flourish. We will respond to individuals in ways which take into account their varied life experiences and particular needs.
- We are committed to providing an education that enables all pupils to make progress so that they achieve their best, become confident individuals living fulfilling lives and make a successful transition into adulthood.
- We are committed to promoting and providing all children and young people with a person centred education, paying attention to what is important to and what is important for them.
- We are committed to ensuring the rights of the child in accordance with the United Nations Convention on the Rights of the Child.

---

## **Our Aims and Objectives**

As a school, we will;

- develop effective whole school provision for children and young people in all areas of need;
- take into account the views, wishes and feelings of children and young people and ensure their full participation where possible;
- recognise the views of parents/carers to ensure they are fully engaged in decision making;
- ensure a clear process for identifying, assessing, planning, providing and reviewing for children and young people who have ALN with them and their parents/carers at the centre;
- provide a curriculum that is broad and balanced to engage all children and young people at all levels and to promote an inclusive culture of learning;
- ensure equality of provision for all children and young people, including but not exclusive to, those with ALN;
- enable children and young people with ALN to achieve their potential;
- provide and access advice and support for all staff working with children and young people with ALN.

## **Partnership with Parents/Carers**

At Gwenfro we put the child is at the centre of everything we do, and we will work with families to achieve the best outcomes for their child.

Our school is committed to establishing and maintaining good working relationships with the families of all our pupils and recognises the importance of a partnership between home and school. Parents are kept informed of children's progress and are encouraged to play an active part in their children's learning and to support targets set.

Parents with concerns about their child should discuss these first with the class teacher who will inform the Additional Learning Needs Coordinator if necessary. Parents are fully involved in the review process. Written information is in accessible formats and sufficient notice is given for meetings to enable parents/carers time to prepare.

## **Pupil Participation:**

The views of all pupils are valued. A person centred approach is adopted throughout our school, placing the child/ young person at the heart of everything we do. Pupils with ALN are supported to be involved in decision making and to be able to express any concerns.

## **Definition of ALN**

At Gwenfro we use the definition of ALN from the Code (Draft 2021)

### **Additional learning needs**

(1) A person has additional learning needs if he or she has a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for additional learning provision.

(2) A child of compulsory school age or person over that age has a learning difficulty or disability if he or she—

- (a) has a significantly greater difficulty in learning than the majority of others of the same age, or
- (b) has a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of facilities for education or training of a kind generally provided for others of the same age in mainstream maintained schools or mainstream institutions in the further education sector.

(3) A child under compulsory school age has a learning difficulty or disability if he or she is, or would be if no additional learning provision were made, likely to be within subsection (2) when of compulsory school age.

(4) A person does not have a learning difficulty or disability solely because the language (or form of language) in which he or she is or will be taught is different from a language (or form of language) which is or has been used at home.

### **Role and Responsibilities**

#### **Governors will ensure that:**

- the necessary provision is made for any pupil with ALN;
- all staff are aware of the need to identify and provide for pupils with ALN;
- pupils with ALN join in school activities alongside other pupils, so far as is reasonably practical and compatible with their needs and the efficient education of other pupils;
- parents/carers are notified if the school decides to make additional learning provision for their child;
- they are fully informed about ALN issues, so that they can play a major part in school self-review;
- communication between the teacher, ALNCo and parents/carers is timely.
- the ALN Policy is subject to a yearly cycle of monitoring, evaluation and review led by Senior Leadership Team including the Link Governor and approval by the Full Governing Body.

Link Governor for Additional Learning Needs: Margaret Barker

#### **Head Teacher/ Senior Leadership Team**

The ALNCo has a clear line of communication to the Head Teacher and Senior Leadership Team and supports them in their role. This will enable our school to plan, manage and deliver its duties and responsibilities in identifying and meeting the needs of children and young people with ALN.

