



Integrated Additional Learning Needs Strategy

2019 - 2022

Additional Learning Needs Strategy 2019/22

Everybody's Business

Background

This strategy and plan sets out how Swansea Council will meet the authority's duties under the Education Act 1996 and Special Educational Needs (SEN) Code of Practice for Wales 2002 as well as the Additional Learning Needs and Education Tribunal (Wales) Act 2018 (ALNET Act 2018). In line with the Well-being of Future Generations Act 2014 this plan takes a long term view to ensure sustainable provision is in place through integrated working with other agencies and involving key stakeholders through collaboration and a focus on prevention.

In particular, the plan focuses for this period on the preparations required to implement the provisions of the ALNET Act 2018 as well as meet the demands under the current legislation and includes costs and risks. The strategy and plan link to the Regional Implementation Plan for South West and Mid Wales developed by the ALN Transformation Lead with the Regional ALN Transformation Group.

Legal Context

The ALNET Act 2018 aims to create:

A unified legislative framework to support all children of compulsory school age or below with additional learning needs (ALN) and to support young people with ALN who are in school or further education (FE).

An integrated, collaborative process of multi-agency assessment, planning and monitoring which facilitates early, timely and effective interventions.

A fair and transparent system for providing information and advice, and for resolving concerns and appeals.

This transformed system will:

Ensure that all learners with ALN are supported to overcome barriers to learning and achieve their full potential.

Improve the planning and delivery of support for learners from 0 to 25 with ALN, placing learners' needs, views, wishes and feelings at the heart of the process.

Focus on the importance of identifying needs early and putting in place timely and effective interventions which are monitored and adapted to ensure they deliver the desired outcomes.

Vision and Ethos

Swansea is committed to promoting the following principles, which are embedded in the new ALNET Act:

- early identification and intervention to meet needs in a timely fashion and avoid escalation
- working together with other agencies and families in the best interests of the child or young person
- planning transitions in advance with all stakeholders so these can be as smooth as possible
- ensuring the views, wishes and feelings of the child, child's parents or young person are at the heart of decision making
- enabling the child, child's parents or young person to participate as fully as possible
- promoting a whole school approach to meeting ALN
- favouring participation in mainstream education as fully as possible
- providing appropriate and proportionate additional learning provision (ALP) in Welsh

Our vision is that:

In Swansea we promote inclusion through person centred approaches that co-produce services and support with children, young people, their families and key stakeholders.

Children, young people and their families are at the centre of a collaborative process that has as its main focus the fulfilment of the hopes, dreams and potential of the child or young person and their family.

We work to enable the child or young person to enjoy social relationships and live a valued and dignified life as independently as possible in their local community and aim to maximise education, training and employment opportunities.

Additional Learning Needs Strategy 2019/22

Everybody's Business

Key themes

Cross-Cutting Themes: TP01 Communication Strategy, TP02 Collaboration / Integrated Ways of Working, TP03 Embedding the Definition of ALN

Transition	Capacity	Provision	Quality	Partnership	Assessment
<p>This theme highlights the specific work required to support key transition stages across the 0 - 25 age range.</p>	<p>This theme highlights the work to develop the workforce required to meet ALN across the 0 - 25 age range and promote inclusion</p>	<p>This theme highlights the work required to develop the additional provision required to meet the additional learning needs identified across Swansea for ages 0 - 25</p>	<p>This theme highlights the work required to ensure all settings are providing value for money in the delivery of high quality provision for learners with ALN.</p>	<p>This theme highlights the work required to ensure good co-productive partnership working with key stakeholders</p>	<p>This theme highlights the work required to ensure there is appropriate specialist advice about a child's or young person's additional learning needs</p>
<p>TR01 Transition Protocol</p> <p>TR02 Early Years</p> <p>TR03 School Age (4-16)</p> <p>TR04 Post-16 (17-19)</p> <p>TR05 Young Adults (20-24)</p>	<p>CA01 Workforce Structure</p> <p>CA02 Workforce Development</p>	<p>PR01 Special School Development</p> <p>PR02 STF Provision (Specialist Teaching Facility)</p> <p>PR03 Specialist Placements ASD</p> <p>PR04 Bespoke SEBD Provision</p> <p>PR05 Funding Formula Review</p> <p>PR06 Local Offer</p> <p>PR07 Transport Review</p> <p>PR08 Specialist Support</p> <p>PR09 Post-16 Offer</p> <p>PR10 Equipment Storage</p> <p>PR11 Welsh Language</p>	<p>QU01 Whole School Approach to ALN</p> <p>QU02 Process Monitoring</p> <p>QU03 Monitoring Quality</p> <p>QU04 Promoting Good Practice Across Settings</p> <p>QU05 Provision Mapping Tool</p> <p>QU06 Policy Development</p>	<p>PA01 Accessible Information, Advice and Support</p> <p>PA02 Health</p> <p>PA03 Social Services</p> <p>PA04 Dispute Resolution and Early Disagreement Processes</p> <p>PA05 Regional IDP Development</p>	<p>AS01 Guidance on LA vs School / FEI Maintained IDPs</p> <p>AS02 Online Guidance and Resources</p> <p>AS03 LAC IDP Development</p>





ALN Transformation Programme

Delivery Report

May 2022

RAYG Key for PROGRESS :	
Green	Very good progress. Task addressed in nearly all aspects.
Yellow	Strong Progress. Task addressed in most aspects. Only minor aspects require further attention.
Amber	Satisfactory Progress. Task addressed in many aspects. However, a few significant aspects require significant attention.
Red	Limited Progress. All or many aspects still awaiting attention.

Transition

Project Ref:	TR01	Project Name:	Transition Protocol
Project Lead:	Huw Beynon	Key Theme:	Transition

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
TR01.1	Transition Protocol 0-25 developed	HB	20/01/20	15/12/23	12/05/22	<p>Regional Draft document has now been produced and shared. The document consists of a main 'Transition Principles' document which need to be tailored to Swansea (minor adjustments) and a comprehensive set of exemplar resources for the 0-25 age range.</p> <p>Meeting required that includes representation from EY, FEI, PCF and LHB to sign off the principles of the document and include own proformas to share.</p>	Swansea transition working group to be developed. EOTAS transition guidance to be finalised.
TR01.2	Effective multi-agency transition pathways developed for learners with ALN (early years to adulthood)	NB	01/01/21	31/07/22	17/01/22	<p>Transition information has been shared with schools to know what effective transition looks like. Schools generally are well informed on the need for effective in-house transition and key stage transfers.</p> <p>Information also included in inclusion handbook.</p> <p>Early Years and FEI now included. Discussion can take place around the specific pathways between key stages and critical points.</p>	Embed pathways and review and refine as appropriate.

TR01.3	Working group established for transition	HB	01/05/21	30/06/21	01/10/21	See TR01.1 – working group includes a range of stakeholders.	
TR01.4	Enhanced transition protocols for ALN Learners to include movement of learners' mid-year	NB	01/09/20	01/09/21	10/06/21	Guidance shared – complete.	
TR01.5	Best practice guidelines for pupils transitioning to and from EOTAS provision	NB	01/09/20	01/01/22	15/03/22	Guidelines have been received from Maes Derw and shared with schools.	

Project Ref:	TR02	Project Name:	Transition – Early Years
Project Lead:	Samantha Jones	Key Theme:	Transition

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
TR02.1	Integrated Early Years Provision offer with Health and SSD	SJ	22/04/21	30/06/21	23/04/21	See PR06.	
TR02.2	Robust termly transition panel to discuss specialist placements.	SJ	01/06/21	Ongoing	22/03/22	<p>Transition support provided to schools where required</p> <p>Transition profile page has been created in conjunction with childcare providers and schools</p> <p>Transition toolkit has been created to support childcare settings with hints and tips to support successful transitions</p> <p>Transition planning in place during PCR</p> <p>Terms of reference agreed and shared.</p>	

						Triage system dates arranged for the next academic year. Triage system – decisions will be made here if a child requires a specialist provision. If it is too early to determine, processes are in place to refer the child into ALN panel closer to transition into school. Children who are likely to need a specialist provision have been highlighted on a register.	
TR02.3	Understanding of Local Offer	SJ	22/04/21	31/05/21	23/04/21	See PR06.	
TR02.4	School to attend PCR before key transition point (movement into school).	SJ	01/09/21	Ongoing	22/03/22	Schools attend 2x PCRs before movement into school – this is an ongoing process.	
TR02.5	Enhanced transition protocols for ALN learners moving into school.	SJ	01/09/21	Ongoing	22/03/22	New documents have been developed to support the new process (see TR02.2). Training will be delivered to schools in the summer term. Transition profile page for childcare to share with schools has been developed.	
TR02.6	Best practice guidance produced on Early Years transition protocol.	SJ	01/06/21	01/09/21	22/03/22	Guidance produced. Training will take place in the summer term – guidance will be shared with childcare providers following the training.	

