



Guidance: How to move children from the SEN system to the ALN system and what to record

ALN Implementation: The process for moving children from the SEN system to the ALN system

This leaflet gives an overview of the process. Reference should be made to *Welsh Government Guidance on supporting the implementation of ALN* for full details.

A series of guides to support local authorities, practitioners, parents and carers during the first year of operation.

- [A practitioner guide to the implementation of the Act during 2021 to 2022](#)
- [A technical guide to implementing the Act during the first year of implementation \(2021 to 2022\)](#)
- [A guide for parents and families about how children will move to the additional learning needs \(ALN\) system between September 2021 and August 2022](#)

Guidance on moving children from the SEN system to the ALN system in 2021-22

In accordance with Welsh Government requirements, schools and local authorities must move children from the SEN system to the ALN system between January 2022 and August 2024.

The message below along with the supporting documents explains what each school will need to do in moving some children from the SEN system to the ALN system, this year **January 2021 - August 2022**.

The Implementation Pack documentation includes

- **Implementation Spreadsheet (*Taenlen Trosi*)** - identifying the pupils in the school years which are transferring this year (1 January - 31 August 2022). The spreadsheet is unique to each school.
- [IDP Notice template](#) and [No IDP Notice template](#)
- [Guidance How to move children from the SEN system to the ALN system and what to record](#)
- [Letter 5 \(Implementation\) Copy of IDP + Leaflet on Arrangements for resolution of disagreements](#) - to be provided with a copy of the IDP
- What to do if a parent requests to move to the ALN system? -see the document ["GUIDE The right to request an IDP Notice"](#)-and the 'Request' templates

The Implementation Spreadsheet (*Taenlen Trosi*) was sent via e-mail to the school. The other documents are available on the website - click on the link to open the relevant document. To see every document, visit the ALN&I (Schools) website (see p. 8 below).

Preparing for moving children from the SEN system to the ALN system

- Check your school's specific Spreadsheet (provided for you) - a list of the pupils in this year's mandated cohorts, 2021-2022.
- The Implementation Spreadsheet is based on pupils in the school years transferring in 2021-2022 (Nursery, 1, 3, 5, 7, 10) who are on SA/SA+ on 1 September 2021.
- The Implementation Spreadsheet indicates whether the School OR Authority is required to issue an IDP Notice/No IDP Notice (column K), 'Notice Responsibility'.

It is the responsibility of the school school to take the required implementation steps for those pupils, noted as School Responsibility for issuing Notice, on your accompanying School Spreadsheet - before 31 August 2022.

*The Local Authority issues a Notice to those identified as Authority Notice Responsibility, i.e.
Authority IDP
IDPs for Looked After Children
IDPs for children at more than one setting*

Overview of the process for moving children from the SEN system to the ALN system

For more details see below in each case - see Further details from WG guidance (p.4) and what do I need to record (p.6) - below OR Welsh Government Guidance to support ALN implementation - links below

- **Decide whether a child has ALN** - i.e. ALN requiring additional learning provision (ALP) (ALN definition provided by the ALN Act 2018)
- **Refer to your Transfer Spreadsheet. See the Online IDP Status column for the current (non-statutory) plan on the online IDP system**, e.g. School IDP / 1PP
- **Issue IDP Notice OR Issue No IDP Notice**

- **IDP Notice (you must use the official template - put on the school's official letter template)**
 - If there is a decision to convert the (non-statutory) School IDP or (non-statutory) Forum IDP to a statutory IDP, you will issue a School IDP Notice
- **No IDP Notice (you must use the official template - put on the school's official letter template)**
 - If there is a decision to end a (non-statutory) IDP, you will issue a No IDP Notice.
 - If the pupil has a 1PP on the online IDP system, there is likely to be a decision to issue a No IDP Notice. This is the school's decision.
 - Choose either Option 1 (universal provision), or Option 2 (targeted universal provision) - the template must be adapted for one option only.

After issuing an IDP Notice:

- **Hold a Review meeting to review the pupil's current non-statutory School/Forum IDP** (some reviews may have already taken place between September and December)
- **ensure that the proposed review date is correct** - see the Schedule tab on *the Online IDP*
- **Publish the IDP.**
 - **Type of Publish "Statutory"**
 - **Notes: "Moving to the ALN system, the IDP (non-statutory) converts to a Statutory School IDP."**
- **Provide the pupil and parent with a copy of the Statutory IDP with the following documents:** [Letter 5 \(Implementation\) Copy of IDP](#) + [Leaflet on Arrangements for resolution of disagreements](#)
- **Record on School SIMS.** Note - School IDPs and Forum IDPs are recorded on PLASC as School IDP "C"
The ALN Start Date is the date of issuing the Statutory IDP (i.e. the years transferring this year, Nursery, 1, 3, 5, 7, 10)
- **School to complete the Transfer spreadsheet as a record** (columns O, P and Q)

Notice Date	Notice Type	Date Recorded on School SIMS
Date	IDP – School IDP	Date "C"
Date	IDP – Forum IDP	Date "C"

Further detail:

Key sections (from the Welsh Government's implementation guide)

Process for moving children from the SEN system to the ALN system

Deciding if a child has ALN and giving a notice

5.15 Before giving an IDP notice or a no IDP notice, schools must decide if children who fall within the mandated years, and who receive SEP via school action/school action plus, have ALN (see chapter 20 of the ALN Code – 'Identifying ALN and deciding upon the ALP required').

