



Consortiwm Canolbarth y De
Central South Consortium

Gwasanaeth Addysg ar y Cyd
Joint Education Service

PARENT/CARER
INFORMATION

A Guide to INDIVIDUAL DEVELOPMENT PLANS

The Local Authority actively encourages partnership working between parents, carers, learners, schools, colleges and professionals.

This guide for parents/carers aims to provide information in relation to supporting learners with **Additional Learning Needs (ALN)**.



What is Additional Learning Needs (ALN)?

When a child/ young person has significantly greater difficulty in learning than their peers or has a disability that impacts on their



What is an Individual Development Plan (IDP)?

An IDP is an agreed plan of how your child/ young person with ALN will be supported and by whom. In most instances an IDP will be prepared and reviewed by the school.

However, in some instances this process can be referred to the Local Authority (LA). Plans typically take 7 weeks to be written by the school and 12 weeks to be written by the LA. If the young person is aged between 16-25 they will need to provide consent for the plan to be written.

What is in an Individual Development Plan (IDP)?

An IDP will consist of:

- General information (name, age, address etc)
- One page profile highlighting what works well, likes, dislikes and help that is needed
- Details on what the learners additional learning needs are
- What additional and difference provision will be put in place- known as **Additional Learning Provision (ALP)**

Who contributes to an Individual Development Plan (IDP)?

Your views as a parent/carer and your child/young persons views will be key to the **person centered approach (PCP)** that will be undertaken whilst developing the IDP.

All professionals working with your child/young person will be asked to attend a meeting and/ or send reports to contribute to the IDP. This may include Teachers, Additional Learning Needs Coordinator, Specialist Teacher and Health Professionals.



Reviewing the Individual Development Plan (IDP)

The plan has to be reviewed within 1 calendar year, at key transition (i.e. period from primary to secondary education) or if there has been a significant change to your child/young persons.

The review will require all parties who contributed to the original IDP to meet and submit reports identifying what is working well and if any changes are needed.



Disagreements

If you have any concerns regarding the content of the IDP a dispute resolution process is available to you.

Concerns should be raised with the Headteacher at the school in the first instance or by contacting our **Family Liaison Officer** on **01443 744344** or via our webpage which is **www.rctcbc.gov.uk**.

If the disagreement relates to NHS assessment, treatment or service please submit your concerns to **www.wales.nhs.uk** Putting it Right policy.



Advocacy

Should the disagreement not be resolved help can be sought from an advocate. An advocate is someone who will speak on your behalf. They can be a friend, family member or professional agency. If you need a professional advocate please contact SNAP on:

Helpline: 0808 801 0608

☎ 02920 348 990 ✉ **enquiries@snapcymru.org**

Tribunal

If your disagreement remains unresolved you can seek the help of Education Tribunal for Wales. The Education Tribunal for Wales is an independent group of professionals who will review the case and provide a direction of the best way forward. Education Tribunal for Wales can be contacted on:

Education Tribunal for Wales (ETW)

**Government Buildings, Spa Road East, Llandrindod Wells
Powys LD1 5HA**

☎ 0300 025 9800

✉ **Tribunal.Enquiries@gov.wales**



Information and Advice

For any information regarding Additional Learning Needs or Individual Development Plans please contact us by:

☎ 01443 744344

✉ **ALNAS@rctcbc.gov.uk**

🌐 **www.rctcbc.gov.uk**

ETW:

www.sentw.gov.wales

SNAP Cymru

www.snapcymru.org

NYAS

www.nyas.net

Welsh Government

www.gov.wales

PARENT PATHWAY

Child/young person, parent, carer school, college or professional raises concern

Meeting is held with all relevant individuals supporting your child/young person to decide if they have ALN

Discussion as to if the learner has Additional Learning Needs (ALN)

YES

NO

IDP is created in partnership with you, your child/young person and all relevant professionals

School/ college to continue to support child/ young person

If there are no concerns with the IDP school/college maintain and review every year

If IDP is not agreed or is too complex child, young person, parent, carer, school and college can refer the case to the LA

School/college to provide parent/carers with information leaflet

LA considers case

IDP to be maintained by school/college. LA may suggest amendments to content

LA takes over maintaining and reviewing IDP

Appeal Process