



Additional Learning Needs Policy

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Date Policy becomes effective: November 2013

Review Date(s): 01st February 2017
22nd January 2020
25th January 2023
Next Review January 2026

Person(s) responsible for implementation: Additional Learning Needs Co-ordinator

Signed (Head teacher) Simon Edwards 25.1.2023

Signed (Chair of Governing Body) Emlyn Jones 25.1.2023

Equality Impact Assessment
Date 17.1.2020

Hafod y Wern Community Primary School

Additional Learning Needs (ALN) Policy

At Hafod y Wern Community Primary school we endeavour to provide the best educational opportunities for each child in our school. We have a 'can do' learning culture which enables all children to reach their maximum potential.

Definition

A child has additional learning needs if he or she has a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for additional learning provision.

A child has a learning difficulty if he or she:

- a. has a significantly greater difficulty in learning than the majority of others of the same age
- b. has a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of facilities for education or training of a kind generally provided for others of the same age in mainstream maintained schools or mainstream institutions in the further education sector.

Such children may need additional or different support from that given to other children of the same age.

Aims

At Hafod y Wern School we aim to:

- develop effective whole school provision for children and young people in all areas of need;
- take into account the views, wishes and feelings of children and young people and ensure their full participation where possible;
- recognise the views of parents/carers to ensure they are fully engaged in decision making;
- ensure a clear process for identifying, assessing, planning, providing and reviewing for children and young people who have ALN with them and their parents/carers at the centre;
- provide a curriculum that is broad and balanced to engage all children and young people at all levels and to promote an inclusive culture of learning;
- ensure equality of provision for all children and young people, including but not exclusive to, those with ALN;
- enable children and young people with ALN to achieve their potential;
- provide and access advice and support for all staff working with children and young people with ALN.

Partnership with Parents/ Carers

The child is at the centre of everything we do and we will work with families to achieve the best outcomes for their child.

Our school is committed to establishing and maintaining good working relationships with the families of all our pupils and recognises the importance of a partnership between home and school. Parents are kept informed of children's progress and are encouraged to play an active part in their children's learning and to support targets set.

Parents with concerns about their child should discuss these first with the class teacher who will inform the Additional Learning Needs Coordinator if necessary. Parents are fully involved in the review process. Written information is in accessible formats and sufficient notice is given for meetings to enable parents/carers time to prepare.

Pupil Participation:

The views of all pupils are valued. A person centred approach is adopted throughout our school, placing the child/ young person at the heart of everything we do. Pupils with ALN are supported to be involved in decision making and to be able to express any concerns.

Role and Responsibilities

The role of the LA

An essential function of the LA is to make effective arrangements for ALN by ensuring that:

- the needs of children with ALN are identified and assessed quickly and matched by appropriate provision
- high quality support is provided for schools through Educational Psychology and other support services, and arrangements for sharing good practice in provision for children with ALN
- children with ALN can benefit from coordinated provision – by developing close partnerships with parents, school, health and social services and voluntary sector
- strategic planning for ALN is carried out in consultation with schools and others to develop systems for monitoring and accountability for ALN.

The role of the Governing body

The governors will ensure that:

- the necessary provision is made for any pupil with ALN;
- all staff are aware of the need to identify and provide for pupils with ALN;
- pupils with ALN join in school activities alongside other pupils, so far as is reasonably practical and compatible with their needs and the efficient education of other pupils;
- parents are notified if the school decides to make additional learning provision for their child;

- they are fully informed about ALN issues, so that they can play a major part in school self-review;
- the ALN Policy is subject to a yearly cycle of monitoring, evaluation and review led by Senior Leadership Team including the Link Governor and approval by the Full Governing Body.

Link Governor for Additional Learning Needs: Mr Brian Halley.

The role of the Head teacher/Senior Leadership Team

The ALNCo has a clear line of communication to the Head Teacher and Senior Leadership Team and supports them in their role. This will enable our school to plan, manage and deliver its duties and responsibilities in identifying and meeting the needs of children and young people with ALN.

