Subject: Urgent: Breach of Statutory Timeframes under ALNET Act (2018)

Dear [*Insert ALN Case Officer’s Name*],

I am writing to formally raise concern regarding the delay in progressing [Child’s Full Name]’s Individual Development Plan (IDP), contrary to the statutory timeframes set out in the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the ALN Code for Wales (2021).

As you will be aware:

* Under Chapter [*insert relevant chapter, e.g. 10 or 12*] of the ALN Code, the local authority must issue a decision and/or final IDP within [*e.g. 12 weeks*] of assuming responsibility for the process.
* The Equality Act 2010 also places a duty on the authority to avoid delay where it may lead to a lack of reasonable adjustments or provision that disadvantages a disabled child.

To date, this matter has exceeded the expected timeframe, and this delay is impacting [Child’s Name]’s access to appropriate provision and support.

I respectfully request that the local authority now:

1. Provides a clear update on the current status of the IDP process.
2. Issue a final IDP without further delay in line with your statutory obligations;
3. Confirms how any support missed due to the delay will be reviewed or addressed.

I have copied this to [*Head of ALN Service*] and [*Director of Education / Local Authority Lead*] for visibility.

Should I not receive a satisfactory response within 7 working days, I will be seeking further advice and considering appropriate next steps, including escalation through the local authority complaints process and/or formal legal channels.

Yours sincerely,

[*Your Full Name*]

[*Contact details*]