



# Additional Learning Needs (ALN) Policy

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

**Last reviewed:** June 2026 / Mehefin 2026

**Next review:** June 2027 / Mehefin 2027

**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Policy Statement

Bijou Day Nursery & Crèche is committed to providing an inclusive, supportive environment where every child can thrive, regardless of their learning needs. We work in partnership with parents and external professionals to identify, support, and review children with Additional Learning Needs (ALN), ensuring they have access to the same opportunities as all children.

This policy complies with the Additional Learning Needs and Education Tribunal (Wales) Act 2018 (ALNET Act), the ALN Code for Wales 2021, the Child Minding and Day Care (Wales) Regulations 2010 (as amended), the National Minimum Standards for Regulated Childcare (2016), the Equality Act 2010, the Children Act 1989 and 2004, and CIW guidance.

## 2. Definition of ALN

Under the ALNET Act 2018, a child has Additional Learning Needs if they have a significantly greater difficulty in learning than the majority of others the same age, or if they have a disability that prevents or hinders them from making use of educational facilities. The ALN system replaced the previous SEN framework in Wales.

## 3. ALN Co-ordinator (ALNCo)

- A designated ALN Co-ordinator (ALNCo) is responsible for overseeing ALN provision at Bijou
- The ALNCo's responsibilities include: identifying children who may have ALN, coordinating assessments, developing Individual Development Plans (IDPs), liaising with parents and external agencies, and ensuring staff are appropriately trained
- The ALNCo attends relevant training and updates to maintain current knowledge of the ALN system

## 4. Identification

- Key persons and room leaders observe children's development continuously against the Curriculum for Wales developmental pathways
- If a child appears to be developing significantly behind their peers, the key person discusses concerns with the ALNCo and parents at the earliest opportunity

- We use a graduated approach: initial concern → targeted support → ALNCo assessment → external referral if needed
- Parents' observations and knowledge of their child are central to the identification process

## 5. Individual Development Plans (IDPs)

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- If a child is identified as having ALN, an IDP is developed in partnership with parents (and where appropriate, with input from external professionals)
- The IDP sets out: the child's ALN, the additional learning provision (ALP) required, desired outcomes, strategies, and review dates
- IDPs are reviewed at least termly (more frequently if needed) and updated as the child progresses
- Parents are provided with a copy of the IDP and are invited to all review meetings

## 6. External Support & Referrals

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Where the nursery's own provision is insufficient, we refer to external agencies, which may include:

- Local Authority Early Years ALN team
- Health Visitors
- Speech and Language Therapy services
- Educational Psychology service
- Physiotherapy and Occupational Therapy
- SNAP Cymru (Special Needs Advisory Project)
- Flying Start (where applicable)
- Portage services

## 7. Reasonable Adjustments

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- We make reasonable adjustments to the environment, activities, routines, and resources to ensure inclusion
- This may include adapted equipment, visual timetables, additional staffing, sensory resources, quiet spaces, or modified activities
- Adjustments are documented in the child's IDP

## 8. Transition

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- When a child with ALN transitions to school or another setting, we share relevant information (with parental consent) including the current IDP, developmental records, and strategies that have been effective
- We work closely with receiving schools to ensure a smooth transition
- Transition meetings are arranged in advance

## 9. Staff Training

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- All staff receive ALN awareness training during induction
- The ALNCo accesses specialist training regularly

- Training covers: the ALNET Act, the ALN Code, IDP development, inclusive practice, and specific conditions as needed (e.g., autism awareness, Down's syndrome, speech and language delay)

## 10. Disagreement Resolution

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- If parents disagree with an ALN decision, they have the right to request a review or seek independent advocacy through SNAP Cymru
- For children of compulsory school age, parents may appeal to the Education Tribunal for Wales — for nursery-age children, the local authority's disagreement resolution service is available

## 11. Related Policies

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- Inclusion & Equity Policy
- Safeguarding & Child Protection Policy
- Transition Policy
- Behaviour Management Policy
- Data Protection & Confidentiality Policy

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