The role of the ALNCo

The ALNCo has responsibility for:

- overseeing the day to day operation of the school's ALN policy;
- co-ordinating the Additional Learning Provision (ALP) for pupils with additional learning needs;
- ensuring all learners who have ALN in our school have an IDP;
- identifying a pupil's ALN and co-ordinating the making of ALP that meets those needs;
- identifying a designated person to co-ordinate the actions in order to make an ALN decision and, if an IDP is then required, to be responsible for preparing it;
- securing relevant services that will support a pupil' ALP as required;
- keeping records of decisions about ALN and IDPs;
- promoting a pupil's inclusion in our school community and access to the curriculum, facilities and extra-curricular activities, having regard to the views, wishes and feelings of the child and the child's parent;
- monitoring the effectiveness of any ALP, review and adjust accordingly;
- advising teachers about differentiated teaching methods appropriate for individual pupils with ALN;
- supervising and arranging training of learning support workers who work with pupils with ALN;
- contributing to in-service training for teachers;
- keeping up to date on the latest guidance, support and evidence of best practice available for ALN.

Other ALNCo responsibilities

In addition to the mandatory tasks above, ALNCo **should** also:

- oversee the providing of documents, notifications, or information to a child or a child's parent

- oversee the day-to-day operation of the education setting's arrangements for ALN;
- oversee the ALP across the education setting to meet the needs identified within IDPs.
- ensure that regular reviews of the ALP made for learners in their setting are undertaken and, where appropriate, lead the review process to ensure provision continues to meet identified needs;
- ensure IDPs are developed and reviewed appropriately;
- learners with an IDP are supported with their transition between education settings;
- oversee the appropriate transfer of information between education settings about the learner's ALN and ALP;
- contribute to the development and implementation of appropriate ALN procedures and systems within the education setting, including strategic financial planning, effective deployment of resources and data collection and analysis, with a view to improved outcomes for learners with ALN;
- become a source of expertise on ALN by developing specialist skills and knowledge;
- keep up-to-date on the latest guidance and support available for ALN;
- enhance their own professional learning by liaising with the local network of ALNCoS (which local authorities **should** consider establishing and facilitating) and, where appropriate, special schools to develop and share experience and best practice;
- ensure the record of their roles and professional learning as part of their registration with the Education Workforce Council is up-to-date record in respect of ALN;
- provide professional support to all staff to enable the early identification, assessment and planning for learners with ALN, this might include supporting staff to undertake whole school/FEI tracking and supporting staff to manage good target setting;
- ensure that the arrangements put in place by the local authority in relation to avoiding and resolving disagreements are fully utilised as appropriate;
- act as the key point of contact with the relevant local authority's inclusion and support services, external agencies, independent/voluntary organisations, health and social care professionals, educational psychologists, etc.;
- work strategically with the senior leadership team and governors to ensure the education setting is meeting its responsibilities under the Act, this Code and the Equality Act 2010.

ALNCo name: Kayleigh Goodall

Class teachers are responsible for:

- providing high quality teaching for all children setting high expectations which inspire, motivate and challenge pupils
- assessing pupil's needs and planning appropriate adjustments, interventions and support to match the outcomes identified for the pupil
- regularly reviewing the impact of these adjustments, interventions and support, including pupils with ALN in the classroom, through providing an appropriately differentiated curriculum
- retaining responsibility for the child, including working with the child on a daily basis
- making themselves aware of the school's ALN policy and procedures for identification, monitoring and supporting pupils with ALN
- directly liaising with parents of children with ALN
- managing behaviour effectively to ensure a good and safe learning environment

Learning Support Assistants (LSAs) and Teaching Assistants (TAs) are responsible for:

- supporting groups or individual pupils in accessing the curriculum under the direction of the class teacher and/or the ALNCo
- providing feedback to the class teacher regarding children's progress in class lessons
- providing feedback to the class teacher and/or the ALNCo as appropriate, regarding children's progress in achieving individual targets
- delivering (and reporting back on) specific intervention programs under the direction of the ALNCo and/or class teacher

Provision for children with ALN

*Every educational/ school practitioner is a teacher of every child and young person.
Teaching therefore a whole school responsibility.*

Universal Provision

We adopt a 'high quality teaching' approach. High quality teaching, differentiated for individual pupils, is available to all pupils who have or may not have ALN.

Reasonable adjustments will be made to support our pupils.

