When a Child/Parent(s) raises an ALN concern in school (Chapter 12)

Exception: Children who are looked after, dual registered and detained

Timeline	Child/Parent	School	
Day 0	**Raise Concern**	Record the date	
Week 1	Support evidence gathering process	35 day process begins Gather evidence	• Record a summary of how the concern was brought to schools attention • Inform child/parent(s) in writing of the concern and provide explanation of the process • Designate a co-ordinator who will oversee the process and be the main contact for the child/parent(s) • Agree a Person Centred Meeting date for week 4/5 • Gather information from child/parent(s), education & health professionals or other agencies if needed **LETTER 1a** **LETTER 2**
Week 4/5	Attend PCM	Make evidence based ALN decision in PCM	All gathered information is shared & discussed at Person Centred Meeting **Does the child have ALN that requires ALP?**
			Yes **LETTER 3** **No** **LETTER 6**
	Receive ALN decision		Discuss the child's ALN and its impact on their learning, Intended Outcomes and delivery of appropriate ALP using the 6 key questions • Notify the child/parent(s) of the decision and reasons why • Provide details of a way forward for the child
Week 5/6	Review content of IDP	Prepare & share IDP	Prepare IDP and share with • Child/Parent(s) • Health (if NHS ALP is agreed) **LETTER 4**
Week 7+	Receive final IDP	Maintain & review IDP	Final IDP sent/ uploaded to LA IT system **Letter 5**

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Disagreement with decision or content of the IDP at any stage – see process map