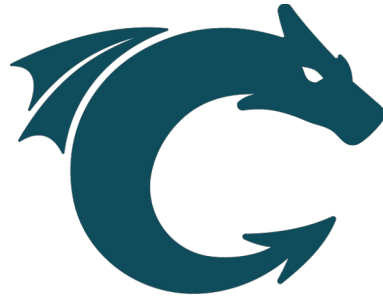




CLARE HOUSE SCHOOL PORTHCAWL

ADDITIONAL LEARNING NEEDS (ALN) POLICY

Intended effective date: September 2026 (on school opening)

Review date: July 2027

Approved by: Board of Directors

Owner: Head of School

Applies to: Whole School

Proprietor: CHS Porthcawl Ltd

This document sets out the intended policy and procedural framework of Clare House School from the date of opening. It has been prepared as part of the registration application to Welsh Government under the Independent School Standards (Wales) Regulations 2024.

1. Regulatory Context

This policy is written in accordance with:

- The Additional Learning Needs and Education Tribunal (Wales) Act 2018
- The Additional Learning Needs (ALN) Code for Wales 2021
- The Independent School Standards (Wales) Regulations 2024
- The Equality Act 2010

This policy should be read alongside the Curriculum Policy, Teaching and Learning Policy, the Whole School Assessment Framework and Admissions Policy.

2. Definition of Additional Learning Needs

In accordance with section 2 of the Additional Learning Needs and Education Tribunal (Wales) Act 2018:

A pupil has Additional Learning Needs (ALN) if they have a learning difficulty or disability which calls for Additional Learning Provision (ALP).

A pupil has a learning difficulty or disability if they:

- Have a significantly greater difficulty in learning than the majority of others of the same age; or
- Have a disability (as defined in the Equality Act 2010) which prevents or hinders them from making use of educational facilities generally provided.

A pupil is not regarded as having ALN solely because the language in which they are taught differs from that spoken at home.

3. Principles

Clare House School is committed to:

- Inclusive practice and high-quality teaching for all
- Early identification of additional learning needs
- Removing barriers to learning and participation
- Working in partnership with parents and pupils
- Operating within the school's staffing structure and available resources

The school follows the principles of the Additional Learning Needs and Education Tribunal (Wales) Act 2018 to ensure appropriate identification, support and provision for pupils with additional learning needs. All teachers are responsible and accountable for the progress of pupils with ALN.

Additional Learning Provision will be planned and delivered so that pupils with ALN can access the school's curriculum, teaching and assessment on as close to the same basis as their peers as is reasonably practicable.

4. Identification and Graduated Response

Clare House School will identify and respond to ALN in accordance with the ALN Act 2018 and the ALN Code for Wales. The school will adopt a graduated approach consistent with the ALN Code. High-quality, differentiated classroom teaching will be the first response to emerging need. Where concerns persist, the Assess – Plan – Do – Review cycle will be followed.

Assess

The class teacher and ALNCo will consider: attainment and progress data; classroom observation; pupil voice (adapted appropriately to age and stage); parental views; and advice from external professionals where appropriate.

Plan

As an independent school, Clare House School is not the responsible body for preparing statutory Individual Development Plans under the Additional Learning Needs and Education Tribunal (Wales) Act 2018; that duty rests with the relevant Local Authority. The school's role is to implement agreed

provision, contribute to LA-led IDP reviews, and notify the LA under section 14 of the Act where it identifies a pupil towards whom the LA may have duties.

Where a Local Authority has prepared an Individual Development Plan (IDP), the school will have regard to it. Additional Learning Provision will be planned in light of: identified needs; agreed outcomes; and the school's staffing structure and available resources.

When it is decided to put Additional Learning Provision in place, parents will be informed promptly and kept up to date on their child's progress and the effectiveness of the provision. Parents will be consulted in the planning of any ALP and their views will be taken into account.