Project Ref:	TR03	Project Name:	Transition – School Age
Project Lead:	Helen Osborne Kathryn Bailey	Key Theme:	Transition

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
TR03.1	Caseworkers to lead on LA	FN	01/01/21	30/04/21	18/06/21	Caseworkers fully involved with admissions meetings.	

	admissions meetings						
TR03.2	EY EP to cover extended age range 0-3 years	HO KB SJ	01/11/20	30/07/21	11/01/22	EPs will attend EY panel with the main grade EP team completing requests for further advice when necessary. EP input will be discussed during the triage of ALN referrals and any onward referrals will be made to the central EP team if required. HO and KB sitting in on EY panel. Additional requests for advice can come through this panel.	
TR03.3	LA Officer to attend PCR meetings at key transition points	FN	01/11/20	30/04/21	23/04/21	This is now under way and caseworkers are attending PCR meetings when required.	
TR03.4	Guidance on transition local offer to be produced	NB HB	01/11/20	30/07/21	15/03/22	Local offer around school age and school age to post-16 transitions complete and shared with schools. Early years into foundation phase transition guidance complete.	Continue to review and update guidance as live cases are worked on. Further discussion around good practice and involvement of SIAs.
TR03.5	Caseworkers to become case leads for pupils where IDPs are held by LA	FN	01/11/20	14/07/21	14/01/22	Caseworker patches reviewed in light of fifth caseworker and new patches worked to since September 2021. The Designated Co-ordinators in post will also lead on the development of LA maintained IDPs. Principles document is complete.	Identify those transferring from school action and school action plus into IDPs.

TR03.6	Allocation of caseworker patches confirmed	FN	01/11/20	30/04/21	15/02/21	This workstream is now complete. Patches have been developed and caseworkers are working to them.	
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Project Ref:	TR04	Project Name:	Transition – Post-16
Project Lead:	Fraser Newbury	Key Theme:	Transition

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
Further workstreams around post-16 offer under PR09 – this project is for transition.							
TR04.2	Agreed offer on transition arrangements clarified with Careers Wales	AL	02/06/20	30/07/20	11/02/21	Initial meeting has taken place with Careers Wales to further develop understanding. Clarification from Careers Wales that their role will continue, as is, for the year ahead following WG announcement re: implementation. More information required from WG re: the role of CW going forward	Further meetings to take place to develop next steps.
TR04.3	Confirmed post-16 offer from Gower College for ALN learners	FN	02/06/20	30/07/21	23/04/21	Caseworkers have met with SP from Gower College, and are now aware of the post 16 (and post 19) offer at Gower College. Gower College have appointed a transition officer.	
TR04.4	Ensure all post-16 options are shared in	Dave Bawden HB			16/05/22	Meetings have taken place with External Funding Team to identify further potential opportunities – wider strategy to be developed.	

	transition guidance						
TR04.5	Develop further online information for post-16 choices	Dave Bawden CD			15/05/22	Discussions have taken place around linking content between LA website and other options. My Choice website shows all settings in locality available for post-16 and application process for sixth form is completed through this. ALN pathfinder website is a FEI partnership website showing post-16 opportunities and guidance for CYP with ALN. ALN website content completed and agreed. In development with the web team	Ensure clear communication and visibility of all available options – link to online guidance and resources project.

Project Ref:	TR05	Project Name:	Transition – Young Adults
Project Lead:	Fraser Newbury	Key Theme:	Transition

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
TR05.1	Enhanced provision for post-19 learners with complex needs	FN	21/01/20	30/05/21	16/05/22	Positive progress and links with social services, careers wales and Gower College. Workstream Delayed: Welsh Government announcement that local authorities will not be responsible for agreeing and funding specialist college placements until September 2022.	

						Project Search is now live following delays due to Covid	
						Guidance has still not been received.	
TR05.2	Map and gap activity undertaken re current numbers (Careers Wales)	FN	01/01/21	31/05/21	14/01/22	Social Services group to look at this is well established. Kate Barnett (Caseworker) on this group. Positive progress being made, working collaboratively with colleagues in Social Services. Health have drafted a transition policy which ALNIT have commented on.	

Capacity

Project Ref:	CA01	Project Name:	ALNIT Restructure
Project Lead:	Alison Lane	Key Theme:	Capacity

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
CA01.1	EYANLO appointed in Swansea	AL	29/06/20	30/07/20	16/04/21	Samantha Jones has begun in post.	
CA01.2	Case workers with lead responsibility for transition appointed	AL	29/06/20	30/07/20	16/04/21	Andrea Hill-Jones has been appointed lead Caseworker.	
CA01.3	Restructure of ALNIT completed	AL	02/06/20	31/03/22	16/05/22	DPR approved and delivered which includes the revision of the existing structure and creation of new roles. Internal	Interviews for PEP. Prevention and intervention team

						<p>processes in relation to the re-structure have been completed.</p> <p>Interviews for PEP post will take place 24/05</p> <p>Edslt restructure includes the prevention and intervention team transferring into ALNIT- September 2022</p>	transferring to ALNIT – Sept 22
CA01.4	Roles revisited in relation to transformation <i>(Recommendation from Peer Review)</i>	AL			16/11/20	Complete.	
CA01.5	EP and specialist teacher role developed with FEI	HB HO	01/09/21	30/07/22	16/05/22	<p>Further information has been provided by WG for Post-16 although further guidance needs to be published. Regional meetings are taking place for planning for this cohort and there will be a regional principles document developed. GCS is set up as a setting on impulse.</p> <p>Work is ongoing across the directorate to consider the use of external funding to provide a range of opportunities for post 16 learners (including routes to employment)</p> <p>Implementation guidance from WG is yet to be published.</p>	<p>Continue to attend network meetings on the role of the EP in post-16 cases.</p> <p>AL/HB to discuss with SaLT Legal implications of working with post-16 learners. Develop LST/EP offer for advice and support.</p>

						EP and LST access (forums/clinics) to be extended to include FEI SALT –there is a gap in LHB provision between 16-18. Identified and raised with the LHB as an area of concern	
						Resources have been secured for the EP and LST Team to assess an increased age range.	
CA01.6	Transformation Programme Manager appointed	AL			16/11/20	Complete.	
CA01.7	Legal – Solicitor appointed	AL	01/01/21	28/02/21	11/02/21	Legal appointment secure. Melissa Perry is now appointed as our legal support.	
CA01.8	Early Years EP appointed	HO	01/06/21	31/07/21	06/10/21	No applications received for EY EP post. EPs will attend EY panel with the main grade EP team completing requests for further advice when necessary.	
CA01.9	ALN Online Systems Training Officer appointed	SH	01/05/21	15/06/21	30/09/21	Claire Davies (ALNCO at Hendrefoilan Primary) began in post 01/09/21.	
CA01.10	Social Communication Needs Advisory Teacher appointed	NB	01/05/21	25/06/21	30/09/21	Claire McKinnock (Ysgol Pen-y-bryn) began in post 01/09/21.	
CA01.11	ALN Performance Specialist appointed	NB	01/06/21	15/07/21	30/09/21	Grace Thomas began in post 01/09/21.	Complete recruitment to backfill the remaining hours with Performance Specialist Assistant post.
CA01.12	LA Designated Co-ordinator appointed (x3)	NB	01/06/21	31/07/21	30/09/21	All three DESCOS have been appointed and induction training has taken place.	

