Subject: Request for Reconsideration of ALN Decision for [*Child’s Name*]

Dear [*Name or ALN Team*],

I am writing to formally request a reconsideration of the decision made by [*School Name*] that my child, [*Child’s Full Name*], does not have Additional Learning Needs (ALN).

I believe that [*Child’s Name*] does meet the legal definition of ALN as set out in the ALNET Act 2018 and the ALN Code for Wales 2021, which requires two tests to be met:

**Test 1: Learning Difficulty or Disability**

* [*Please describe the difficulties your child has in learning that are significantly greater than most children of the same age*.]
* [*Explain any disabilities or conditions that prevent or hinder your child from accessing education in the usual way.*]

**Test 2: Additional Learning Provision (ALP)**

* [*Describe the additional or different educational support your child needs compared to their peers.]*
* [*Explain how the current school provision is insufficient to meet your child’s needs.*]

I have attached relevant evidence to support this request, including [*e.g. professional reports, school assessments, observations, medical or therapy reports].*

I would be grateful if the Local Authority could review this information and reconsider whether [*Child’s Name*] should be recognised as having ALN and provided with appropriate support.

Please let me know if you require any further information. Thank you for your time and attention to this matter.

Kind regards,

[*Your Name*]

[*Your Relationship to the Child*]

[*Contact Details]*