#### School alerted that a pupil has ALN (professional, parent, family member, pupil)

Actions – School create an individual pupil file, record date of request, contact parents and arrange a meeting – send letter 1 acknowledging request



### Parent declined meeting (consent provided)

School initiate 35 Day Process

(15 days to receive evidence – date set)

#### Meeting agreed

PCP Meeting takes place and captures views of all – consent signed in meeting

School initiate 35 Day Process (15 days to receive evidence – date set)

Actions – Letter 2 to confirm consent to parents, Letter 3 sent to professionals with end date for advice, Letter 4 to parents – timeline and named contact



#### **Evidence Collation**

Actions – School capture a range of evidence – see School Capture Form, consider the evidence received from pupil, parents and other professionals

School Panel – consider as SLT - Cluster Panel



# School do not feel they can determine ALN or secure appropriate ALP

School to consider the following questions to determine whether to refer to the LA or continue the school based process

- 1. The pupil has ALN that may call for ALP it would not be reasonable for the school to secure:
- Has the pupil got a low incidence or rare condition which requires a specialism which school cannot provide?
- Is regular advice and support from external agencies required above that which school can reasonably arrange?
- Does the pupil require equipment which only they are able to access / it cannot be reused / school cannot reasonably resource?
- 2. The pupil has ALN, the extent or nature of which cannot be adequately determined:
- Have all avenues of advice and support been explored and none have been able to determine the extent or nature of the ALN?
  A school considers that the pupil has ALN for which it cannot adequately
- determine the ALP:
  Have external professionals been unable to determine the precise ALP required and needs are not currently being met?

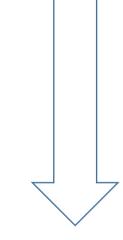
# Child does not have ALN requiring ALP

Child has ALN requiring ALP

Actions – Letter 6, offer meeting

Actions – Letter 7, offer meeting

No – School to decide



# Yes – School refer to the LA

Actions – Refer to LA, Letter 6a to parent

# **Evidence Basis for Referrals**

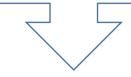
All evidence captured – data capture forms, external agency reports, updated school evaluation form

- Costed provision map for the individual pupil, external professional advice for the ALP (including any requests for equipment), Tribunal direction for ALP that school cannot reasonably provide (services not available to school)
- 2. Evidence of referrals to external professionals and outcomes / reports, Evidence of MDT meetings
- 3. As above and evidence that recommendations from external professionals have been implemented and the outcomes of these

## **School Prepare a Draft IDP**

Actions – Circulate the draft, letter 8 to parent and child, offer a meeting to discuss, 7 working days to agree the draft

Days 25-35



**School Finalise IDP and Distribute** 

Actions - Letter 9 to parent and child

Day 1

Days 20-25