CA01.13	ALN Transformation Project Manager appointed	SH	01/06/21	31/07/21	13/07/21	Recruitment process paused until STF project needs more significant input. Once application received through internal recruitment.	Restart recruitment process if and when required.
CA01.14	Admin Support appointed	SH	01/06/21	15/07/21	30/09/21	Abdul Mustak has begun in post and providing support.	

Project Ref:	CA02	Project Name:	Workforce Development
Project Lead:	Natalie Bevan	Key Theme:	Capacity (also Provision, Quality)

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
CA02.1	Matrix of staff training needs (mapping areas of ALNET transformation) developed and for staff in all service areas.	NB	22/06/20	27/01/21	10/06/21	Training matrices spreadsheet developed and shared to finalise. Elesha training/Introduction to ALN reforms in Wales has been produced and shared widely.	Ongoing review of matrix.
CA02.2	Change management training provided for lead cluster ALNCOs / linked directly to the outcomes highlighted from the school readiness survey.	NB	22/06/20	27/01/21	09/09/20	Complete.	
CA02.3	Training opportunities identified to support early identification	NB	27/06/20	30/09/21	10/06/21	A range of training given to health staff on all aspects of ALNET. Occupational therapy have trained EY providers 0-5 including	Health are working on their early identification and support – further

	and support. (Inc. OT, Paediatricians)					mainstream nursery/reception teachers. EP assessment scoring and interpreting training now available.	work will follow this.
CA02.4	Effective practice in ALN / PCP / Differentiation identified and systematically shared. Structures developed to support this.	NB	15/09/20	20/12/23	11/11/21	Training, information sharing and development of strategies and interventions has taken place. A range of stakeholders involved including schools, LA colleagues, health and Swansea Parent Carer Forum. Social Services has received training. Awareness training shared widely. Interim system (to Jan 22) has been developed for identifying ALN and shared with school-based colleagues.	
CA02.5	Universal and advanced training opportunities linked to 4 core purposes provided	NB	01/09/20	20/07/21	17/01/22	Comprehensive training menu is in place.	
CA02.6	Staff trained following restructure	AL	01/09/20	31/03/20	10/06/21	Complete.	
CA02.7	Handbook/guidance produced for whole setting approach for framework for inclusion	NB	20/06/20	15/07/21	30/09/21	Final draft complete and shared.	
CA02.8	Officers at operational level	AL	01/09/20	31/03/22	07/10/21	Capacity has been an issue for team. Representation on all	

	enabled to engage with peers at a regional level. <i>(Recommendation from Peer Review)</i>					regional work streams. Operational Officers are now part of working groups within the region. Performance Specialist heavily involved in shaping the future. This continues and it is likely that Caseworkers will engage more at regional level in the future however at present they are supporting the workload as a result of staff sickness Great links and joint work streams with NPT.	
CA02.9	Team meetings reprised to facilitate discussion across different sections of ALNIT <i>(Recommendation from Peer Review)</i>	AL	01/09/20	31/07/21	10/06/21	Regular meetings across ALNIT teams are under way.	
CA02.10	Training in differentiation for ALN provided for all schools.	Tracy Barnard-Dadds			07/01/21	Training now produced and shared with all staff.	
CA02.11	Analysis of returns from readiness from schools and other service areas completed. Actions identified and implemented.	NB	20/05/20	31/12/20	30/09/21	2021 version has now been completed by schools and analysed to inform training and support.	
CA02.12	Greater involvement of School Improvement Advisers (SIAs) in evaluating progress	RP DT	01/09/21	31/07/22	20/11/21	ALNET is an agenda item on support visits (SV1). SIAs have sight of each school's ALN readiness survey and discuss	Ongoing collaboration and shared training opportunities

	in implementation of ALNET.					implementation plans during support visit. SIA training delivered	
						School profiler used by members of the SIA team where support is required. Profiler is standing item on SIA team meetings to signpost exemplar practice and support requirements.	
CA02.13	Parents/carers and young people engaged in exploring inclusive practice and PCP collaboratively, feeding into developments and training.	NB	01/09/20	01/09/23	15/05/21	Parent/Carer Forum attend Cluster Lead Project and contribute to workstreams. Cluster leads have produced a questionnaire for schools to use with parents and learners.	Review questionnaire prior to sharing more widely.
CA02.14	Training provided in the use of provision mapping tool.	AL	TBC	TBC	10/06/21	Duplicate workstream – please refer to QU05.	
CA02.15	Address training needs required by schools in relation to assessment.	NB	01/09/21	31/03/22	17/01/22	Map and gap and readiness survey identified assessment as a cause of concern for schools. Comprehensive training offer in place with strong uptake.	
CA02.16	Training developed to support school staff in identifying learners with literacy/dyslexia difficulties	NB	01/09/21	31/03/22	17/01/22	Training has been developed and is ready to share.	
CA02.17	Training developed to support school staff in identifying learners with	NB	01/09/21	31/03/22	17/01/22	Training has been developed and is ready to share.	

numeracy/dyscalculia difficulties						
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Provision

Project Ref:	PR01	Project Name:	Special School Development
Project Lead:	Fraser Newbury	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR01.1	Strategic Outline Case developed for new Special School Build	FN	21/10/20	20/08/23	11/10/21	<p>Strategic Outline Case approved by WG 08/11/21</p> <p>Ground investigations have been undertaken at the provisional preferred site and will be discussed at a Cabinet/CMT meeting on the 23rd June.</p>	Agree strategy to engage with schools and other stakeholders
PR01.2	Additional Places created at Penybryn	FN	01/09/20	30/01/22	11/10/21	<p>14 additional places, based in Arfryn from September 2021. Pupils now in place.</p> <p>Consultation process complete and agreement to proceed for the additional 31 places from January 2022.</p>	
PR01.3	Identify pupils who would be suitable for provision at Penybryn Lower (14 additional places)	FN		28/02/21	18/06/21	<p>Complete – fed back to parents and ready to start in September 2021.</p>	

Project Ref:	PR02	Project Name:	STF Provision
Project Lead:	Kate Phillips	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR02.1	STF review completed. Further action identified. <i>(Peer Review Recommendation)</i>	RP / Sue Edgar	04/02/20	20/10/20	15/12/20	Report complete and approved by SLB. Recommendations from report have been considered.	
PR02.2	Specialist provision (STF or alternative) formalised through SLA outlining entry/exit criteria, outcome expectation and monitoring mechanisms for both school and LA in terms of officer responsibility <i>(Recommendation from Peer Review)</i>	AL	TBC	31/01/22 <i>(under review)</i>	26/02/21	Briefing paper submitted to CMT outlining proposed next steps. This workstream will be closed and replaced with detailed plans to take the project forward.	
PR02.3	Role of the STFs formalised as an extension of the specialist services across the LA. <i>(Recommendation from Peer Review)</i>	AL	TBC	31/01/22 <i>(under review)</i>	01/12/20	As PR02.2	
PR02.4	Undertake stakeholder workshops to develop model to take forward.	KP	01/05/21	31/07/22	16/05/22	Regular workshops have taken place with a range of stakeholders from schools, PRU, education and social services staff.	Workstreams to take place and feed back to contribute to model design:

						<p>Presentations were also given to ALN cluster leads.</p> <p>The group have constructed a set of final principles to base any model on.</p> <p>Exploration of what the design of the ideal provision would look like has taken place including the mainstream continuum offer.</p>	<ul style="list-style-type: none"> • Identification and design of the ideal mainstream/continuum offer • Identification and design of the ideal outreach model • Identification and design of ideal placement offer • Identification and design of a model to offer provision within the Welsh-medium sector <p>Further workstreams to be developed on QA and central support required.</p> <p>Further actions include identification of physical capacity; recognise ethos of existing STFs; consideration of language and messaging; cataloguing specialisms; reviewed timeline; provision model for learners with neurodevelopmental conditions that prevent them from accessing a mainstream learning environment.</p>
PR02.5	Undertake statutory process once new model developed.	KP	01/09/22	31/03/23	17/01/22	This process will begin once a final model has been developed.	

