



## **ADDITIONAL LEARNING NEEDS POLICY (ALN)**

The legal definition of Additional Educational Needs is defined in the 1996 Education Act as follows:

A child has a learning difficulty if he or she:

- has significantly greater difficulty in learning than the majority of children of the same age;
- has a disability which either prevents or hinders him or her from making full use of the educational facilities available within the school;
- is under school age and falls within the definition above or would do so if additional educational provision was not made for the child.

A child is not regarded as having learning difficulties solely because the language of the home is different from the language in which he/she will be taught.

### **Aims**

- *To provide a relevant broad based curriculum within a caring environment in which all pupils can develop and grow towards their full potential regardless of ability.*
- *To provide for and support the children with additional needs to follow the whole school curriculum and to achieve success and progress according to their potential.*

### **Objectives**

- *to ensure that pupils' additional needs are identified as soon possible;*
- *assessment data is used to inform decision making;*
- *pupils with additional needs are given full and equal access to a broad and balanced curriculum;*
- *appropriate resources are allocated to ensure that the needs of pupils are appropriately met;*
- *parents are informed and actively encouraged to be involved in meeting the needs of their children in partnership with the school;*

- *use is made of teachers, other professionals, facilities and resources from within the school and outside whenever appropriate;*
- *achievement targets are set and reviewed on a regular basis;*
- *all children grow in their confidence and independence and self-reliance to become confident and capable learners;*
- *all children are able to read, write and use numbers effectively with confidence within their ability;*
- *all pupils are actively involved and informed of their targets.*

### **Responsibilities for Coordinators**

The ALN Coordinator's responsibilities include:

- *determining the strategic development of the ALN policy and provision with the Headteacher and Governing Body;*
- *taking day to day responsibility for the operation of the ALN (SEN) policy and provision;*
- *working with school staff to analyse and assess pupils' needs;*
- *monitoring the quality of teaching and standards of pupil achievement;*
- *setting targets for improvement;*
- *working with class-teachers to ensure that provision is matched to the needs of the children;*
- *helping to establish Individual Education Plans in line with School Action/School Action Plus;*
- *overseeing and updating the records of children with additional educational needs;*
- *developing and maintaining working relationships with parents;*
- *liaising with external agencies including teacher in specialist facilities;*
- *keeping the Headteacher and Governing Body informed of developments as and when necessary and at least annually;*
- *maintaining a record of INSET related to additional needs;*
- *keeping up to date with new developments by attending courses provided by the Education Services and other organisations;*
- *disseminating information to relevant staff;*
- *supporting the training for staff on training days and during directed time as required;*
- *managing the deployment of LSA's supporting pupils with ALN.*

All class/subject teachers have a responsibility to ensure that the ALN policy is put into practice. Class/subject teachers' responsibilities include:

- *liaising with the ALN Coordinator*
- *monitoring and recording progress;*
- *identifying pupils who make little or no progress in spite of differentiated learning opportunities being provided;*
- *working with the ALN Coordinator and parents in collecting and recording information about the pupil in determining the action to be taken;*
- *planning and deliver appropriate IEP's;*
- *recording on the IEP that which is different to or additional from the differentiated learning opportunities provided;*
- *accepting LSA's as team members in the classroom;*
- *opportunities to attend review meetings*

### **Role of the Governors**

The Governors of this school ensure that:

- *the ALN policy is in place in line with the requirements of the Code of Practice;*
- *access to the policy is readily available to all staff including supply staff;*
- *the policy is clearly articulated and consistently applied;*
- *that ALN records are maintained by all staff and kept up to date;*
- *parents are made aware of the success of the ALN policy and any changes made in its Annual Report to parents.*
- *the interests of all children with ALN and supported and appropriate provision is made;*
- *all staff are aware of the importance of identifying and providing for pupils with ALN.*

### **Identification Procedures**

The class/subject teachers' responsibilities in identifying additional educational needs include:

- *observation;*
- *teacher assessment;*
- *discussions with Headteacher, other staff or external agencies;*
- *discussions with parents and pupils;*
- *results of standardised tests e.g. reading tests, SATs results.*

Other agents such as speech therapists, health visitors or other non-teaching staff may also be involved in the process.

Parents are encouraged to pass on information and concerns about their child's health and background.

The following procedures need to be followed:

- *pupil names are entered onto the ALN (SEN) list. Parents of all pupils whose names are entered onto the list should have already been contacted on an informal basis by the class-teacher/ ALN Coordinator and concerns shared and discussed.*
- *information gathered about pupils' needs may cover learning difficulties, strengths, medical problems or emotional and behavioural difficulties. This information is then used by the class-teacher/ ALN Coordinator to target areas of weakness and devise Individual Education Plans (IEPs) or Individual Play Plans in the Foundation Phase*

### **Provision for Pupils with Additional Learning Needs (SEN)**

The school will follow the stages recommended in the "Special Education Needs Code of Practice for Wales 2002" and the County's interpretation of that code in the county SEN document.

