

Referral to LA for IDP Reconsideration for change of placement (7 weeks)

Setting has identified that the CYP has ALN and requires ALP through an IDP. Setting carries out person-centred meeting and writes IDP within statutory time frame (35 school days) and issues final IDP. This may have included dispute resolution, see Conflict Resolution process map

Setting to maintain IDP, monitor progress and review at least annually.

Stakeholder raises concerns that the ALP is no longer meeting the need of the CYP. Acknowledge concerns and gather more information from relevant parties (e.g. outreach), or consider referral to EPS.

If ALP needs to change, setting to arrange a review of the IDP. Setting to facilitate a PCP review meeting inviting all relevant parties. At this point, LA do not need to attend.

Setting confident that they can meet need with reviewed ALP. Issue revised IDP.

Setting consider that the ALP that they can provide can no longer meet needs of pupil.

If parents not happy go through the Conflict Resolution process (school have already issued the revised IDP at this point)

Setting refer to LA for IDP reconsideration (form LA-IDP1). Send to IDPsupport@valeofglamorgan.gov.uk with current IDP and supporting information as listed on

Yes decision – LA agree will secure correct ALP (e.g. change of placement / outside provision) and will inform CYP / family and setting.

ALP panel consider referral and provide update to IDP panel. IDP panel communicate decision to CYP/family and setting.

Specialist placement informed and liaise with mainstream setting to revise ALP in recently reviewed IDP.

No – LA revises IDP if required. LA issues decision letter with IDP and directs setting to maintain it.