Re: Request for the Local Authority to take over responsibility for [*Child’s Name*]’s IDP

Dear [*Local Authority ALN Lead / ALN Team*],

I am writing as the parent of [Child’s Full Name], a pupil at [School Name], to formally request that the Local Authority takes over the responsibility for maintaining and reviewing their Individual Development Plan (IDP), in accordance with the Additional Learning Needs and Education Tribunal (Wales) Act 2018.

[Child’s Name] has been identified as having Additional Learning Needs, and while the school has provided support under a school-based IDP, we believe their needs are now beyond what the school can reasonably be expected to provide from within their delegated budget.

We are particularly concerned about [briefly outline reasons – e.g. the complexity of need, lack of progress despite support, input required from multiple agencies, ongoing exclusion risk, medical or behavioural issues, etc.]. We feel that a move to a Local Authority-maintained IDP would allow for a more coordinated and robust approach to meeting their needs.

Please could you confirm receipt of this request and advise on the next steps in the decision-making process? I understand that under the ALN Code, the Local Authority is required to consider such a request and decide whether to take over the IDP.

We would be happy to provide any additional information you may need and to participate in any meetings or reviews required.

Thank you for your time and consideration. We look forward to your response.

Yours sincerely,

[*Your Name*]