#### **Additional Needs Co-ordinator (ALNCo)**

The role of the ALNCo has been statutory since January 2021. As identified in Chapter 8 of the ALN Code (2021), the ALNCo is responsible for;

- overseeing the day to day operation of the school's ALN policy;
- co-ordinating the Additional Learning Provision (ALP) for pupils with additional learning needs;
- ensuring all learners who have ALN in our school have an Individual Development Plan (IDP);
- identifying a pupil's ALN and co-ordinating the making of ALP that meets those needs;
- identifying a designated person to co-ordinate the actions in order to make an ALN decision and, if an IDP is then required, to be responsible for preparing it;
- securing relevant services that will support a pupil's ALP as required;
- keeping records of decisions about ALN and IDPs;
- promoting a pupil's inclusion in our school community and access to the curriculum, facilities and extra-curricular activities, having regard to the views, wishes and feelings of the child and the child's parent;
- monitoring the effectiveness of any ALP, review and adjust accordingly;
- advising teachers about differentiated teaching methods appropriate for individual pupils with ALN;
- supervising and arranging training of learning support workers who work with pupils with ALN;
- contributing to in-service training for teachers;

- 
- keeping up to date on the latest guidance, support and evidence of best practice available for ALN.

### **Other ALNCo responsibilities**

In addition to the mandatory tasks above, ALNCo **should** also:

- oversee the providing of documents, notifications, or information to a child or a child's parent
- oversee the day-to-day operation of the education setting's arrangements for ALN;
- oversee the ALP across the education setting to meet the needs identified within IDPs.
- ensure that regular reviews of the ALP made for learners in their setting are undertaken and, where appropriate, lead the review process to ensure provision continues to meet identified needs;
- ensure IDPs are developed and reviewed appropriately;
- learners with an IDP are supported with their transition between education settings;
- oversee the appropriate transfer of information between education settings about the learner's ALN and ALP;
- liaise with exams officers and specialist teachers when seeking reasonable adjustments for examinations;
- contribute to the development and implementation of appropriate ALN procedures and systems within the education setting, including strategic financial planning, effective deployment of resources and data collection and analysis, with a view to improved outcomes for learners with ALN;
- become a source of expertise on ALN by developing specialist skills and knowledge;
- keep up-to-date on the latest guidance and support available for ALN;
- enhance their own professional learning by liaising with the local network of ALNCos (which local authorities **should** consider establishing and facilitating) and, where appropriate, special schools to develop and share experience and best practice;
- ensure the record of their roles and professional learning as part of their registration with the Education Workforce Council is up-to-date record in respect of ALN;
- provide professional support to all staff to enable the early identification, assessment and planning for learners with ALN, this might include supporting staff to undertake whole school/FEI tracking and supporting staff to manage good target setting;
- ensure that the arrangements put in place by the local authority in relation to avoiding and resolving disagreements are fully utilised as appropriate;
- act as the key point of contact with the relevant local authority's inclusion and support services, external agencies, independent/voluntary organisations, health and social care professionals, educational psychologists, etc.;
- Co-ordinate Inclusion Team around the School (ITAS) meetings
- work strategically with the senior leadership team and governors to ensure the education setting is meeting its responsibilities under the Act, this Code and the Equality Act 2010.

ALNCo name: Gareth Jones

### **Our class teachers are responsible for:**

- providing high quality teaching for all children setting high expectations which inspire, motivate and challenge pupils
- assessing pupil's needs and planning appropriate adjustments, interventions and support to match the outcomes identified for the pupil
- regularly reviewing the impact of these adjustments, interventions and support, including pupils with ALN in the classroom, through providing an appropriately differentiated curriculum
- retaining responsibility for the child, including working with the child on a daily basis

- 
- making themselves aware of the school's ALN policy and procedures for identification, monitoring and supporting pupils with ALN
  - directly liaising with parents of children with ALN
  - managing behaviour effectively to ensure a good and safe learning environment

**Teaching Assistants (TAs) are responsible for:**

- supporting groups or individual pupils in accessing the curriculum under the direction of the class teacher and/or the ALNCo
- providing feedback to the class teacher regarding children's progress in class lessons.
- providing feedback to the class teacher and/or the ALNCo as appropriate, regarding children's progress in achieving individual targets
- delivering (and reporting back on) specific intervention programs under the direction of the ALNCo and/or class teacher

**Provision for children with ALN**

*Every educational/ school practitioner is a teacher of every child and young person.  
Teaching therefore a whole school responsibility.*

**Universal Provision**

We adopt a 'high quality teaching' approach. High quality teaching, differentiated for individual pupils, is available to all pupils who have or may not have ALN. Reasonable adjustments will be made to support our pupils.

