

## Local authority 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  
1-6

Local authority will contact you to explain the process and talk about your concerns. They will designate a coordinator. A meeting date is set.

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  
6

Yes ALN

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

No ALN

Week  
8

LA will either take responsibility for the IDP for direct the school to write and maintain the IDP.

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

Local authority will let you know about your rights to appeal. They may keep the meeting date to discuss this support your child/young person may need moving forward.

Week  
10

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 the body maintaining the IDP.

Week  
12

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