

A guide for parents and carers



INDIVIDUAL DEVELOPMENT PLAN

The Individual Development Plan (IDP) is a single plan that is put in place after a Person Centred Planning meeting for children with Additional Learning Needs (ALN). The IDP includes a description of your child's needs and the Additional Learning Provision (ALP) that needs to be in place to meet those needs.

THE IDP WILL SAY:

- What support your child needs to learn and develop.
- Who is responsible for ensuring that they receive the support they need.
- How they will access the support they need.
- How we will know whether the support has helped your child in the way it was intended.

The IDP is a live document and will be shared with all those who helped to prepare it. It will be reviewed as often as required and at least once a year.

There are two instances when a school is **required** to refer whether a child/young person has additional learning needs to a local authority. These are when a child or young person is:

- dual registered e.g. might attend a Pupil Referral Unit (PRU) and/or;
- looked after by the Local Authority

Otherwise, a school can refer a child or young person's case to a local authority **when additional learning needs have been identified** by the school and:

- it would not be reasonable for the school to secure the additional learning provision (ALP);
- the extent or nature of which it cannot adequately determine, or for which it cannot adequately determine ALP.

The school will refer the case to the Local Authority once the additional learning needs have been identified and as soon as possible into the process. The school will inform you in writing of the referral.

For information and advice on the process of developing an IDP and the ALN Code please contact the Additional Learning Needs Co-ordinator (ALNCo) at your child / young person's school.

WHAT HAPPENS IF WE DON'T AGREE? Whenever possible, disagreements will be dealt with as quickly as possible with the key people involved.

In the first instance it is recommended to contact the ALNCo or the Headteacher at the child or young person's school.

Should you remain concerned parents/carers/young people can contact the Pupil and Family Support Co-ordinator (PAFSCo) at Ceredigion who can provide information, advice and support at educational meetings.

Where a child, child's parent or young person requests that the local authority reconsiders a decision made by a school about whether the child has ALN (or the school has refused to make a decision) please contact the ALN Team at Ceredigion by email aln@ceredigion.gov.uk or telephone 01545 570881. The local authority must decide whether or not the child has ALN and will advise you of the process and what to expect.

SNAP Cymru are an Independent Partnership service who are able to provide the following free services: Helpline advice and support; A specialist caseworker; Discrimination advice and casework; Independent specialist advocacy; Disagreement resolution.

You can contact them on 0808 801 0608 or, for more information, visit their website www.snappcymru.org

YOUR RIGHT TO APPEAL: The Education Tribunal for Wales (ETW) hears and makes decisions on appeals about the additional learning needs of children and young people, and claims of disability discrimination in schools. ETW is an independent tribunal whose decisions are binding on local authorities and responsible bodies who must follow its orders.

For further information, visit their website www.educationtribunal.gov.wales or telephone 0300 025 9800.

If your concerns or disagreements are to do with a Health service, the Local Authority and the Designated Educational Clinical Lead Officers (DECLO) appointed by Hywel Dda Health Board will work together to try to find a solution. You can also contact the health board directly. For more information, visit: www.wales.nhs.uk/ourservices/publicaccountability/Puttingthingsright

Canllaw i rieni a gofalwyr



CYNLLUN DATBLYGU UNIGOL

Cynllun sengl yw'r Cynllun Datblygu Unigol (CDU) a roddir ar waith ar gyfer plant ag ADY ar ôl y cyfarfod Cynllunio Person Canolog (CPC). Mae'r CDU yn cynnwys disgrifiad o anghenion eich plentyn a'r Ddarpariaeth Ddysgu Ychwanegol sy'n gofod bod ar waith i gwrdd â'r anghenion hynny

BYDD Y CDU YN NODI:

- Pa gymorth sydd ei angen ar eich plentyn i ddysgu a datblygu.
- Pwy sy'n gyfrifol am sicrhau bod eich plentyn yn cael y cymorth angenrheidiol.
- Sut y bydd yn cael y cymorth sydd ei angen arno/arni.
- Sut y byddwn yn gwybod a yw'r cymorth wedi bod o help i'ch plentyn, yn ôl y bwriad.

Mae'r CDU yn ddogfen fyw a fydd yn cael ei rhannu â phawb a fu'n helpu i'w pharatoi. Bydd yn cael ei hadolygu mor aml ag sydd angen ac o leiaf unwaith y flwyddyn.

