

## 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. They will designate a coordinator.

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.