Project Ref:	PR03	Project Name:	Specialist Placements ASD
Project Lead:	Fraser Newbury	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR03.1	Specialist placements increased to fit demand, ASD (no cognitive difficulties)	FN	30/04/20	20/08/22	14/02/22	<p>Growth in numbers of pupils with ASD feeding through from the Primary sector.</p> <p>Approval received from SLB that Birchgrove Comprehensive has an additional ASD class to accommodate 24 planned places from September 2022.</p> <p>Two additional classes accommodating 12 learners will be available in Penybryn lower have been included in the planned places paper. Approval received by SLB 31/01/22.</p> <p>Social Communication Needs Support Teacher in place.</p>	
PR03.2	Options Appraisal following STF Review	SH / KP			25/04/21	Initial proposal shared with CMT on 09/06/21. Further updates will be provided under PR02.	

Project Ref:	PR04	Project Name:	Bespoke SEBD Provision
Project Lead:	Fraser Newbury	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR04.1	Bespoke provision piloted for 'hard to place' learners	FN	06/06/20	31/03/21	13/11/20	Birchgrove pilot project is up and running.	

	with significant SEBD needs.						
PR04.2	Progress report on Ty Fedw project completed	FN	13/11/20	31/12/20	25/04/21	Ty Fedw now funded in core school budget.	
PR04.3	Operational group for hard to place children in place.	FN	Complete.		14/10/20	Operational group running for hard to place children reinstated.	
PR04.4	Explore on-site education in independent care homes	FN	13/11/20	01/09/21	11/10/21	Site visit to Trafle Lodge took place in October 21. Options available to place children with significant SEBD.	
PR04.5	Explore feasibility to develop provision in primary	FN	01/01/22	31/07/22	14/05/22	Discussed with SLB – paused pending wider SEBD strategy. Initial discussion has taken place with Clase primary school. Further discussion is required on the placement of the primary provision and how this fits with the STF review	

Project Ref:	PR05	Project Name:	Funding Formula Review
Project Lead:	Fraser Newbury	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR05.1	Funding formula review undertaken for mainstream SEN	FN	01/11/20	31/03/21	14/05/22	Principles agreed with head teachers and local authority officers. Various models / options considered. Local Authority to take the decision on the final model. (£14m delegated).	

						Presentation given to Cross Phase headteachers by Kelly Small on the funding formula – new formula will be in place by April 2023 with a shadow formula shared by April 2022.	
PR05.2	Options appraisal for 2022/23 FY	FN	01/02/21	31/07/21	13/07/21	Decision taken to continue with the same formula for 2022/23 FY.	
PR05.3	Schools consulted on options (form)	FN	01/09/21	31/12/21	13/07/21	See PR05.1. Schools consulted and agreed to principles. LA to decide.	
PR05.4	Funding formula review for Special Schools undertaken	FN	01/01/21	31/03/21	06/05/21	Special schools' budgets reflect formula change from 01/04/21.	

Project Ref:	PR06	Project Name:	Local Offer
Project Lead:	Helen Osborne Kathryn Bailey	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR06.1	Three-year license provided for 'Project Search' for Gower College	NB	Complete		15/09/20	This has been completed to increase opportunities for learners to go into employment.	
PR06.2	Provision for learners wishing to be supported through the medium of Welsh included in ALP.	HO KB	26/10/20	08/04/22	21/03/22	Paper developed as part of STF review around model of support for learners in Welsh-medium education and will be shared as part of the WESP delivery.	
PR06.3	Schools to outline current universal offer according to the 4 areas of ALN set out in the ALNET Act.	HO KB NB	01/10/20	31/12/20		Shared with schools	

PR06.4	Provide clear guidance regarding the graduated response/decision making model following publication of Code	HO KB NB	01/01/21	31/03/21	10/06/21	Training rolled out on 10/06/21.	
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Project Ref:	PR07	Project Name:	Transport Review
Project Lead:	Alison Lane	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR07.1	Ensure transport is included in new budget forecasting template	FN	TBC	TBC	N/A	Commissioning Officer has advised ALNIT do not hold the transport budgets – clarity required on the purpose of this milestone.	Remove milestone.
PR07.2	Corporate transport review completed	FN AL	12/05/20	19/07/20	15/09/20	Transport removed from ALN panel and new process in place.	
PR07.3	Develop and establish the appeals system for transport.	AL	01/08/20	31/03/20	22/03/22	Appeals system is in place and is working well. Webform has been developed and is now available online at www.swansea.gov.uk/schooltransport The revised structure includes a role for Transport appeals.	
PR07.4	Independent travel skills options appraisal completed	AL Pam C	01/05/21	30/09/21	14/01/22	Discussion and handover has taken place with Pam Cole, who will now lead on this workstream as part of the development of a Directorate Travel Strategy.	Workstream to be developed, including key colleagues from across the Directorate.

Project Ref:	PR08	Project Name:	Specialist Support
Project Lead:	Alison Lane	Key Theme:	Provision, Assessment, Capacity

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR08.1	Health SLA for SpAL reviewed	AL HB	01/09/20	31/03/22	16/05/22	<p>Ongoing discussions are taking place regarding LHB responsibilities. It is evident that the LHB are ill equipped to manage their responsibilities within the Act. However, the DECLO has drafted a business case to address some of the issues. Further update the DECLO has not drafted a BC yet and is awaiting the outcome of workshops that are taking place.</p> <p>Whilst the LA is keen to continue and develop its working relationship with the LHB, further work is needed to discuss operational ways of working. There are concerns that the LHB have a strategy to create case law through the Tribunal process for the LA to assume responsibility for the delivery of SALT provision</p> <p>The outcome of this will influence future SLAs with the LHB.</p> <p>Model of service delivery has been drafted and agreed in principle with LHB.</p>	<p>Tribunal element to be included in future meetings with Hannah Murtagh on SLA review.</p> <p>Future work to take place reviewing current funding arrangements with Mark Gosney with EY partners – namely, FS.</p> <p>Further clarity needed on responsibilities/intentions of Health. Further meetings are being scheduled. New appointments and Covid have delayed the start to this work but it is now underway.</p> <p>Link with Health to review training opportunities.</p>

PR08.2	Development of a position statement for ABA provision.	HO KB	17/11/20	31/07/22	16/05/22	Position Paper has been circulated and considered by Head of ALNIT and Head of Vulnerable Learner Service. Further work and research is required that considers the use of ABA within Swansea. Discussions have been initiated with the University	
PR08.3	Review and refine models of access to advice and intervention from EPS	AL HO KB	01/09/21	31/08/22	16/05/22	Patch model has been reviewed for the next academic year. However, further work is required to align support teams going forward (BST, LST, EPS)	
PR08.4	Appoint and develop the role of the Caseworkers to support key stakeholders	FN	01/09/20	01/01/21	22/01/21	All caseworkers in post and are now working to patches as of 01/01/21.	
PR08.5	Occupational Therapy responsibilities identified and process created with Health.	AL HB FN			16/05/22	<p>Discussion have taken place to develop processes with Health.</p> <p>This is linked to wider discussions with access to all services in health and LHB response to the new legislation</p> <p>Whilst there has been little progress from the LHB, there has been considerable work with the LHB to ensure that they are aware and accept their responsibilities as set out in the Act. Further work is required.</p>	Establish working relationship and legal position in relation to delivery of Occupational Therapy.