The key characteristics of high quality teaching are:

- A broad, balanced and relevant curriculum with high engagement of pupils
- High quality teaching that is differentiated
- High expectations of every pupil
- Appropriate use of teacher questioning, modelling and explaining

**Targeted Universal Provision**

There may be times where some of our pupils will require more support with their learning through a targeted approach. Where it is decided a pupil will have Targeted Provision, we will talk to the parents and their child. We will agree what intervention will be put in place, set small step targets, as well as the expected impact on progress, development or behaviour, along with a clear date for review. The class teacher will remain responsible for working with the child or guiding a TA in providing the appropriate interventions to support learning and progress. If a pupil continues to make progress accessing targeted provision this can continue as required. ALN departmental meetings will be held termly to ascertain pupil progress against targets and review UP and TUP pupils.

**ALN Determination**

If a pupil does not make progress according to the outcomes described over a sustained period of time school will seek specialist expertise. This will inform future provision. School may liaise with the following services - Educational Psychology Service, School Health, Physiotherapy Service, Occupational Therapy Service, and, when appropriate, Social Services and Looked After Children Team.

---

The appropriate processes as documented in the statutory ALN Code will then be followed. If deemed appropriate, an Individual Development Plan (IDP) will be formulated.

### **Review**

The effectiveness of the provision and interventions and their impact on the pupil's progress will be reviewed on an agreed date. Person centred reviews will be carried out in accordance with person centred processes through a collaboration, placing the child/young person and their family at the centre.

The class teacher or subject teacher, working with the ALNCo, will revise the provision in light of the child's progress. Outcomes created from the person centred review will take account of the aspirations of the child/young person and their family.

### **Managing pupils needs / IDP's**

Formal person-centred review meetings for children and young people with an IDP will take place, where parents and children and young people will be involved in reviewing progress and setting new person-centred outcomes. School practitioners are responsible for evidencing progress according to the outcomes described in the child's plan (IDP).

### **Supporting children with a medical condition**

Each case will be discussed on an individual basis to ensure appropriate and personalised care is in place. Where a pupil also has ALN, their provision will be planned and delivered in a coordinated way with their individual healthcare plan.

### **Looked after children (LAC)**

Our School Wellbeing Manager and designated teacher meet on a **termly** basis to ensure that arrangements are in place for supporting pupils that are looked after who also have ALN.

### **Early Dispute Resolution**

Initially an attempt will be made to resolve a dispute about **ALN provision** at school level. Parents who are dissatisfied with the school's provision for additional learning needs should in the first instance report this to the class teacher. If they remain dissatisfied, they should then make an appointment to see the ALNCo/Headteacher. Should this fail to resolve the problem, the matter can be reported to the school's Governor for additional learning needs, who may be contacted through the School Office. If parents are still not happy after using the school's complaints procedure, they should then contact the Local Authority for advice, support and information. School will inform parents/carers of the local authority's commissioned independent disagreement resolution service. If dispute is regarding **ALN determination**, parents/ carers should follow the process stated within the determination letter.

### **Staff development**

In order to maintain and develop the quality of teaching and provision to support the strengths and needs of all pupils, all staff are encouraged to undertake training and development. The Senior Leadership Team reviews the training needs of staff through Performance Management and pupil progress meetings to plan appropriate professional development in relation to ALN.

The ALNCo ensures staff are informed of local and national developments in relation to ALN and Inclusion.

---

## **Monitoring and Evaluating ALN**

Provision for pupils with ALN is a matter for the school as a whole. The board of governors, in consultation with the Headteacher, has a legal responsibility for determining the policy and provision for pupils with additional learning needs. It is a statutory obligation of the school to keep their provision under review to ensure that the needs of all pupils are being met effectively

## **Admission Arrangements**

Please refer to the information contained in the school's Admissions Policy, which can be accessed on the school website. The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes pupils with any level of ALN.

## **Transition Arrangements**

Transition is carefully planned. In order to ensure successful transition both within school and from setting/school/college to setting/school/college, the young person, parents/carers will be fully involved in the planning for the transfer to the new setting. Key information about ALN provision will be shared with the next setting/school /college through the review process.

## How is this policy evaluated?

This policy is subject to a yearly cycle of monitoring, evaluation and review by the Senior Leadership Team, ALNCo and ALN Governor, and is approved by the Full Governing Body.

The ALNCo, Headteacher and Governing body annually evaluate the effectiveness of the policy against the principles and objectives set out in the policy. Amendments will be made as and when new legislation and procedures require.



