

## What happens when your child moves from childcare or home into a school?

You should arrange to visit the school which will give you the opportunity to meet the teaching staff and consider how they will respond to your child's learning and development needs. The school will also have a fuller picture of your child's needs before they start.

If your child has an Individual Development Plan (IDP), the LA will tell the school to maintain the IDP. All the transition arrangements could be recorded in section 3C of the IDP.

However, the school will not maintain the IDP if the child has become looked after.

The Local authority will continue to maintain the IDP for all looked after children.



# A guide to EARLY YEARS

Every local authority must designate a local authority officer called the Early Years Additional Learning Needs Lead Officer (EYALNLO) to have responsibility for coordinating the local authorities functions under the Additional Learning Needs Education Tribunal Act in relation to children under compulsory school age who are not yet attending a maintained school. They will also develop and maintain effective relationships with all other services who work with the local authority early years cohorts, including health and children's services.

You can contact Cardiff's EYALNLO on; [EarlyYearsInclusionTeam@cardiff.gov.uk](mailto:EarlyYearsInclusionTeam@cardiff.gov.uk)

If you require further information about a reconsideration or an issue relating to ALN, you can contact our help and advice line on; Phone: 02920 872 731 Email: [ALNHelpline@cardiff.gov.uk](mailto:ALNHelpline@cardiff.gov.uk)





## Where can I find information on Early Years Provision in Cardiff?

In Cardiff, there are many different forms of childcare and nursery provision such as childminders, playgroups, standalone nurseries and maintained nurseries attached to schools.

For more information please visit the following link:  
[www.cardiff.gov.uk/ENG/resident/Schools-and-learning/Schools/Applying-for-a-school-place/Nursery/Pages/default](http://www.cardiff.gov.uk/ENG/resident/Schools-and-learning/Schools/Applying-for-a-school-place/Nursery/Pages/default)

## What should you do if you have concerns about your child's development?

If you have any concerns about your child's development or progress, this should be discussed initially with the early years setting that your child attends, and/or health visitor. The setting can discuss what they have in place for your child and how they are meeting their needs.

It should not be assumed that children have additional needs just because their progress is slower than others. When a child appears to be making limited progress or very slow progress, either generally or in a specific aspect of development, then it may be necessary to present them with different opportunities or use alternative approaches. Difficulties that persist may indicate that your child has additional needs that require a level of support above that which is available in the setting.

## How do we ensure Inclusion for all children?

Each child is different, and development can happen at different times for different reasons. Early Years practitioners are experienced in observing and gathering important information about the child and settings work to reduce environmental and social barriers to inclusion and offer opportunities for all children to achieve their full potential in preparation for further learning and life.

Early Years practitioners will monitor your child's progress as they develop and grow. This process should identify the child's strengths and any areas where the child's progress is not as expected. If any concerns are raised regarding your child's progress every effort should be made to meet those needs within the current provision.

Early Years settings make every effort to ensure that all children's needs are met using their own expertise, training and knowledge. Settings should provide an effective inclusive environment and endeavour to remove any potential barriers that may hinder development or learning.



## What happens if my child may have an Additional Learning Need?

Some children may have significant, complex and lifelong needs that cannot reasonably be provided for within the resources available to the early years setting. In some cases, the early years setting will require additional provision to support your child's learning. If this the case, then either the setting or a health professional involved with your child will need to notify the Local Authority that your child may have an Additional Learning Need (ALN). This can be done by making an Early Years referral into the Early Years Inclusion panel.

Early Years Inclusion Panel is a multi-agency group who plan, monitor and review children with emerging needs and ALN or Disabilities in line with the Additional Learning Needs and Educational Tribunal Act (Wales) 2018 – ALNET Act 2018

Some children with lifelong significant and/or complex needs may have already been identified as having an Additional Learning Need or Disability prior to starting an Early Years setting. Early Years Inclusion Panel and/or Early Years Inclusion Team will already know these children, have planned appropriate provision, and will continue to monitor and review their needs.

For further information about the EY Inclusion panel, please email;  
[EarlyYearsInclusionTeam@cardiff.gov.uk](mailto:EarlyYearsInclusionTeam@cardiff.gov.uk)