Mae'n **ofynnol** i ysgol gyfeirio i awdurdod lleol i bennu a oes gan blentyn/person ifanc anghenion dysgu ychwanegol mewn dau achos sef, pan fo plentyn neu berson ifanc:

- wedi'i gofrestru'n ddeuol e.e. efallai'n mynd i Uned Cyfeirio Disgyblion (PRU) a/neu;
- yn derbyn gofal gan yr Awdurdod Lleol

Fel arall, gall ysgol gyfeirio achos plentyn neu berson ifanc i awdurdod lleol **pan fo anghenion dysgu ychwanegol wedi'u dynodi** gan yr ysgol:

- a byddai'n rhesymol i'r ysgol sicrhau'r ddarpariaeth ddysgu ychwanegol;
- nad oes modd dynodi'n ddigonol o ran y graddau neu'r natur, neu nad oes modd dynodi'r ddarpariaeth ddysgu ychwanegol yn ddigonol.

Bydd yr ysgol yn cyfeirio'r achos i'r Awdurdod Lleol pan fydd yr anghenion dysgu ychwanegol wedi'u dynodi a chyn gynted â phosibl yn y broses. Bydd yr ysgol yn eich hysbysu yn ysgrifenedig ynghylch y cyfeirio.

I gael gwybodaeth a chyngor ar y broses o ddatblygu Cynllun Datblygu Unigol a'r Cod ADY, cysylltwch ar bob cyfiri â'r Cydlynnydd Anghenion Dysgu Ychwanegol (CADY) yn ysgol eich plentyn/person ifanc.

BETH SY'N DIGWYDD OS NAD WYF FI'N CYTUNO? Lle bo modd, ymdrinnir ag anghytundebau cyn gynted â phosibl a hynny gyda'r bobl allweddol dan sylw.

Argymhellir eich bod yn cysylltu yn y lle cyntaf â'r Cydlynnydd Anghenion Dysgu Ychwanegol neu'r Pennaeth yn ysgol eich plentyn/person ifanc.

Os ydych yn dal yn bryderus, gall rhieni/gofalwyr/pobl ifanc gysylltu â'r Cydlynnydd Cefnogi Teuluoedd a Disgyblion yng Ngheredigion a all roi gwybodaeth, cyngor a chymorth mewn cyfarfodydd addysgol.

Pan fo plentyn, rhiant plentyn neu berson ifanc yn gofyn i'r awdurdod lleol ailystyried penderfyniad a wneir gan ysgol ynghylch a oes gan blentyn ADY (neu bod yr ysgol wedi gwrthod gwneud penderfyniad) cysylltwch ar bob cyfiri â'r Tîm ADY yng Ngheredigion drwy e-bost i aln@ceredigion.gov.uk neu drwy ffonio 01545 570881. Rhaid i'r awdurdod lleol benderfynu a oes gan y plentyn ADY neu beidio a bydd yn eich cynghori ynghylch y broses a beth i'w ddisgwyl.

Gwasanaeth partner annibynnol yw SNAP Cymru sy'n gallu darparu'r gwasanaethau canlynol, am ddim:

Llinell gymorth a chyngor; Gweithiwr Achosion arbenigol; Cyngor am wahaniaethu a gwaith achos cysylltiedig; Eiriolaeth arbenigol annibynnol; Datrys anghytundeb.

Gallwch gysylltu â nhw drwy ffonio 0808 801 0608 neu ymweld â'r wefan i gael rhagor o wybodaeth: www.snapcymru.org/?lang=cy

EICH HAWL I APELIO Mae Tribiwnlys Addysg Cymru yn gwrando ar apelïadau ynghylch anghenion dysgu ychwanegol plant a phobl ifanc, ac yn gwneud penderfyniadau arnynt, yn ogystal ag am hawliadau'n ymwneud â gwahaniaethu ar sail anabledd mewn ysgolion. Mae'r Tribiwnlys yn annibynnol ac mae ei benderfyniadau yn rhai sy'n rhwymo awdurdodau lleol a chyrrff cyfrifol i ddilyn ei orchmynion.

I gael rhagor o wybodaeth, ewch i'w gwefan nhw www.educationtribunal.gov.wales neu ffoniwch 0300 025 9800.

Os yw eich pryderon neu'r anghytundebau yn ymwneud â gwasanaeth iechyd, bydd yr Awdurdod Lleol a'r Swyddogion Arweiniol Clinigol Dynodedig Addysg (DECLO) a benodir gan Fwrdd Iechyd Hywel Dda yn cydweithio i geisio dod o hyd i ateb. Hefyd gallwch gysylltu â'r bwrdd iechyd yn uniongyrchol. I gael rhagor o wybodaeth, ewch i:

www.wales.nhs.uk/eingwasanaethau/atebolircyhoedd/gweithioiwella