

A guide to  
**CEASING AN  
INDIVIDUAL  
DEVELOPMENT  
PLAN (IDP)**



Cardiff Local Authority actively encourages partnership working between learners, parents, school, settings and professionals.



## What happens when my child no longer needs an IDP?

As part of the IDP review cycle, during a person centred meeting, a discussion with the school and any relevant professionals involved would include reviewing whether a learner continues to have additional learning needs that requires additional learning provision, meaning educational or training provision that is additional to, or different from, that made generally for others of the same age. If everyone involved in the meeting agrees that the child's needs can now be met within the school's universal and targeted provision, then a decision can be made to cease their IDP.

Reassurance should be given to you as the parent, as we know you may have some concerns that the IDP will be ceasing. Therefore, information about ongoing support to meet the needs of your child will be discussed with you e.g. differentiated teaching and supportive strategies etc.

If a maintained school believes that your child no longer has ALN requiring ALP, it **MUST** notify you as the parent of the decision and the reasons for it. As above, this should ideally be through discussion with you at a person centred review meeting and formalised with a written notification.

The written notification will outline your right as a parent to request the Local Authority to reconsider the matter. If this is the case, you must request this within 4 weeks of the school giving you the notification of their decision. However, we would always encourage the school to meet with you again and discuss further with the aim of trying to resolve any disagreement.

## Reasons for ceasing an IDP

- The school decides that the child or young person no longer has ALN and that decision is not successfully challenged
- The learner is a young person who no longer consents to the IDP being maintained
- The child or young person ceases to be a registered learner at the school.
- The child or young person becomes dual registered and a LA is responsible for the learner
- The learner is looked after by a LA in Wales
- A LA in England starts to maintain an Education Health Care Plan (EHCP)
- The learner becomes detained.

## When should an IDP not be ceased:

- Before the end of the 4 week period when parents can request the LA to reconsider
- If the LA has reconsidered the matter and decided the plan should not cease

## What happens if I am unhappy with the school's decision that the child or young person no longer has ALN?

Where a child, their parent or a young person is dissatisfied with a maintained school's decision that the learner no longer has ALN, it is expected that this dissatisfaction would normally be resolved directly with school, by speaking to the ALNCo, or by following this through the LA's arrangement for resolving disagreements.

A child, their parent or a young person has 4 weeks within which to request the LA to reconsider the maintained school's decision. Before the LA makes the decision it must inform the school of the request and invite representations from the school. The 4 weeks run from the date in which notification is given to the learner and their parents.

# PATHWAY



School hold a Person-Centred meeting with parents and other professionals to review the Individual Development Plan (IDP)

School formally notify the learner, their parents or young person of their intention to cease the IDP and the reasons why

The child, their parents or young person are given 4 weeks to appeal the decision

School provide formal notification that the IDP has ceased

School and parents or young person meet with the aim to resolve the concern

If not resolved, parents can notify the LA of a reconsideration request through the ALN Helpline on; Tel: 02920 871731 or email: [ALNHelpline@cardiff.gov.uk](mailto:ALNHelpline@cardiff.gov.uk)

## DECISION TO CEASE IDP UPHeld

The LA will liaise with school regarding the reconsideration

School can be directed to maintain the IDP

## DECISION TO CEASE IDP OVERTURNED

Parents given 8 weeks to appeal the LA decision and refer to Education Tribunal





## What next?

The Local Authority has 7 weeks to consider your reconsideration request and make a decision.

We will gather the learner and parent's views including any relevant documentation.

During this time the Local Authority may seek further information from the school, health professionals and children services.

We will inform you directly about the outcome and this will be confirmed in writing at the end of the period.

If you are still dissatisfied with the outcome you have the right to appeal to the Education Tribunal for Wales. This must be done within 8 weeks of the LA decision.

Further information around this process can be found at;  
<https://educationtribunal.gov.wales>

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)

If you would like independent advice, you can contact SNAP Cymru. This is a free service which provides information, advice and support for parents of children and young people who have or may have additional learning needs. You can contact them on;  
Tel: 0808 8010608 or at [www.snapcymru.org](http://www.snapcymru.org)