5.16 It is likely that children who have SEP via school action/school action plus on 1 January 2022 will have ALN.

5.18 Having decided whether or not a child has ALN, the school must give an IDP notice or a no IDP notice to the child and their parents.

the date of the IDP notice or the no IDP notice is the date the new ALN law applies and the old SEN law ceases to apply to a child.

5.19 Where a school has not given an IDP notice, or a no IDP notice, to a child in a mandated year (who has not already moved to the ALN system), and their parent, during the spring and summer terms of the school year 2021 to 2022, the child will automatically move to the ALN system on 31 August 2022. At this point, the ALN legislation, including the ALN Code, applies to the child

School to send an IDP Notice or No IDP Notice to the child / parent

IDP Notices

5.20 An IDP notice is given where the school has decided a child has ALN. The notice means the decision is treated as if it were made on the date of the notice. The date of the notice is the date the new law applies and the old law ceases to apply for the child. The school must give an IDP within 35 school days of the date of the notice[24], other than where the following apply:

- (a) there are exceptional circumstances
- (b) the school considers the child has ALN:
 - (i) that may call for additional learning provision (ALP) it would not be reasonable for the school to secure

- (ii) the extent or nature of which it cannot adequately determine, or
- (iii) for which it cannot adequately determine ALP[25]

(c) the school requests a local authority in England to secure an assessment under section 36(1) of the Children and Families Act 2014[26]

(d) a local authority in England maintains an education and healthcare (EHC) plan for the child or young person[27]

5.21 Additional learning needs co-ordinators (ALNCos) have responsibility for ensuring that a pupil's ALN are identified and records are kept of decisions about ALN. ALNCos should be involved in ensuring that all pupils captured by Commencement Order 5 are given a notice during the relevant school year. ALNCos may choose to undertake this task themselves or arrange for the task to be undertaken by others.

5.22 Where schools have given IDPs prior to 1 January 2022, for example as part of a pilot, those IDPs have no effect in law. When a child who has an IDP that was prepared prior to January 2022 is moved from the SEN system to the ALN system, an IDP notice or a no IDP notice (as appropriate) will need to be given to the child and their parent.

5.23 Once the ALN system applies to a child, and that child subsequently becomes a child who is looked after by a local authority in Wales or becomes registered or enrolled at another setting, the school must refer the child's case to the local authority[28].

5.24 A school can refer a child's case to the local authority where an IDP notice has been given and the needs of the child means the school considers the child now has ALN:

- that may call for ALP it would not be reasonable for the school to secure
- the extent or nature of which it cannot adequately determine
- for which it cannot adequately determine ALP[29]

No IDP notices

5.25 A no IDP notice is given where the school does not consider the child has ALN. The notice is given to a child and a child's parent. The notice confirms the school has decided the child does not have ALN for the purposes of chapter 2 of Part 2 of the ALN Act. The ALN system applies from the date of the notice and the old law ceases to apply.

5.26 Where a child, or their parent, is dissatisfied with the decision made by the school about whether the child has ALN, it is expected this dissatisfaction would normally be resolved directly with the school or by recourse to the local authority disagreement arrangements. Alternatively, or additionally, where the disagreement is not resolved, children and their parents may request the responsible local authority

reconsiders the decision made by the school (further information about local authority reconsiderations can be found in the ALN Code, chapter 26, page 287).

What do I need to record?

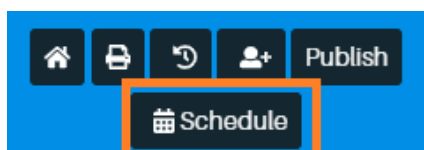
After issuing a No IDP Notice -

- **Ensure that the status is marked as a Profile.**
- School to **Publish the IDP** on the Online IDP noting 'Type of publication' and 'Notes' as follows. This will keep an established copy of the IDP.
 - Type of Publish "**Statutory**"
 - Notes: "**Moving to the ALN system, No IDP Notice.**"

After issuing an IDP Notice -

you will need to Issue a Statutory IDP - i.e. convert the non-statutory IDP and issue a Statutory IDP. After issuing an IDP Notice, the school will either review an IDP (non-statutory), or prepare an IDP if no IDP has already been prepared

