

ADDITIONAL LEARNING NEEDS POLICY

POLICY STATEMENT:

This policy is designed to provide for children both with additional learning needs and with disabilities. At this setting we are committed to inclusion and welcome children with identified and emerging Additional Learning Needs (ALN) after consultation with parents, carers, and any other relevant agencies involved. This includes a physical disability, a learning disability, a sensory impairment, a behaviour difficulty or a medical need.

THE Additional Learning Needs and Education Tribunal (Wales) Act (ALNET) came into place from the 1st of September 2021 and has changed the way children and young people aged 0-25 years with an identified Additional Learning Need (ALN) are supported in Wales. It imposes a duty on local authorities, early years settings, schools and further education providers to identify children and young people who have ALN and provide the necessary support for them to access learning opportunities and to develop to their full potential.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

Additional Learning Needs Procedure

- The Nursery will ensure that appropriate action is taken when the staff, parents or other relevant parties identify that a child has Emerging Needs or Additional needs.
- Prior to admission parents/carers are asked to complete a registration pack detailing their child's needs and any support the child is receiving. This information is used to plan appropriate next steps for a positive transition into the setting.
- We will consult with parents/carers regarding individual requirements when arranging meetings and events, and act on any request as far as practicable.
- If the child has Emerging Needs or an identified Additional Learning Need, will arrange an Early Years Team Around the Child (EYTAC) meeting. This meeting will include staff at the setting, parents, and any other professionals currently involved with the child.
- If the child has been identified as having an Additional Learning Need (ALN) by the Early Years Advisory Panel, an LA officer will lead a Person-Centred Practice to discuss an Individual Learning Plan.

During these meetings we will aim to:

- Inform parents/ carers of any relevant health and safety procedures.

- Plan to undertake risk assessments relevant paperwork, if required, to ensure a smooth transition into setting to ensure the needs of the child are met.
- Make any reasonable adjustments to our environment to meet the child's individual needs where practicable.
- Undertake any relevant training to support the child at the setting where practicable.
- All necessary documentation including a health care plan/risk assessment and/or staff training must be submitted to the setting prior to the child's start date.

During the child's time at the setting the following will be maintained:

- With parental consent we can liaise with other professionals such as Speech and Language Therapy Service, Educational Psychology Service, Learner Support Service etc. This could include attending drop-in sessions or referrals to the above-mentioned services.
- We will adapt our resources and seek to provide additional resources if needed, to meet the specific needs of the child.
- Children will be referred to as having Emerging Needs.
- The Term Additional Learning Needs will only be used when a child has been identified as having additional needs by the Early Years Forum.
- The manager will promote the welfare and development of the child in partnership with the parents and other relevant parties.
- A graduated response will be taken to support the child (this includes strengths and difficulties form and play plans) which may lead to a referral to Early Years Forum. All staff can contribute to a child's play plan by reviewing their development and making notes. Emma then reviews the play plans after at least 6 weeks.
- Support from relevant authorities will be accessed by the Nursery e.g. Resilient Families Service, Snap Cymru, Challenging Behavior Support Group, Health visitor etc. This information will be given to parents during
- Parents will be signposted to these relevant services. This information will be given to parents during meetings.
- A referral to the Early Years Forum will be made once evidence has been gathered in support for this.

- Action will be taken on an individual basis and will be carried out in line with the current code of practice for the identification and assessment of Emerging Needs and Additional Learning Needs.
- We maintain records of children's developmental progress and share these with parents/carers.
- We ensure that the Additional Learning Needs Coordinator (ALNCO) is fully involved in supporting the child's needs, along with the child's keyworker.
- In the case of a child being identified as having Emerging Needs or Additional Needs, wherever possible that child will be catered for in the Nursery; physical environment, facilities, medication, staffing, and training permitting. This decision and related arrangements will be made in conjunction/consultation with the parents and other relevant parties; the nursery manager's decision is final.
- In such cases where a child may need a one-to-one carer, funding must be sought by the parents as the Nursery is unable to fund one to one carer for individual children.
- Wherever reasonable the child with Emerging Needs or Additional Needs will have full access to the same facilities, activities and play opportunities as their peers.

Before a child leaves the setting, we ensure:

- All relevant information has been updated throughout the child's time in the setting. This information will then be passed onto relevant parties e.g. transition to school, health visitors etc. This will be done with the permission of the parent/carers.
- The Nursery Manager or Deputy Manager will be the co-coordinator of any Emerging Needs and Additional Needs provision.

This policy should be read in conjunction with the Health and Safety policy, the Risk assessment and the Equal Opportunities policy.

Date Policy reviewed: 15.10.25

By: Natasha Adams and Emma Johns

Date of next review: October 2026