The key characteristics of high quality teaching are:

- A broad, balanced and relevant curriculum with high engagement of pupils
- High quality teaching that is differentiated

- High expectations of every pupil
- Appropriate use of teacher questioning, modelling and explaining

Targeted Universal Provision

There may be times where some of our pupils will require more support with their learning through a targeted approach. Where it is decided a pupil will have Targeted Provision, we will talk to the parents and their child. We will agree what intervention will be put in place, set small step targets, as well as the expected impact on progress, development or behaviour, along with a clear date for review. The class teacher will remain responsible for working with the child. If a pupil continues to make progress accessing targeted provision this can continue as required.

ALN Determination

If a pupil does not make progress according to the outcomes described over a sustained period of time school will seek specialist expertise. This will inform future provision. School may liaise with the following services - Educational Psychology Service, School Health, Physiotherapy Service, Occupational Therapy Service, and, when appropriate, Social Services and Looked After Children Team.

The appropriate processes as documented in the statutory ALN Code will then be followed. If deemed appropriate, an Individual Development Plan (IDP) will be formulated.

Review

The effectiveness of the provision and interventions and their impact on the pupil's progress will be reviewed on an agreed date. Person centred reviews will be carried out in accordance with person centred processes through a collaboration, placing the child/young person and their family at the centre.

The class teacher or subject teacher, working with the ALNCo, will revise the provision in light of the child's progress. Outcomes created from the person centred review will take account of the aspirations of the child/young person and their family.

Managing pupils needs / IDP's

Formal person-centred review meetings for children and young people with an IDP will take place, where parents and children and young people will be involved in reviewing progress and setting new person-centred outcomes. School practitioners are responsible for evidencing progress according to the outcomes described in the child's plan (IDP).

Supporting children with a medical condition

Each case will be discussed on an individual basis to ensure appropriate and personalised care is in place. Where a pupil also has ALN, their provision will be planned and delivered in a coordinated way with their individual healthcare plan.

Looked after children (LAC)

The ALNCo and designated teacher meet on a termly basis to ensure that arrangements are in place for supporting pupils that are looked after who also have ALN.

Early Dispute Resolution

Initially an attempt will be made to resolve a dispute about ALN provision at school level. Parents who are dissatisfied with the school's provision for additional learning needs should in the first instance report this to the class teacher. If they remain dissatisfied, they should then make an appointment to see the ALNCo/Headteacher. Should this fail to resolve the problem, the matter can be reported to the school's Governor for additional learning needs, who may be contacted through the School Office. If parents are still not happy after using the school's complaints procedure, they should then contact the Local Authority for advice, support and information. School will inform parents/carers of the local authority's commissioned independent disagreement resolution service.

If dispute is regarding ALN determination, parents/ carers should follow the process stated within the determination letter.

Staff development

In order to maintain and develop the quality of teaching and provision to support the strengths and needs of all pupils, all staff are encouraged to undertake training and development. The Senior Leadership Team reviews the training needs of staff through Performance Management and pupil progress meetings to plan appropriate professional development in relation to ALN.

The ALNCo ensures staff are informed of local and national developments in relation to ALN and Inclusion.

Monitoring and Evaluating ALN

Provision for pupils with ALN is a matter for the school as a whole. The board of governors, in consultation with the Headteacher, has a legal responsibility for determining the policy and provision for pupils with additional learning needs. It is a statutory obligation of the school to keep their provision under review to ensure that the needs of all pupils are being met effectively

Admission Arrangements

Please refer to the information contained in the school's Admissions Policy, which can be accessed on the school website. The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes pupils with any level of ALN.

Transition Arrangements

Transition is carefully planned. In order to ensure successful transition both within school and from setting/school/college to setting/school/college, the young person , parents/carers will be fully involved in the planning for the transfer to the new setting. Key information about ALN provision will be shared with the next setting/school /college through the review process.

How is this policy evaluated?

This policy is subject to a yearly cycle of monitoring, evaluation and review by the Senior Leadership Team, ALNCo and ALN Governor, and is approved by the Full Governing Body.

The ALNCo, Headteacher and Governing body annually evaluate the effectiveness of the policy against the principles and objectives set out in the policy.