



If you would like independent advice, support or information you can contact SNAP Cymru.

☎ 0808 801 0608  
✉ enquiries@snapcymru.org  
🌐 www.snapcymru.org/contact



If a disagreement is not resolved with your school, you can get help from an advocate.

An advocate is someone who speaks up for someone else. They can make sure people know what and how you are feeling.  
Contact:

☎ 0808 801 0608  
✉ enquiries@snapcymru.org  
🌐 www.snapcymru.org/contact



If you are still not happy and your concern has not been addressed by your school, you can ask the Local Authority to help.

The Local Authority have people who can help you and offer dispute resolution. Please contact:

☎ 029 2087 2731  
✉ ALNHelpine@cardiff.gov.uk



Further information can be found at:  
Cardiff Education Services: [www.cardiff.gov.uk/ALN](http://www.cardiff.gov.uk/ALN)  
Welsh Government: [www.gov.wales](http://www.gov.wales)

# A Guide to an INDIVIDUAL DEVELOPMENT PLAN (IDP)

**If your child requires extra help that is different from and additional to what is ordinarily available to all other learners, it may mean they have Additional Learning Needs (ALN).**

Children with Additional Learning Needs (ALN) need extra help to learn. This may be because they have a learning difficulty or disability. They find it harder to learn than other children the same age.

If they have ALN they will have an **individual Development Plan (IDP)**



## What is in the IDP?

- Name
- Age
- How you like to be known
- Gender/pronouns
- Address
- Name of school
- How you best communicate
- Who looks after your IDP
- One Page Profile
- A description of your Additional Learning Needs
- What provision is going to be put in place to support you in school and who is going to do it
- Key events in your life
- Record of information
- Transition arrangements
- Transport arrangements

**IDP:** Individual Development Plan. Agreed plan of who, what and how you will be supported.

**Who will get an IDP?**

**Designated Coordinator**  
An adult in school who knows you well will help you and answer any questions you have about ALN and IDPs. This person is called a Designated Coordinator.

**ALNCo:**  
Additional Learning Needs Co-ordinator

The school or Local Authority will decide whether a learner has an additional learning need which requires extra help at school. If so, an IDP will be written.

**Who writes an IDP?**

Plans are usually written by schools with the learner, their family and other people who know them. Sometimes the plans will be written by the Local Authority.

**How long will it take?**

If a school writes the IDP it can take 7 school weeks. If the LA writes the plan it can take 12 weeks.

**Can the plan be changed?**

The plan has to be reviewed within a year. However, if something has significantly changed in the learners life, reviews can happen sooner. Review means the plan will be looked at again to make sure it is still working and if changes are needed.

**What if there are disagreements?**

Speak to the Designated Coordinator or class teacher in school. If you still have queries after this, you can contact the Local Authority's ALN Help and advice line on;  
Phone: 02920 872 731 Email: ALNHelpline@cardiff.gov.uk

**What help is available?**

A case friend can help a learner throughout the process. A case friend can be a close friend, family member, social worker or teacher.

**CASE FRIEND:** Case friends differ from independent advocates because they exercise the rights of the child on their behalf under certain provisions in the Act; whereas independent advocates offer advice and assistance and representation. Case friends listen to the child and work with them to ensure the child's voice is always represented in decisions affecting them.



**RIGHT TO APPEAL**  
Learners and parents have the right to appeal against decisions made by the local authority.

**Dispute Resolution**  
Dispute Resolution means all relevant people meet to agree a way forward.