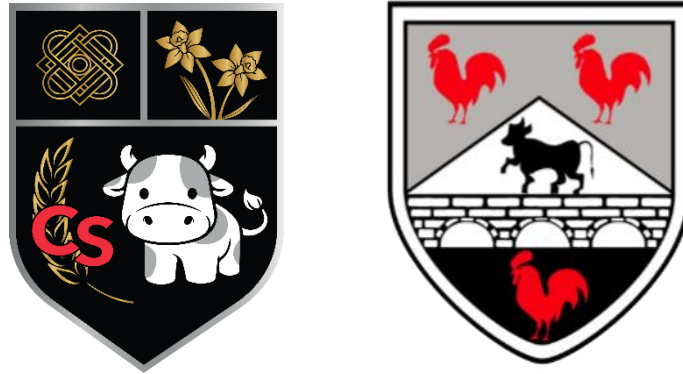


Cowbridge School



Additional Learning Needs (ALN) Policy

Formulated by: D Griffiths, Assistant Headteacher

Adopted by: Main Governing Body Spring 2020

Last Reviewed: Autumn 2024

Review: annually or subject to changes in statutory guidelines or legislation

Next Review: Autumn 2025

Date of any amendments made to policy & brief points:

Date	Details	Approved by
Autumn 2024	Updated in line with new ALN Code	SPW Committee 10.12.24

1. Introduction

- 1.1 This school policy has been written to embrace the principles underpinning the ALN system in creating a fully inclusive school ethos where all learners are given the opportunity to succeed and have access to an education that meets their needs and enables them to participate in, benefit from, and enjoy learning.
- 1.2 The principles underpinning our approach to ALN are:
- A rights-based approach where the views, wishes and feelings of the child, child's parent/carer or young person are central to the planning and provision of support. We have due regard to the requirements of the United Nations Convention on the Rights of the Child (UNCRC) and also the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
 - Early identification, intervention and prevention
 - Collaboration and integration
 - Inclusive education
 - A bilingual system
- 1.3 The new ALN Code takes effect from September 2021, but the implementation period will be for five years. During this time, pupils with existing Statements of Special Educational Needs and pupils who have already been identified as having additional learning needs will continue to be supported under the previous SEN Code of Practice. We will gradually migrate to the new system in line with the implementation period specified by Welsh Government. However, we will strive to embrace the spirit and ethos of the new Code in everything that we do from September 2021.

References

The ALN Code:

<https://gov.wales/sites/default/files/publications/2021-03/210326-the-additional-learning-needs-code-for-wales-2021.pdf>

Implementation Statement (February 2021):

<https://gov.wales/written-statement-implementation-additional-learning-needs-and-education-tribunal-wales-act-2018-0>

ALN Transformation Guidance Documents:

<https://gov.wales/additional-learning-needs-transformation-programme>

2. Implementation Framework

- 2.1 From 1 January 2022, children who were on the SEN system started to move into the ALN system. Children are being moved by school year groups. The table below shows when children in maintained settings, will be moved to the ALN system.

Spring and summer terms of the school year 2021 to 2022	Year 7 and Year 10
School year 2022 to 2023	Year 8, Year 10 and Year 11
School year 2023 to 2024*	Year 8 and Year 10

- 2.2 Those students who have Statements of Education Need must move to the ALN system as below:

School year 2022 to 2023	Year 10 and Year 11
School year 2023 to 2024*	Year 8, Year 9 and Year 10

*in March 2023, Welsh Government announced that these final groups would be transferred over a two year period, meaning that the role out will now finish in 2025.

3. Requirements imposed by the Code

3.1 The Governing Body has prepared this policy in order to outline how the school will address the requirements of the ALN Code in respect of:

- The decision-making process about whether a child or young person has ALN,
- The preparation, content, form, review and revision of individual development plans (“IDPs”), and
- Ceasing to maintain IDPs.

3.2 This school policy should be read in conjunction with the ALN Code. It is intended to provide a concise description of the working arrangements of the school in meeting the requirements of the Code. However, the school policy is not a replacement for the Code. In the event of any disagreements, the wording of the Code will always have greater authority.

4. The definition of ALN and ALP (please refer to Chapter 2 of the ALN Code)

This school policy adopts the definition of ‘additional learning needs’ (ALN) as given in the ALN Code:

- 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 a 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.