						<p>Manual Handling Officer Post will act as a link with Occupational Therapy.</p> <p>A pilot OT clinic/forum has been agreed with the LHB for the EY for staff to consult with specialist staff for advice. If this is successful this will hopefully be extended to the wider age range</p>	
PR08.5	<p>Ensure sufficient succession planning and training for SCERTS, ASD, Physical and Complex and sensory needs.</p>	HB	01/09/20	31/03/22	21/03/22	<p>SLCT / ASD Team</p> <p>The Social Communication Champion project is continuing to July 2022. This covers a wide range of areas including managing pupils with ASD, managing sensory needs, toileting needs and SCERTs training.</p> <p>The ASD Specialist Teacher has recently updated the ASD Action Plan and future planning of delivery. Links with NAS.</p> <p>Specialist Teacher is being seconded into the SLCT to assist converting statements to IDPs.</p> <p>Physical and Complex Needs</p> <p>Secondment of specialist teacher has been secured to:</p> <ul style="list-style-type: none"> • Develop a complex needs curriculum for pupils in mainstream schools. • Develop the use of ICT to support pupils with complex needs in mainstream schools. • Assist with Covid recovery. 	<p>Consider workforce planning for QTVI and ToD.</p> <p>Decision on model of service delivery for LST going forward.</p>

						Manual Handling Post recruitment is underway and will be appointed by 25/03/22.	
PR08.6	Ensure succession planning is robust for EPS	HO KB	17/11/20	01/09/20	11/01/21	DPR completed in readiness for any future retirements. Workforce planning ongoing.	

Project Ref:	PR09	Project Name:	Post-16 Offer
Project Lead:	Natalie Bevan	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR09.1	Map and gap exercise undertaken for FEI courses for ALN.	NB	01/07/20	12/12/20	17/01/22	Complete.	An ongoing piece of work.
PR09.2	Purchase 3-year license from Project Search	NB	01/09/20	TBC	15/09/20	See PR06.1.	
PR09.3	Establish internship opportunities.	NB	01/09/20	01/12/21	17/01/22	Internship opportunities have been established and will be run between GCS and External Funding Team.	
PR09.4	Young persons successfully complete a year internship	NB	01/12/21	31/03/22	17/01/22	See above.	
PR09.5	Review opportunities around housing to support learners' post-16 access college	AL	TBC	TBC	14/01/22	Meetings have taken place with SSD (Adult and Children's Services), Welsh Glamorgan Regional Transformation (SS), LHE, CL and SH to discuss opportunities that could be developed together. It has been	Contribute to the development of the SSD project as required.

						<p>agreed that residential will not be included in the special school development and that SSD will need to lead on the business case development for this project with input from Education.</p> <p>A build is in progress for supported living scheme (Adult Services) and progress from this was shared to support the development of new ideas. Special School paper has been updated to reflect considerations that could be made to community provision.</p>	
PR09.6	Mapping of school sixth form offer	Dave B			16/05/22	Mapping has been undertaken and shared on 'My Choice' website, further work is taking place on extending the offer in liaison with the external funding team.	
PR09.7	Mapping of additional opportunities available to CYP with ALN, e.g. courses, traineeships, employability projects	Dave B			16/05/22	Meetings are taking place with the External Funding Team to map out existing and potential additional opportunities – ongoing. Internship project which was paused due to Covid has now restarted	Explore Inspire training.
PR09.8	Agreed offer from Careers Wales clarified	AL	02/06/20	30/07/20	09/22	<p>Meeting has taken place with Careers Wales to further develop understanding.</p> <p>CW role confirmed by WG and links established to share</p>	

						knowledge prior to implementation	
PR09.9	Post-16 implementation guide developed for all post-16 settings	Dave B	01/09/22				
PR09.10	Identify case studies to promote post-16 choices.	Dave B	01/09/22				

Project Ref:	PR10	Project Name:	Equipment Storage
Project Lead:	Alison Lane	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR10.1	Scope out feasibility of this project	AL			26/02/21	Initial meeting with H&S officers, KS and LA inclusion leads has taken place and agreement on working party going forward secured. It was agreed that this project will realise long term costs and climate benefits and would not initially see an investment reduction.	
PR10.2	Working party set up to include Health colleagues to further consider options and costs associated with the project				10/07/21	Working party date set up. Agreed actions and responsibility on research to be undertaken in readiness for this working party agreed. LHB already has set up a repurposing system for health equipment but would be unable to	

						absorb education equipment. Indications of cost shared by LHB indicates that this project would require significant investment and therefore unlikely to be a viable option given that LHB are likely to take responsibility for services and provision (including equipment) under the new legislation. This action has been to be an unviable option at present due to costs benefits	
PR10.3	Develop paper to outline the business case.					No longer required.	
PR10.4	Paper to SLB for consideration					No longer required.	

Project Ref:	PR11	Project Name:	Welsh Language
Project Lead:	Helen Osborne	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR11.1	Complete Welsh in Education Strategic Plan Outcome 6 (ALN).	HO	01/03/21	01/12/21	11/01/22	Outcome 6 written. Consultation completed and outcome finalised.	
PR11.2	Forecast demand for Welsh-medium to plan future provision	HO	01/03/21	31/03/22	21/03/22	Identification of demand is done through PCRs and fed back through the Directorate forecasting process.	
PR11.3	Ensure Welsh-medium provision in STF review and review current model of delivery in Bryntawe	HO	01/01/22	08/04/22	21/03/22	Paper developed as part of STF review around model of support for learners in Welsh-medium	

	resource for speech, language and communication needs.					education and will be shared as part of the WESP delivery.	
PR11.4	Ensure Welsh-medium provision in Special school development	HO	In line with SS project (Capital Team)		06/10/21	Linked to Special School project. Welsh-medium provision outlined in SOC and will be flexible to meet future demand.	
PR11.5	Establish gaps of Welsh-speaking staff for MLD, sensory and Physical and Complex needs.	HO HB	01/01/22	TBC	16/05/22	Good provision for Welsh speaking staff for SpAL/SCN in the outreach model. There are gaps for other types of need.	Raise with PAGA and HB for training needs.

Project Ref:	PR12	Project Name:	Commissioning
Project Lead:	Fraser Newbury	Key Theme:	Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PR12.1	Develop contracts for pupils placed in independent special schools.	FN	01/01/21	31/08/21	14/05/22	Contracts agreed with the main providers. The main contract for Gwenllian and Ty Danycoed has been signed.	
PR12.2	Work with colleagues across the LA around commissioning	FN	01/01/21	31/08/21	11/10/21	FN and KH attending People Commissioning Group on behalf of Education.	
PR12.3	Identify Commissioning role for ALN and more widely for Education to ensure we are compliant on procurement rules.	FN	08/06/21	31/03/22	14/01/22	New dedicated officer, Kieran Hughes will take this workstream forward.	

Quality

Project Ref:	QU01	Project Name:	Whole-School Approach to ALN
Project Lead:	Natalie Bevan	Key Theme:	Quality, Provision

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
QU01.1	Develop understanding of universal provision and universal elements with ALNCOs, school leaders and all staff	NB	01/09/20	12/12/23	11/11/21	Spreadsheet completed and shared with schools. A live document that will continue to be updated.	
QU01.2	Definition of roles in whole school approach of SLT, ALNCo, all teachers and governors	NB	01/09/20	12/12/23	11/11/21	<p>Guidance on roles is included in the LA principles document.</p> <p>Role of ALNCo focus of work of ALNCo cluster leads.</p> <p>Outline of roles of all 3 subject of presentation to all Swansea heads.</p> <p>WG guidance on role of ALNCO issued to ALNCO cluster leads.</p> <p>Governor training provided with positive attendance.</p>	Governor training is ongoing.
QU01.3	Provide guidance to schools on developing an inclusive culture	NB	01/09/20	01/09/21	11/11/21	Training has been delivered on this.	Final link to this will be in the inclusion handbook.