- School to review the IDP (non-statutory) - *some reviews may have taken place during the Autumn term and therefore the IDP is already prepared (but not statutorily issued)*
 - Ensure that each part of the IDP has been completed
 - **Ensure that the proposed review date is correct** - see the Timescale tab for the Online IDP
- School to **Publish the IDP** on the Online IDP noting 'Type of publish' and 'Notes' as follows. This will keep an fixed copy of the IDP.
 - Type of Publication "**Statutory**"
 - Notes: "**Moving to the ALN system, the (non-statutory) IDP converts to a Statutory School IDP.**"



- **Provide the pupil and parent with a copy of the Statutory IDP**
 - This could be either an e-mail (Letter 5) and access to the online IDP to view the Statutory IDP OR
 - a Hard Copy of the Statutory IDP
- **Letter 5 (Implementation) Copy of IDP + Leaflet on Arrangements for resolution of disagreements - to be provided with a copy of the IDP, via e-mail or post**

Keep the school's SIMS record up to date - after issuing an IDP Notice or No IDP Notice

'C' and 'L' are the new letters that will be used to designate a School IDP (C) or Authority IDP (L). REMEMBER: That **C** and **L** refer to **statutory IDPs only**.

Note - School IDPs and Forum IDPs are recorded on PLASC as School IDP "C".

- After issuing an IDP Notice - School IDP (or School - Forum IDP): A school must record 'Stage C' on the school SIMS. The ALN Start Date is the date of Issuing the Statutory IDP. An End Date should be recorded for the previous period, e.g. "P". Also, make sure the start date of ALN Conditions is correct.
- After issuing a No IDP Notice a school must record 'Stage N' on the school SIMS. The ALN Start Date will be the date of the Notice. An End Date should be recorded for the previous period, e.g. "P".
- After issuing a Local Authority IDP - the Local Authority will inform you to record 'Stage L' on the school SIMS.

Cyfnodau ADY / ALN Stages			
Côd		Cyfnod	Stage
N		Dim ADY	No ALN
A	GY	Gweithredu Gan yr Ysgol	School Action
P	GY+	Gweithredu Gan yr Ysgol a Mwy	School Action Plus
S	DAT	Datganiad	Statement
C	CDUY/CDUFF	CDU a Gynhelir gan yr Ysgol	IDP maintained by the School
L	CDUA	CDU a Gynhelir gan yr Awdurdod Lleol	IDP maintained by the Local Authority

- School to **complete the Implementation spreadsheet as a record** - (columns O, P and Q), i.e. to complete the IDP/No IDP (O) Notice Type date field which is one of the following options (P), and Statutory IDP issue date/SIMS Record (Q) date

IDP Notice:

- School IDP** - School IDP "C" Code
- School IDP (Forum)** - School IDP "C" Code

No IDP Notice:

- No IDP – Profile** - No IDP "N" Code
- No IDP – Individual Medical Profile** - No IDP "N" Code

Part of the Implementation spreadsheet:

O	P	Q
Notice Date	Notice Type	Date Recorded on School SIMS (date of Issuing the Statutory IDP)
Date	IDP – School IDP	Date "C"
Date	IDP – Forum IDP	Date "C"

What if a parent requests to move to the ALN system?

The right to request an IDP Notice

REMEMBER: Children, or their parents, may request earlier transfer to the ALN system, i.e. the right to ask for an IDP notice to be given at any time during the implementation period. They are entitled to do so and a school needs to issue an IDP Notice or No IDP Notice within 15 days of the request.

See the document "[GUIDE The right to request an IDP Notice](#)" - and the 'Request' templates.

If you would like to see all the documents in the Implementation Pack - templates and supporting documents

- see **Implementation Pack 2021-2022** under '**Quick Links**' available at the top of the Schools' ALN&I Website home page.

Quick Links

[COVID-19: Support and Resources / Supporting Transition and Going Back to School / Reasonable Modifications Module / Wellbeing Workshops / ALNCo Web page / ALN Pack for Schools](#) **Implementation Pack 2021-2022 / Training**

ALN&I website (Schools only)

<https://adyach.cymru/en/login.aspx>

Difficulties in accessing the school website? - contact the ALN&I Administrative Team

There is restricted access to the schools' section of the website via school e-mail and password.

The ALN&I Administrative Team has created an account for each school - if there is any problem with access, you can contact the ALN&I Administrative Team at GweinyddolADYach@gwynedd.llyw.cymru or by telephoning 01286 679007.

It is the responsibility of the school to take the required implementation steps for those pupils, noted as School Responsibility for issuing Notice, on your accompanying School Spreadsheet - before 31 August 2022.

Need help?

Remember: You can discuss with your Quality Officer or contact the ALN&I Administrative Team GweinyddolADYach@gwynedd.llyw.cymru