5. The definition of additional learning provision (ALP)

- 5.1 'Additional learning provision' for a person aged three or over means educational or training provision that is additional to, or different from, that made generally for others of the same age in -
- (a) Mainstream maintained schools in Wales,
 - (b) Mainstream institutions in the further education sector in Wales, or
 - (c) Places in Wales at which nursery education is provided.
- 5.2 "Additional learning provision" for a child aged under three means educational provision of any kind.
- 5.3 In subsection (1), "nursery education" means education suitable for a child who has attained the age of three but is under compulsory school age.

6. School Decision Making Process

In order for the school to determine whether a child has ALN, the following tests must be applied.

- (a) Does the child or young person have a learning difficulty or disability?

The key questions that need to be asked are:

i) Does the child or young person have a greater difficulty in learning than the majority of others of the same age?

ii) Does the child or young person have a disability (within the meaning of the Equality Act 2010) which prevents or hinders the child or young person 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 FEIs.

If the answer to either (or both) question is 'yes', it is necessary to proceed to apply the second test. If the answer is 'no' to both questions, the child or young person does not have ALN.

- (b) Does the learning difficulty or disability call for ALP?

If the child or young person has a learning difficulty or disability which calls for ALP, the child or young person has ALN for the purposes of the Act.

7. The Role of the Additional Learning Needs Co-ordinator (ALNCo)

The designated ALNCo's for Cowbridge School are: Mrs T. Huntley (Middle and Upper School) and Mrs G. Davies (Lower School). We recognise the outline of the role of the ALNCo that is given in Chapter 8 of the ALN Code.

8. The decision-making process

- 8.1 Where a parent/carer is concerned that their child may have an additional learning need, the school should be informed. This may be through a meeting,

telephone call or email. It is most helpful if this concern can be raised with the ALNCo through ALN@cowbridgeschool.co.uk .

- 8.2 In most cases, this will only be necessary following a period of school-based intervention support. If a parent has a general concern about progress in learning, the Learning Leader should be involved in the first instance to establish whether intervention support can resolve any difficulties. It is only when a learning difficulty is identified as being ongoing and existing interventions have not resulted in any improvement that a pupil would normally be considered for further exploration of whether there are underlying additional learning needs.
- 8.3 Once the school has been informed of the concern, this marks the start of a decision-making process. The school will make a decision and notify the parents/carers of the outcome before the end of 35 school days from it being brought to the attention of the school. In some cases, it may be impractical to make a decision within 35 days due to circumstances beyond the control of the school. In such circumstances, the school will keep the parents/carers informed of the progress.
- 8.4 In accordance with Chapter 12 of the ALN Code, when the school is required to decide whether a child has ALN, we will:
 - a. Designate a person (the 'designated person') to be responsible for co-ordinating the actions required to make that decision and, if an IDP is required, to be responsible for preparing it. This could be, but need not be, the ALNCo;
 - b. Record the date on which it is brought to its attention, or otherwise appears to it, that the child may have ALN;
 - c. Record a summary of how the possibility that the child has ALN has been brought to its attention or why it otherwise appears to it that the child may have ALN;
 - d. Notify the child and the child's parent that it is deciding whether the child has ALN;
 - e. Consider offering an initial meeting with the child and the child's parent to discuss the process.

9. School decision that a child does not have ALN

- 9.1 If the school decides that a child does not have ALN (as defined by the ALN Code), we will notify the child and their parents of the decision and the reasons for that decision.
- 9.2 When we give our decision, we will provide:
 - a. Contact details of the school;
 - b. Information about how to access the Local Authority's arrangements for providing people with information and advice about the ALN system;
 - c. Details of the Local Authority's arrangements for the avoidance and resolution of disagreements and its independent advocacy services;

d. Information about the right to request the Local Authority to reconsider the matter and relevant contact details.

9.3 However, it is likely that a school decision that the child does not have ALN (as defined by the Code) will require further discussion between the school, parents and child in order to consider how the child's learning needs might be met through its universal provision and (for example) differentiated teaching strategies.

10. Preparing an Individual Development Plan (IDP)

10.1 If we decide that a child has ALN, we will prepare an IDP (subject to the exceptions given in Chapter 12 of the ALN Code).

10.2 The school will take a person-centred approach to determining the ALP that is specified within the IDP. The pupil and their parents (together with any other relevant people) will be invited to be part of the process. We expect to provide parents and the pupil with a draft copy of the IDP prior to it being finalised.

10.3 In cases where it is not practicable or reasonable for the school to provide the necessary ALP, the school may refer the case to the Local Authority for consideration to be given to an IDP being prepared by the Local Authority.

10.4 In the case of Looked After Children, decisions about whether they have ALN will be referred directly to the Local Authority.

