

**Meeting LA statutory responsibilities under the ALN Code**  
**(Children and young people of compulsory school age)**

In order to meet the statutory responsibilities set out in the ALN Code, Cardiff Local Authority will:

1. Promote an ethos of inclusive child-led provision where children and young people are at the heart of everything we do and their voice is heard through a rights-based approach
2. Work in partnership with the child or young person and with their parents/ carers, in all decisions in relation to their Additional Learning Needs (ALN)
3. Support the development of inclusive whole school practice that meets the needs of all children and young people
4. Ensure that children and young people's healthcare needs are met through an Individual Healthcare Plan, which identifies the measures needed to ensure they are safe
5. Comply with the Equalities Act 2010 by securing continuous, anticipatory improvements to the accessibility of buildings, services and information; making reasonable adjustments as required; maintaining and implementing an Accessibility Strategy; ensuring schools maintain and implement effective accessibility plans.
6. Work with Health, Children's Services, schools and other education settings to support early identification and research-based intervention to prevent the escalation of ALN wherever possible
7. Ensure that schools have effective systems in place to identify learners with an ALN that calls for ALP which is 'additional to, and different from', what is 'ordinarily available' in an inclusive school.
8. a) Identify ALN and maintain IDPs for children looked after (CLA); learners registered Educated Other Than At School (EOTAS) or dual registered; learners registered for Elective Home Education (EHE); and those with detention orders.  
  
b) Where a child or young person (in those groups) with ALN requires ALP which is 'additional to, and different from' what can be secured by the school, the LA will designate an officer, to organise and co-ordinate a person centred meeting to inform the IDP.
9. Ensure schools have access to a range of specialist support services, equipment and resources to enable them to plan, implement and monitor effective Additional Learning Provision (ALP)
10. Promote a range of professional learning opportunities including training; cluster-based working; school to school support; identifying and sharing best practice.
11. Coordinate regular resources panels to make fair, equitable decisions based on agreed criteria, in relation to learners with school-maintained IDPs, where the ALP may require enhanced resources (CNE)

12. a) Respond within ALN statutory timeframes to any notifications from statutory services, schools, parents/carers or a young person that a child or young person may have ALN that calls for ALP which is 'additional to, and different from' what can be secured by a school (i.e. where the learner may require placement in a more specialist setting)  
  
b) Where a child or young person with ALN requires ALP which is 'additional to, and different from' what can be secured by the school, the LA will designate an officer, to organise and co-ordinate a person centred meeting to inform the IDP.
13. Coordinate regular specialist placement panels, to consider referrals in relation to a child or young person who may require placement in a specialist setting.
14. Provide accessible bilingual information and advice about ALN and the ALN system for parents and carers, children and young people, through leaflets, the council website, an ALN Helpline and social media platforms
15. Provide a bilingual service offering support, resources, information and support for parents and children including securing ALP through the medium of Welsh
16. Make arrangements for avoiding and resolving disagreements at the earliest point whilst promoting the provision of independent advocacy services
17. Support school systems to review, evaluate and report on the quality and impact of Additional Learning Provision
18. Keep under review the arrangements made by the LA and by the governing bodies of maintained schools, for children and young people with ALN, considering:
  - Availability in both Welsh and English medium
  - Sufficiency
  - Capability of workforce
  - ALP arranged by others, e.g. FEIs, NHS

Where local arrangements are insufficient, take all reasonable steps to remedy this.