The school's own graduated response — operating through the Assess, Plan, Do, Review cycle — is distinct from and runs alongside the formal IDP process led by the Local Authority under the ALN Act 2018. Where a pupil has an LA-maintained IDP, the school will have regard to it and contribute to its review. Where no IDP is in place, the school will implement and review its own Additional Learning Provision in accordance with this policy.

Do

The class teacher will remain responsible for: delivering high-quality teaching; implementing agreed adjustments; liaising with the ALNCo; and monitoring impact.

Support may include: adapted teaching strategies; structured differentiation; targeted small-group support; environmental adjustments; and assistive technology where appropriate. Where proportionate and feasible, individual support may be provided, determined case-by-case based on assessed need and available resources.

Where the school identifies that a pupil may have Additional Learning Needs and it appears the Local Authority may have duties in respect of that pupil, the school will notify the relevant Local Authority in accordance with section 14 of the Additional Learning Needs and Education Tribunal (Wales) Act 2018.

5. Review

Progress will be reviewed: termly within school; and annually with the Local Authority where an IDP is in place. Assessment information will inform whether ALP remains appropriate.

6. Equality and Reasonable Adjustments

In accordance with the Equality Act 2010:

- The school does not discriminate on the basis of protected characteristics
- The school makes anticipatory and reasonable adjustments to remove substantial disadvantage
- Adjustments may relate to teaching methods, curriculum access, assessment arrangements or the physical environment

The duty to make reasonable adjustments applies within the context of what is reasonably practicable for the school.

7. Scope of Provision and Resource Considerations

Clare House School is a start-up independent school operating within a defined staffing structure and financial framework. The school will make reasonable endeavours to provide appropriate Additional Learning Provision within its available resources. All decisions will be made in accordance with the Equality Act 2010, including the duty to make reasonable adjustments and to avoid unlawful discrimination.

Where, following careful consideration of needs, documentation and available resources, the school determines that it would not be reasonably practicable to meet a pupil's needs, it may not be in a position to offer or continue a place. Any such decisions will be made in accordance with the Admissions Policy and the Equality Act 2010.

8. Role of the ALNCo

The Head of School acts as ALNCo and is responsible for identifying, supporting and monitoring pupils with Additional Learning Needs prior to the school opening and will have knowledge of the ALN Act 2018 and the ALN Code for Wales. The ALNCo will complete appropriate ALNCo training in accordance with the requirements of the ALN Code for Wales prior to the school opening.

The ALNCo will:

- Oversee day-to-day implementation of this policy

- Coordinate Additional Learning Provision
- Liaise with parents and external agencies
- Maintain records of pupils with ALN
- Advise staff on differentiation and inclusive practice
- Ensure compliance with ALN legislation

The ALNCo will report to the Board of Directors on provision and impact.

9. Monitoring and Accountability

The school will monitor: the progress of pupils with ALN; the effectiveness of ALP; patterns of attainment; and access to the curriculum. Senior leaders will review provision regularly to ensure it remains appropriate, proportionate and sustainable.

10. Transition

The school will support effective transition for pupils with ALN: when joining Clare House from another setting; when moving between phases within the school; and when transferring to secondary education. Information will be shared, with parental consent, to support continuity of provision.

11. Admissions

Admissions decisions in respect of pupils with ALN are governed by the school's Admissions Policy. Prior to admission, the school will: review relevant documentation; discuss needs with parents; and consider staffing and resource implications. Admission will be offered where the school is satisfied that it can reasonably meet the pupil's needs within its available resources.

12. Complaints and Disagreement Resolution

Parents who have concerns regarding ALN provision may raise them through the school's Complaints Procedure. Where applicable, parents retain rights under the Additional Learning Needs and Education Tribunal (Wales) Act 2018. Information about the Education Tribunal for Wales is available from Welsh Government guidance and independent advice services.

13. Review

This policy will be reviewed annually each July by the ALNCo and approved by the Board of Directors, or sooner in the event of legislative or regulatory change.

This policy supports compliance with Part 1 (Quality of Education) of the Independent School Standards (Wales) Regulations 2024 and reflects the school's duties under the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the ALN Code for Wales 2021.