QU01.4	Schools supported to develop inclusive, high quality, differentiated teaching in all schools	NB	01/09/20	01/01/22	11/11/21	<p>Professional learning by Mike Gershon – all modules of this training are now available in recorded presentations and slides, which can be used with conferences, large or small groups or on an individual basis.</p> <p>Recorded slide presentations distributed to all settings, via a range of methods including the newsletter, via ALNCOs and headteachers.</p>	Inclusion handbook will also include advice on differentiation.
QU01.5	School Improvement Advisers support schools in achieving differentiation as part of high-quality teaching and learning	RP DT	01/09/21 Onwards	31/07/23	16/05/22	<p>Support visit (SV1) agenda allows for discussion of Curriculum for Wales (CfW) progress. During SV1 this is a high-level discussion.</p> <p>Great Teaching Toolkit (GTT) is being trialled by some schools and supported by Welsh Government. The focus is on improving teaching and learning through practical applications.</p>	<p>Future visits will allow for further discussion and the evaluation of learner evidence e.g. books.</p> <p>Share outcomes of GTT trial.</p>
QU01.6	Support and quality assurance methodologies developed for nine universal elements in ALN Code	RP NB	01/09/21	Ongoing	17/01/22	Complete – training will continue on an ongoing basis.	
QU01.7	Develop school-to-school collaboration on the development of good practice of ALN (Previously QU04 – now merged)	RP NB	01/05/22	Ongoing	17/01/22	<p>Cluster lead meetings are a regular occurrence. FAQs have been shared and regularly updated.</p> <p>ALP moderation days are booked for the spring term.</p>	

Project Ref:	QU02	Project Name:	Process Monitoring
Project Lead:	Alison Lane	Key Theme:	Quality, Provision, Assessment

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
QU02.1	Digitise pupil files and transfer to current storage area. Dispose paper files.					Complete.	
QU02.2	ALN documentation and letters updated to reflect changes in policy, process and practice.	AL SH	06/06/20	12/06/21	07/10/21	Letters have been created for the new legislation. RPA process for PCR processing is developed and schools are asked to upload PCR documentation via a webform. This will greatly reduce processing times. Webform has been developed to receive referrals for IDP decision making.	
QU02.3	Performance indicators developed for all staff linked to ALNET	AL	01/09/20	12/12/20	01/12/20	All appraisals to include ALN focus	
QU02.4	Review undertaken of the whole statutory assessment process, including roles and procedures of other panels, e.g. EOTAS and Complex Needs.	AL			18/11/20	All panel chairs have been informed that they need to seek written input from PRU/EOTAS PRIOR to panel so that their views can be discussed in Panel. Agreement with HMR/KP	

	(Peer review recommendation)					that then this will be the final decision without challenges. Regular EOTAS/ALN meetings taking place with HMR/KP oversight and direction.	
QU02.5	Flow chart of statutory processes created based of code of practice, working with a range of stakeholders.	NB	02/11/20	02/02/21	09/03/21	Completed and being used by schools.	
QU02.6	Consultation of agreed flow chart of statutory processes to take place with a wider group of stakeholders.	NB	02/02/21	02/04/21	09/03/21	Flowchart for statement process has been shared with stakeholders.	
QU02.7	Review process of recording information to ensure efficient use of EP time	HO KB	01/09/20	31/03/22	21/03/22	Standardised information recording shared with all EPS.	Continue to review and refine processes as appropriate.
QU02.8	Map processes for the new legislation including use of Impulse software	AL CD	01/05/21	01/11/21	22/03/22	Processes maps have been reviewed following phase two of restructure and Impulse system development.	Further refine processes with improved knowledge of the Impulse system and once practiced in a live environment.
QU02.9	Develop SharePoint structure for ALNIT	AL	01/10/21	31/03/22	22/03/22	ECM (Electronic Content Management) project (moving to SharePoint) underway Education Directorate. Historical documentation will be stored in line with retention requirements.	
QU02.10	Section 64 Health Notification of ALN	AL			16/05/22	This has been agreed with Health.	The referral form will need to be developed into the

	process and system developed					<p>There is a significant concern about the number of referrals that are being made by health into the LA. This is unsustainable and results in a poor experience for families as when we receive a referral the LHB are unable to provide robust information as they have limited involvement with the child. A workshop has been developed to provide training to LHB staff on the use of language and suitability of referrals</p> <p>The system as set out by the legislation is not efficient as a result in discussion with the LHB we have arranged a working group to look at merging information required for section 64 and 65 referrals into one step to avoid unnecessary delays. It is evident that there is a significant risk to the implementation due to the LHB being ill equipped to respond to these requests.</p>	CACI system in further updates.
QU02.11	Section 20 Health Board services to assess process and system developed	AL			16/05/22	<p>A process is in place for the LA to refer into the LHB through section 20. This has been agreed and processes have been discussed with LHB in relation to how schools access health colleagues for their input. We have initiated some</p>	

						forums/clinic for access to specialist therapy and teaching staff at the pre-referral stage. However, there is an ongoing concern regarding the LHB capacity to support the ALNET implementation.	
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Project Ref:	QU03	Project Name:	Monitoring Quality
Project Lead:	Natalie Bevan	Key Theme:	Quality

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
QU03.1	ALN to be included as a focus during support visits by School Improvement Advisers (SIAs). (Update in line with QU01).	RP DT	01/09/21	20/07/22	20/11/21	See CA02.12 for update.	See CA02.12 for update.
QU03.2	Regional self-evaluation tool shared with schools (ALN)	NB	08/03/21	08/03/21	09/03/21	Document shared.	
QU03.3	Regular review developed of ALN provision and impact of provision	NB	01/09/21	01/12/21	16/05/22	Provision mapping tool will aid with this piece of work. ALNCoS have been advised to map provision in preparation for ALNET transformation. Regular implementation days have been funded to	Roll out of the Impulse system. Further ALN self-evaluation training for schools

						enable ALNCo joint working and collaboration. Moderation of IDPs in underway. Schools have received training on how to embed self-evaluation of ALN into the school self-evaluation cycle. Implementation guide has been shared with schools.	
QU03.4	Pilot undertaken to develop moderation processes to ensure quality of IDP and PCP	NB	02/06/20	31/12/21	17/01/22	Pilot has been undertaken and moderation processes have developed – these will be ongoing over the next few years.	
QU03.5	Schools supported to be able track progress in terms of learner outcomes for learners with ALN provision map	NB	01/09/20	01/09/23	16/05/22	Provision mapping tool project in progress.	Deliver further training once Impulse is live.

Project Ref:	QU04	Project Name:	Promoting Good Practice Across Settings
Project has been merged with QU01.			

Project Ref:	QU05	Project Name:	Provision Mapping Tool
Project Lead:	Alison Lane Sarah Hughes	Key Theme:	Quality, Partnership, Assessment

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
QU05.1	Link with key stakeholder to develop an overview of what we want the provision mapping tool (ALN Digital Platform) to achieve	AL	02/06/20	20/11/20	15/03/21	Complete – CACI Impulse system has been procured.	
QU05.2	Link with key stakeholders to consider options presented by a variety of external providers to consider 'best fit' for our needs	AL	02/06/20	20/11/20	15/03/21	Complete.	
QU05.3	Develop provision mapping tool / IDP online / portal with CACI	AL SH CD	01/05/21	16/07/21	16/05/22	Final configuration is underway in readiness for go live.	Further systems development to take place with CACI.
QU05.4	Range of systems explored to ensure that Capita ONE is best suited to Swansea. (Recommendation from Peer Review)	AL				From an ALN perspective, this has been reviewed. One has to be used for the main data holding system.	
QU05.5	Develop and agree contract with CACI	AL	01/12/20	31/01/21	15/03/21	Complete.	
QU05.6	Initial training and pilot system with ALNCo leads and test group	SH	01/06/21	16/07/21	01/06/21	Training and system testing dates are in the system. ALNCo leads contributed to process mapping workshop. No further system testing planned with ALNCo leads.	

QU05.7	Provision mapping tool rolled out with training	NB CD	01/09/21	31/12/21	17/01/22	Training programme has been shared with schools – tool ready for training purposes.
QU05.8	Use of the One system reviewed (Recommendation from Peer Review)	AL	01/06/20	31/12/20	07/10/21	Automation of One processes has improved efficiency of the use of One
QU05.9	Explore SEN Portal used to reinforce partnership working.	AL	02/06/20	30/07/20	16/11/20	<p>Further exploration of the Capita system highlights the limited commitment from One to work with us to develop the system as we want it.</p> <p>It also would require settings to upload all pupil information to One, IDP online system and provision mapping system which is inefficient use of ALNCO time.</p> <p>The CACI system also has a portal.</p>
QU05.10	Develop webform as interim solution until Impulse is live	AL	01/07/21	31/08/21	07/10/21	Webform has been developed and published on Council website.
QU05.11	Transfer of documentation to Impulse	AL	01/07/21	31/12/21	14/02/22	Decision taken to contain historical documentation as part of the previous legislation on SharePoint as part of ECM project and accessible for archive, following detailed feasibility discussions between Education and IT. New documentation will be contained on Impulse.

