



PARENT/CARER  
INFORMATION

# A Guide to POST-16 ADDITIONAL LEARNING NEEDS (ALN) FORUM

The Post-16 Additional Learning Needs (ALN) Forum is a multi-agency forum which works together to support young people with ALN, who are approaching or over compulsory school age (up to age 25), with their post-16 educational options.



Mae'r ddogfen hon ar gael yn Gymraeg  
This document is also available in Welsh



RHONDDA CYNON TAF



## What is the purpose of the Forum?

The Forum is made up of a group of professionals from various services including Education, Social Care, Health, Careers Wales, and Educational Psychology Services and provides a central referral point to discuss young people.

It acts in accordance with the ALNET (Wales) Act 2018, Additional Learning Needs Code and regulations, to carry out the relevant responsibilities of the local authority (LA).

It may make decisions relating to:

- ALN
- the preparation and maintaining of Individual Development Plans (IDPs)
- securing Additional Learning Provision (ALP), including obtaining a placement at a specialist institution

The Forum will discuss the most appropriate available educational provision suitable for enabling the young person to meet their desired outcomes. The Forum can refer to other services if needed.



## When should a young person be referred to the Forum?

The Forum considers referrals for young people for whom there may not be available provision within Further Education Institutions (FEIs) or maintained schools to meet their reasonable needs for education or training (including their reasonable needs for ALP to undertake that education or training) or where a young person may not be able to access such provision which might otherwise be suitable for meeting their needs.

### Important facts to know before making a referral to the Forum:

- 1** There is no entitlement to continuous education or training from when a person ceases to be of compulsory school age up to the age of 25.
- 2** Nor is there an entitlement to the provision of a young person's choice. (Although the forum will take the young person's views, wishes and feelings into account).
- 3** The expectation is that mainstream FEIs, and in some cases, maintained schools, will usually be able to meet the education or training needs of the majority of young people who have ALN and the LA **must** first consider programmes of study at these settings.



The LA expects discussions about a young person's further education or training to take place as part of the transitional IDP reviews that happen before they leave school and sufficiently early so that any required provision can be arranged in advance.

Referrals to the Forum should be submitted as early as possible in the final year of a child's compulsory schooling or before a young person ceases to be a registered pupil at a maintained special school.

## Who can refer to the Post-16 ALN Forum?

**It is important that a referral has the consent of the young person.**

A 'Post-16 Placement Request Form (PCR)' can be submitted by people/services closely involved with the young person, such as school, a further education institution, social worker or other professional, or completed by the young person themselves or their parent/carer.



## What happens after a young person is referred?

**The Forum will discuss the following:**

- The young person's desired outcomes
- What provision may be available which would be suitable to enable the young person to meet those desired outcomes
- If it is necessary for the LA to prepare and maintain or continue to maintain an Individual Development Plan (IDP) for the young person
- The young person's reasonable needs for education or training, and reasonable needs to the Additional Learning Provision (ALP) comprised in it
- Whether the young person's needs are so complex that the LA may need to secure a place at a specialist institution so that their reasonable needs can be met.
- Signposting to other services / provision





## How does the LA help avoid and resolve disagreements?

Discussions and decisions made by the Forum will be centred on the needs of the young person and the outcomes will be clearly communicated to the young person and where appropriate, their parents/carers.

Any concerns about the outcomes of the Forum can be raised in the first instance by contacting our Family Liaison Officer:

☎ **01443 744344** or via our webpage [www.rctcbc.gov.uk](http://www.rctcbc.gov.uk)

Should the matter remain unresolved, help can be sought from the Education Tribunal for Wales (ETW). This is an independent group of professionals who will review the case and provide direction on the best way forward.

ETW can be contacted on:

### Education Tribunal for Wales (ETW)

Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA

☎ **0300 025 9800** ✉ [Trbunal.Enquiries@gov.wales](mailto:Trbunal.Enquiries@gov.wales)

## What help is available?

**When help is needed it can be sought from an advocate.**

An advocate is someone who will speak on your behalf. They can be a friend, family member or professional agency.

If you need a professional advocate, please contact SNAP Cymru on:

☎ **0808 801 0608 (Helpline)**

☎ **02920 348 990** ✉ [enquiries@snapcymru.org](mailto:enquiries@snapcymru.org)



## Further information and advice

This guide gives an overview of the work of the Forum.

- To find out more, please contact:

✉ [ALNAS@rctcbc.gov.uk](mailto:ALNAS@rctcbc.gov.uk) ☎ **01443 744344**

Access & Inclusion, Valleys Innovation Centre,  
Navigation Park, Mountain Ash CF45 4SN

- For more information on FEI provision, visit the ALN Pathfinder website:

📄 [www.alnpathfinder.wales](http://www.alnpathfinder.wales)

- Refer to The Additional Learning Needs Code for Wales 2021 for statutory guidance and requirements on local authorities.

📄 [www.gov.wales/additional-learning-needs-code](http://www.gov.wales/additional-learning-needs-code)