The school-based stages of assessment are as follows:

#### **School Action**

- *class teacher identifies a child's ALN, based on the child making inadequate progress despite differentiation of learning opportunities.*
- *School informs parents that their child is considered as having ALN. ALN co-ordinator and colleagues gather information about the child, including from parents.*
- *ALN co-ordinator organises additional educational provision which is different from and additional to curricular needs met in the classroom and ensures that an individual education plan (IEP) is drawn up with the child's teachers to devise school-based interventions.*

#### **School Action Plus**

- *ALN co-ordinator brings in outside specialists to advise on further changes that could be made within the school to meet the child's needs.*

#### **Statutory Assessment/School Action Plus Additional Support**

- *LEA considers the need for statutory assessment and, if appropriate, makes a multi-disciplinary assessment.*
- *LEA considers the need for a statement of SEN and, if appropriate makes a statement and arranges, monitors and reviews provision. If a note in lieu is provided the school will continue to support and monitor the child.*

## **Recording, Monitoring and Review**

The class-teacher is responsible for:

- *maintaining the class ALN file;*
- *checking and updating the class medical list at least annually;*
- *recording progress towards the achievement of IEP targets by success;*
- *reviewing IEPs termly and more regularly where appropriate, this is done with parents and the child.*

The ALN Coordinator is responsible for:

- *monitoring the progress of pupils with ALN by liaising with the classteacher.*
- *overseeing all record keeping.*

## **Parental and Pupil Involvement**

Parent and pupils will be:

- *progressively more involved in decision making, developing IEPs and setting targets through regular review meetings.*
- *given access to a member of staff to discuss any difficulties or concerns;*
- *given opportunities for choice and decision making .*
- *supported in understanding the roles of other professionals by access to information in a format that will be understood.*

## **Role of Learning Support Assistants - LEA and School Employed**

Learning Support Assistants are responsible for:

- *directly supporting individuals or small groups of pupils;*
- *contributing to the implementation of IEPs*
- *contributing to the development of resources for pupils with ALN;*
- *attending meetings as directed by the ALN Coordinator;*
- *reporting on the progress of pupils with whom they are working either in writing or orally to the class-teacher;*
- *meeting with the class-teacher*

In working with LSAs class-teachers are responsible for:

- *meeting regularly with the LSA .*
- *plan activities for LSAs to implement;*
- *explaining the classroom routines, timetable and classroom management strategies;*

The ALN Coordinator is responsible for:

- *securing joint planning time for the LSA and class-teacher*

### **Staff Development**

Staff are informed and involved in additional needs issues through:

- *staff meetings;*
- *directed time given to discuss ALN issues with other staff/ ALN Coordinator;*
- *INSET by , ALN Coordinator LSS or other external support services as appropriate;*
- *staff training will support the development of the skills of all teachers in meeting the needs of pupils with additional educational needs.*

### **Specialism within the school**

The school has the following staff specialism in the area of ALN:

- *Mrs Megan Thomas - ALN Unit Teacher  
(Moderate Learning Difficulties)*

*The ALN Unit is based at the school. The Unit accepts pupils (who have been the subject of statutory assessment) from this school and other pupils in the Conwy area. It comprises up to 12 pupils aged from 7 to 11 years. Pupils will integrate into mainstream classes either at this school or at their original school daily for specified times.*

### **Links with Other Services**

The ALN Coordinator co-ordinates links with a range of other Services including:

- *school nurse/doctor*
- *Education Social Worker who works with the school in securing good attendance for all pupils;*
- *Learning Support Service teacher who provides support to identified pupils via a School Action Plus Contract*
- *Inclusion Teachers*
- *Speech and Language Therapy Service*

## Arrangements for Complaints

It is hoped that the provision for SEN at the school will be acceptable to parents. However, any individual complaints regarding the provision for pupils with additional learning needs should be directed in the first instance to the Headmaster preferably by letter. The ALN team would then meet to discuss the complaint within a period of three weeks. Should the complaint not then be resolved, the matter would be brought before the Governing Body at their next meeting, and responded to within three weeks of that meeting.

### Criteria for Success

The following are the criteria to be used to evaluate the success of the policy .....

- that everyone knows about the policy and is using it;
- that pupils with ALN are identified quickly;
- that parents are informed and as far as possible involved in supporting their child;
- that pupils are well informed and involved in identifying, monitoring and recording progress in their learning;
- that provision is matched to pupils' needs;
- that there is close support with the Additional Learning Needs Teacher and other external support services.

This policy was agreed by all members of staff on ..... and passed by Governors on .....

Signed: \_\_\_\_\_ on behalf of the governors.

## The ALN Team

Headteacher:	Mr Paul Thomas
Deputy Headteacher:	Miss Helen Owen
Head of Infants:	Mrs. Christine Morris-Jones
Unit teacher:	Mrs Megan Thomas
ALN Coordinator:	Mrs Angharad Sherrington
ALN Governor:	Mrs.Liz Hughes/Cllr. Joan Vaughan