Project Ref:	QU06	Project Name:	Policy Development
Project Lead:	Alison Lane	Key Theme:	Quality

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
QU06.1	Development of ALN Strategy for Swansea <i>(Recommendation from Peer Review)</i>	AL				Swansea strategy created and transformation programme underway.	
QU06.2	New ALN policy developed, replacing the inclusion and SEN policy.	AL	20/06/21	10/09/2022	16/05/22	Welsh Government have confirmed that ALN policy is not required, SEN policy remains a requirement. ALN/SEN policy drafted and shared with HOS Principles document finalised and shared	Policy sign off
QU06.3	Accessibility Strategy updated	AL PC	01/09/21	31/12/21	30/03/22	Latest update is being led by the Achievement and Partnership Service and will take place in the Summer Term. ALN officers to contribute as required.	
QU06.4	Ensure that Disability and Equality Act is linked to settings admissions policies and accessibility strategies and plans, school organisation plans and individual health care plans	DT	20/06/21	30/09/21	16/05/22	DT has discussed this with the relevant officers in the Achievement and Partnership Service who will lead on this piece of work as part of a wider work stream.	
QU06.5	Develop Principles Document for FEI	AL	20/03/22	10/10/23	16/05/22	Discussion with GCS has taken place and examples shared with GCS. Plans are in	

						place for this to be developed regionally, led by the TL.	
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Partnership

Project Ref:	PA01	Project Name:	Accessible Information, Advice and Support
Project Lead:	Natalie Bevan	Key Theme:	Partnership

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PA01.1	Arrangements for the Parent Partnership Service clarified, ensuring this is shared and understood by officers and stakeholders. <i>(Peer Review Recommendation)</i>				24/09/20	Completed.	PCF have requested 'roles on a page' e.g. caseworkers - all comms via them. Also other agencies e.g. SNAP. AL to forward.
PA01.2	Roles on a page to be shared.	AL			16/04/21	See PA04 for update.	

Project Ref:	PA02	Project Name:	Health
Project Lead:	Alison Lane	Key Theme:	Partnership

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PA02.1	Build upon existing links with health services to develop mental health services in all settings and in relation to the mental health and wellbeing of staff.	HO KB	06/06/20	31/03/23	21/03/22	<p>Recovery plan regularly updated.</p> <p>Links with mental health services and considerable work has taken place around model - universal/targeted/specialised support.</p> <p>EHPW forum established across all 14 clusters. This includes EP representation, wellbeing, third sector, Youth services, CAMHS. Important not to duplicate and complement each other's services. Cluster meetings in place development with Early Help Hub, behaviour specialist teachers, school counsellors (the Exchange), clinical nurse (CAMHS) and EPs.</p> <p>HO representing Swansea Education at the SBUHB Delivery Plan (2021-2023) which has set priorities driven by:</p> <ul style="list-style-type: none"> • Together for Mental Health Delivery Plan for 2019-22 (including the NYTH/NEST Framework) <p>Statutory framework on embedding a whole school approach to Emotional Health & Wellbeing.</p> <p>Early Help Hubs in Swansea includes 3 band 5 emotional health and wellbeing officers appointed by Health to support pupils at Primary</p>	Gold standard for all workstreams in relation to mental health and wellbeing of education staff.

						<p>Regional website 'Tidy Minds' will be included in virtual school as one area to signpost CYP and their families to correct services.</p> <p>Promotion of online counselling service (Kooth) continues to be promoted in newsletter already with plans to promote at YCA and SCCASH in June and July.</p> <p>Multi-agency suicide and self-harm prevention group attended.</p> <p>HO Swansea wellbeing link for Partneriaeth regional work.</p>	
PA02.2	Health colleagues engaged with re number of SA referrals <i>(Peer Review Recommendation)</i>	AL	TBC	TBC	07/10/21	<p>Section 64 referral form has been developed and shared with LHB and requires more comprehensive referrals with relevant information attached this will improve our ability to make informed decisions.</p> <p>KB attends monthly meetings with paediatricians from Health for Early Years neurodevelopmental referral meetings. Cases are discussed from an educational perspective and included in this can be discussions around SA referrals.</p> <p>DECLO attends ALN strategic board and ALN Cross-phase. KP has met with DECLO.</p>	
PA02.3	Further develop joined up	HB			21/03/22	Discussions have taken place around the limitations of the referral pathway.	Progress agreed actions to develop further joined up

	working with NDD Team					<p>LHB have requested link with NDD team in the early years to support children and their families from diagnosis into schools. As statements are converted to IDPs, this may allow for more capacity to work alongside LHB to support early identification and facilitation of training and guidance for schools.</p> <p>Consideration will be given to the SLCT taking greater ownership of professional advice for NDD ASD referrals in the future.</p>	<p>working and improve communication.</p> <p>Development of clear accessible information / guidance for parents.</p>
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Project Ref:	PA03	Project Name:	Social Services
Project Lead:	Alison Lane	Key Theme:	Partnership, Capacity

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PA03.1	Advocacy contract arrangements confirmed with SSD	AL	TBC	TBC	18/11/20	Advocacy contract arrangement in place. Service only available for CYP who are involved in Tribunal process. Requests go to SS for pre-tribunal cases on an individual basis.	
PA03.2	Local offer for social services agreed. Child and Family and Adult services	FN	01/09/20	30/03/22	14/03/22	A new multi-agency panel has been set up (Multi-Agency Pathway Case Panel) that has representation from Social Services, Education and Health in Swansea and Neath Port Talbot. This will review high profile cases.	Further training sessions to be organised following updated guidance from WG.

						<p>ALN items are sent for inclusion in the SS newsletter.</p> <p>Awareness raising training delivered, recorded and shared to SSD in September 21.</p> <p>Attendance from SS on ALN strategic board.</p> <p>Discussions taking place with SS SMT.</p> <p>Strengthened the case for social services to link with education to reduce the possible demand for specialist college placements from September 2022. At present, such requests are low in comparison to neighbouring LA's, but this could change with the introduction of the Act.</p>	
PA03.3	Establish forum for Education and Social Services to regularly review ALN cases	FN	01/09/21	01/12/21	14/01/22	<p>A new multi-agency panel has been set up (Multi-Agency Pathway Case Panel) that has representation from Social Services, Education and Health in Swansea and Neath Port Talbot. This will review high profile cases.</p> <p>Complex needs panel meets fortnightly.</p>	

Project Ref:	PA04	Project Name:	Dispute Resolution and Early Disagreement Process
Project Lead:	Fraser Newbury	Key Theme:	Partnership

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PA04.1	Work with SNAP to confirm pathway for dispute resolution.	FN	10/10/20	31/07/21	11/10/21	Paper finalised following consultation and approval by SLB on 04/10/21.	Include on website update.
PA04.2	Training and guidance for all staff on dispute resolution. Share with parents, key stakeholders.	AL FN	01/09/20	31/07/21	07/10/21	<p>Training attended by two caseworkers.</p> <p>Improved access to ALN caseworker team has reduced the number of SENTW tribunal appeals received.</p> <p>Draft paper regarding signposting when parents / carers have concerns or issues is at draft 5 stage. Circulated to head teachers on ALN Cross Phase and discussed at meeting on 15/06/21. This document will play an important part in any training delivered on disagreements. DRS guidance document has been signed off by SLB and can be shared with schools</p>	

Project Ref:	PA05	Project Name:	Regional IDP Development
Project Lead:	Natalie Bevan	Key Theme:	Partnership

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
PA05.1	IDP process trialled in identified settings by ALNCOs/Caseworkers	NB	04/09/20	01/01/21	11/11/21	IDP process has been trialled in a number of settings including, Early Years, EOTAS provision and Special School Setting.	IDP process is going to be investigated in FEI setting – awaiting implementation dates.
PA05.2	Identify steps to process IDPs	NB	01/11/20	01/02/21	11/11/21	Process has been shared.	
PA05.3	Evaluate IDP process and the IDP document (feedback to include schools, parents, SPCF, learner, EY, FEI)	NB	01/12/20	01/01/21	30/09/21	Complete.	
PA05.4	Produce IDP and guidance for its completion	NB	01/05/21	01/04/21	30/09/21	Guidance and training for IDP has been completed with good attendance.	
PA05.6	Review IDP process once in practice	NB	01/03/22	31/07/22	15/03/22	<p>IDP process developed and being followed in schools and EY settings.</p> <p>LA IDP process review has taken place and refinements made and being monitored.</p> <p>Review process is in place – early days of implementation, further work needed.</p>	Continue to review effectiveness of process.