---

## ***Individual Development Plan (IDP) – September 2022***

### ***Individual Development Plan (IDP): Standard form***

Standard Form- March 2021
---------------------------

#### ***Part 1.***

#### **Section 1A: Basic biographical information about the child or young person<sup>1</sup> and contact details**

1A.1) Full name:	
1A.2) Likes to be known as:	
1A.3) Date of birth:	
1A.4) Gender and preferred pronouns:	
1A.5) Current education setting(s):	
1A.6) Home address and telephone number:	
1A.7) Name of parents <sup>2</sup> :	
1A.8) Email address (only where child/ parent/ young person is willing to receive notifications and documents electronically):	
1A.9) Parents' telephone number(s) (if Different, and only where parent(s) consent to their details being included) <sup>2</sup> :	
1A.10) Communication requirements and preferences:	
1A.11) For a young person, details of consent to IDP being prepared/ maintained:	
1A.12) Capacity issues:	

#### **Section 1B: Responsibility for the IDP**

1B.1) Organisation responsible for maintaining the IDP:	
1B.2) Date before which the IDP must be reviewed:	

1B.3) Proposed review date:	
-----------------------------	--

1 A young person is someone over compulsory school age but under the age of 25
--

2 For young people, only to be completed with their consent and if they agree to information being shared with parents
--

---

**Section 1C: Profile (About me)**

**Part 2.**

---

Part 2 includes those elements of the IDP in relation to which appeals to the Tribunal can be made. These elements are underlined, bold and red.

**Section 2A: Description of the child or young person's additional learning needs (ALN)**

--

**Section 2B: Description and delivery of the child or young person's additional learning provision (ALP)**

2B.1) Intended outcome:				
<b><u>2B.2) ALP to be provided:</u></b>	<b><u>2B.3) Should the ALP be provided in Welsh?</u></b>	2B.4) Organisation/ service to provide the ALP, and contact details (where different to body maintaining the plan):	<b><u>2B.5) Start date:</u></b>	<b><u>2B.6) End/ review date:</u></b>

2B.7) Rationale for the ALP listed above				

2B.1) Intended outcome:				
<b><u>2B.2) ALP to be provided:</u></b>	<b><u>2B.3) Should the ALP be provided in Welsh?</u></b>	2B.4) Organisation/ service to provide the ALP, and contact details (where relevant):	<b><u>2B.5) Start date:</u></b>	<b><u>2B.6) End/ review date:</u></b>
2B.7) Rationale for the ALP listed above				

2B.1) Intended outcome:				
<b><u>2B.2) ALP to be provided:</u></b>	<b><u>2B.3) Should the ALP be provided in Welsh?</u></b>	2B.4) Organisation/ service to provide the ALP, and contact details (where relevant):	<b><u>2B.5) Start date:</u></b>	<b><u>2B.6) End/ review date:</u></b>
2B.7) Rationale for the ALP listed above				

**Section 2C: Description and delivery of ALP to be secured by an NHS body**

2C.1) Intended outcome:				
<b><u>2C.2) ALP to be provided:</u></b>	<b><u>2C.3) Should the ALP be provided in Welsh?</u></b>	2C.4) Organisation/ service to provide the ALP, and contact details (where relevant):	<b><u>2C.5) Start date:</u></b>	<b><u>2C.6) End/ review date:</u></b>
2C.7) Rationale for ALP listed above				

2C.1) Intended outcome:				
<b><u>2C.2) ALP to be provided:</u></b>	<b><u>2C.3) Should the ALP be provided in Welsh?</u></b>	2C.4) Organisation/ service to provide the ALP, and contact details (where relevant):	<b><u>2C.5) Start date:</u></b>	<b><u>2C.6) End/ review date:</u></b>
2C.7) Rationale for ALP listed above				



---

**Section 2D: Places at a named school/ institution or board/ lodging**

**2D.1) The name of a maintained school in Wales that is being named for the purpose of securing the admission of the child to the school.**

**2D.2) The name of any particular school or other institution which must be secured**

**2D.3) Board and lodging provision which must be secured**

---

**Part 3.**

**Section 3A: Record of information used to develop the IDP**

*If information is included as an annex to the IDP, please list it here.*

---

**Section 3B: Timeline of key events**

3B.1) Significant events or information relevant to understanding the child or young person's ALN and planning the necessary ALP:

3B.2) Education settings previously attended (and dates):

**Section 3C: Transition**

**Section 3D: Travel arrangements**

