PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**[Insert name and address of local authority]**

**[Insert date]**

**Request that LA Reconsider a School Decision (or failure to make a decision) Regarding ALN**

**Insert Name of Child and date of birth**

**Insert Name of School**

Dear Sir/Madam

I am the parent ofthe aboveand am writing to request you **reconsider the decision** made by the above school that my child **does not** **have ALN.** (Chapter 26.4 ALN Code Wales 2021 Reconsideration by local authorities of decisions under section 11(1) & S.26 Act)

I believe on receiving such a request for reconsideration, you must decide whether my child or young person has ALN and that the timescale for giving a notification of a decision, and if my child has ALN, for giving a copy of an IDP, is 7 weeks from the receiving the request for reconsideration.

**Reasons for request**

I believe that my child has additional learning needs and should have an IDP developed since they have a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for additional learning provision, that is additional to, or different from, that made generally for others of the same age in a mainstream maintained schools in Wales (Chapter 2. s2.3 & s2.4 The ALN Code for Wales 2021)

**Set out here details of:**

* **the child’s additional learning needs (ALN)**
* **what steps the school have taken to date to meet those needs, including any provision and any additional intervention or support received to date**
* **rates of progress/attainment and why you think the child is not making expected progress**
* **and the additional learning provision that you think that they might need or have been receiving to date**

I am enclosing the following information to support this request:

**[List here any evidence that you wish to be considered.]**

I have attached the school notification letter giving the decision, and the reason for the decision.

I look forward to hearing from you promptly or later than **[insert date 7 weeks from the date of this letter].**

Please kindly acknowledge receipt of this letter by return.

Yours faithfully

**[Insert your name]**