

School process for identifying and supporting ALN

**Week
1**

Child, young person, parent, carer, school or professional raises concern that a child or young person may have an additional learning need (ALN)

**Week
1 –4**

School will meet with you to explain the process and talk about your concerns.

Information gathering and discussion as to if your child/young person has Additional learning needs. Including your views and the views of your child

**By
week
4**

Yes ALN

Decision made and communicated to yourself and your child/young person.

No ALN

**Week
5**

PCP meeting is held and an IDP is created in partnership with yourselves and your child/young person and relevant professionals

School will continue to support the child/young person. They may keep the meeting date to discuss this support.

**Week
5/6**

The draft IDP and all appendices (including meeting notes) will be shared with yourselves and your child/young person. You will have 2 weeks to consider the content of the IDP and communicate your thoughts to school.

**Week
7**

IDP finalised and shared with all. The school will maintain this and keep it under review. It's content will be reviewed every year.