Assessment

Project Ref:	AS01	Project Name:	Guidance on LA vs School/FEI Maintained IDPs
Project Lead:	Natalie Bevan	Key Theme:	Assessment

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
AS01.1	Central ALN team to define criteria for school based IDP's and LA based IDP's based on regional guidance regarding what constitutes ALP. (inc case studies)	NB HO	06/06/20	20/05/21	17/01/22	Principles document has been consulted upon and finalised. FAQs have been shared with schools and can be included in the main document.	

Project Ref:	AS02	Project Name:	Online Guidance and Resources
Project Lead:	Natalie Bevan (Claire Davies)	Key Theme:	Assessment

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
AS02.1	Online Specialist Teacher resources developed to increase access to specialist	HB	20/10/20	31/03/22	16/05/22	Significant development of the website is ongoing by the new ALN Online Systems Training Officer. Content has been	This is an ongoing project as resources will be updated.

	<p>services, using SEN portal/website/Hwb.</p>				<p>finalised and is now in development with the web team</p> <p>Guidance and support is continually added to the ALNCO Hwb groups as required.</p> <p>Documents produced by Cluster Leads shared to help new ALNCOs understanding universal and targeted interventions</p> <p>BSL curriculum has now been published by WG, with recognition of input by ToD from Swansea and shared at a national conference. BSL training programme is being undertaken across the LA using ALN transformation grant.</p> <p>Videos have been produced for NAS Swansea parent group explaining roles of EPs, LST and ASD specialist teacher. These will also be included on the website.</p> <p>Big Mac switches have been purchased for use with pupils with significant communication needs to communicate and interact.</p> <p>3 SENSflex+ interactive projectors with flexi vinyl mats and 3 SENSmini's purchased to project on the floor to support children</p>	<p>The LST will also provide input into developing guides for schools, parents and carers.</p>
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						<p>with a range of sensory needs and on loan to six schools across Swansea for a term then move on to other schools.</p> <p>Use of grant to train school staff in BSL and release ToD to work on a training package to help schools to include BSL as part of the new curriculum.</p>	
AS02.2	Ensure EPS have relevant assessment materials for increased age range 0-25	HO KB	01/09/20	28/07/21	16/06/21	<p>Resources have been ordered in readiness for the implementation of the Act.</p> <p>Assessment analysis materials secured by KB.</p> <p>Workaround for analysis is in place. EP hub remains in use, alternatives have been identified.</p>	<p>EPS to now consolidate their understanding of the resources so that we can extend our repertoire of assessment tools.</p> <p>Delay to implementation for post-16 meeting age group. Guidance from WG is yet to be published.</p>
AS02.3	Update website to reflect legislative changes	AL CD	01/09/20	31/03/22	16/05/22	ALN Online Systems Training Officer has drafted a new website structure and content. Final review and refinement has taken place and is now with the web team	Review and publish new website content.
AS02.4	Ensure Virtual School resources are up to date	HO HB NB	01/06/20	22/03/22	09/11/21	During Covid-19 this has mostly been achieved through the ALN Network groups and Swansea Virtual School Site.	
AS02.5	Ensure all post-16 options are clearly communicated via Swansea online channels.	CD DB			16/05/22	Post 16 options are now clearly communicated on the 'My Choice' website	

Project Ref:	AS03	Project Name:	LAC IDP Development
Project Lead:	Helen Howells	Key Theme:	Assessment

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
AS03.1	Redefine the Personal Education Plan (PEP) to ensure the IDP is included for LAC pupils who require an IDP.	HH	28/04/21	04/06/21	19/11/21	Swansea PEP updated within timescales and is going live in January.	Training taking place on 22/11/21 for LAC designated members of staff.
AS03.2	Explore including PEPs within the impulse system.	HH	17/05/21		14/02/22	CACI impulse has been procured for LAC virtual school.	
AS03.3	Scope capacity to ensure that the LA can effectively write, maintain, and review IDPs for looked after children.	HH	23/04/21	23/04/24	19/11/21	DESCOs now appointed and able to support with this work and trained in the legal implications surrounding LAC.	
AS03.4	Develop business case to accommodate the extra capacity needed for LA to maintain LAC IDPs.	HH	30/04/21	28/05/21	19/11/21	As above.	
AS03.5	Identify process and timeline to transfer School Action and School Action Plus reviews for IDP review for LAC.	HH	29/04/21	18/05/21	19/11/21	Timelines being updated to reflect WG changes from January 2022.	

AS03.6	Review updated requirements from Part 6 of Social Services and Well Being Act in relation to PEPs and their link to IDPs.	HH			22/03/22	<p>No further changes to Part 6, however, The WG report entitled “An Integrated Approach to Improving Educational Outcomes for Looked After Children in Wales” states that there should be “Processes that support integration, such as having a single, person centred approach to reviews of Personal Education Plans (PEP), aligned with Individual Development Plans (IDPs). For example, a PEP agreed across local areas that tend to host looked after children from the other area.”</p> <p>The regional PEPs are person centred and are aligned with the IDP, therefore meet best practise described.</p>	
AS03.7	Provide training to child and family colleagues about the changes in the act and especially those concerning Looked After Children.	HH			19/11/21	<p>Training took place in September and recorded for staff to access.</p>	Further training would be rolled out if required.

Cross-Cutting Themes

Project Ref:	TP01	Project Name:	Communications / Stakeholder Engagement and Regional Partnership
Project Lead:	Huw Beynon	Key Theme:	Programme Cross Cutting Theme, Partnership

Ref.	Milestone	Task Lead	Start	Deadline	Last Updated	Progress	Forward Look
TP01.1	ALN strategic board used to further engage with a range of stakeholders	KP	06/06/20	01/09/23	14/02/22	Strategic board meets termly.	Review longer term role for ALN strategic board.
TP01.2	Communications Strategy a) Created (<i>complete</i>) b) Updated to move from preparation to implementation for ALNET.	HB	01/09/20	Ongoing	09/02/22	Correspondence has been made with HoS/Regional Leads in relation to the regional communication workstream.	
TP01.3	Headteachers meeting used to communicate developments and secure engagement.	AL HB	01/11/20	Ongoing	14/02/22	Full update on ALN work given to all headteachers on 10/02/22.	
TP01.4	ALN Cross-Phase group to be re-established, with a	AL RP	01/01/21	Ongoing	14/02/22	Terms of Reference of Cross Phase discussed at meeting on 09/02/22.	Full and early consideration to be given to agenda to ensure

	changed term of reference based on a co-constructive role in the implementation and communication of the Swansea ALN Strategy.					All agreed to continue as a co-constructive group and headteachers reported that the group has been valuable.	appropriate co-construction.
TP01.5	Clear information for parents is available via a range of methods.	HB			21/03/22	<p>See also AS02. Animation has been procured regionally and will be distributed via all school websites.</p> <p>EY leaflet has been produced.</p> <p>Website is being updated with parents in mind and has been shared with PCF.</p> <p>Guidance has been shared alongside new webforms.</p>	<p>Further develop a range of information available for parents, see also AS02 for online guidance and resources.</p> <p>Explore alternative options to website.</p> <p>Review guides to SA.</p>

Project Ref:	TP02	Project Name:	Collaboration and Integrated Ways of Working
Project Lead:	Sarah Hughes	Key Theme:	Programme Cross Cutting Theme

Summary covered in highlight report.

Project Ref:	TP03	Project Name:	Embedding the Definition of ALN
Project Lead:	Natalie Bevan	Key Theme:	Programme Cross Cutting Theme

Summary covered in highlight report.