10.5 The IDP document will use the regional template, ensuring consistency across the Local Authority. Once an IDP has been issued, it will be subject to review every 12 months.

11. Ceasing to maintain an IDP

11.1 The school will no longer have a duty to maintain an IDP if the school decides that the child no longer has ALN and that decision is not successfully challenged. This would be considered as part of a person-centred approach to reviewing a child's needs.

11.2 The school's duty to maintain an IDP will end if the child ceases to be a registered pupil at the school.

11.3 In some cases, the duty to maintain the IDP may transfer to the Local Authority.

12. Universal Learning Provision

12.1 The school will endeavour to provide a broad package of universal learning provision to support the learning needs of all pupils. Therefore, for some pupils who do not reach the threshold to be defined as having an additional learning need (as defined by the Code), the school will continue to support their learning through its package of universal provision. This will include classroom-level differentiation.

12.2 Where a pupil's learning needs can be met through universal learning provision, the school will add the pupil to its 'monitoring list' to outline teaching strategies

and support needs to the individual child's teachers. Information will be provided on Provision Maps to outline this to classroom teachers. A schedule of universal learning provision available at Cowbridge School can be found in Appendix 1.

13. Disputes

- 13.1 The school hopes that through the person-centred approach to identifying the learning needs of its pupils, and strong communication between home and school, that disputes can be avoided. We seek to work in partnership with families in order to support the learning of our pupils.
- 13.2 However, should a dispute arise, the parents and carers should firstly raise their concerns with the Additional Learning Needs Co-ordinator. We welcome the involvement of parent advocacy services and will aim to support parents in raising any dispute. If the dispute is not resolved, parents/carers have the right to write to the Headteacher outlining the dispute.
- 13.3 When the Headteacher receives a dispute, they may appoint an investigating officer to consider the situation and make a decision.
- 13.4 If the dispute is not resolved at school level, the parents/carers and/or pupil may raise their concern with the Local Authority.

14. Complaints

In the event of parents/carers or a pupil wishing to make a complaint in relation to ALN or ALP, the first point of contact is the ALNCo. If the ALNCo is not able to resolve the complaint at an informal level, parents/carers and pupils may follow the school's formal complaints procedure. A copy of the Complaints Policy is available on the school website.

15. Monitoring

- 15.1 In order to monitor the effectiveness of ALN provision at Cowridge School, the ALNCo will provide regular updates to the Headteacher and Senior Leadership Team. The ALNCo will produce an annual Development Plan, which will be monitored on a regular basis through the school's line management structure.
- 15.2 The ALNCo will provide a termly report to the 'Wellbeing and Performance' sub-committee of the Governing Body in person, to enable Governors to support and challenge the school's approach to supporting pupils with ALN.
- 15.3 The Governing Body will appoint a 'Link Governor', who will meet with the ALNCo on a termly basis to monitor how the school supports pupils with ALN.
- 15.4 The school's ALN policy will be formally reviewed by the Governing Body on an annual basis.

Appendix 1 – Examples of Universal Provision available at Cowbridge School.

<p>Cognition and Learning</p> <ul style="list-style-type: none"> • Literacy support groups • Numeracy support groups • Dyslexia support groups • Learning Coach support • Classroom differentiation • Writing frames, vocabulary lists, word mats etc. • Multi-sensory approach to teaching and learning • Variety of teaching approaches to cater for mixed ability classes • Assessment for Learning approaches embedded within classroom pedagogy • Breadth of subject choice at KS4, including a range of academic and vocational subjects with a variety of assessment methods 	<p>Communication and Interaction</p> <ul style="list-style-type: none"> • Communication cards / passes (e.g. toilet pass, time out pass etc.) • Differentiated curriculum • Increased visual aids / modelling • Access to quiet spaces • Access to a nominated adult • Prompt cards and/or defined roles for group discussion • Word walls / vocabulary lists and sentence starters
<p>Emotional, Behavioural and Social</p> <ul style="list-style-type: none"> • Pastoral support • Access to counselling or coaching • Access to a peer mentor. • Referral to Inreach, Strive or Vale Youth Mentoring • Pastoral Support Assistant • Clearly communicated relationships and behaviour policy, applied consistently • Assertive discipline • Rewards and praise • Consistent adult behaviour • Form Tutor - daily contact 	<p>Sensory and Physical</p> <ul style="list-style-type: none"> • Access to Pupil Welfare Officer and medical room • Early lunch pass / early departure from lessons • Coloured overlays • Use of assistive technology (e.g. laptop / tablet) • Flexibility and sensitivity (e.g. rest breaks) • Writing slopes / pen grips / special seats