

Addysg



Cefnogi Dysgu Support Learning



ALN Annual Review

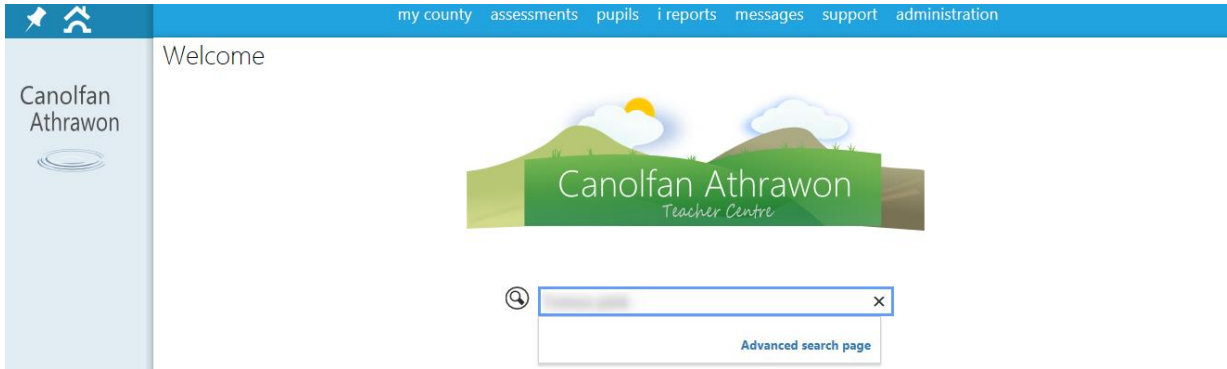


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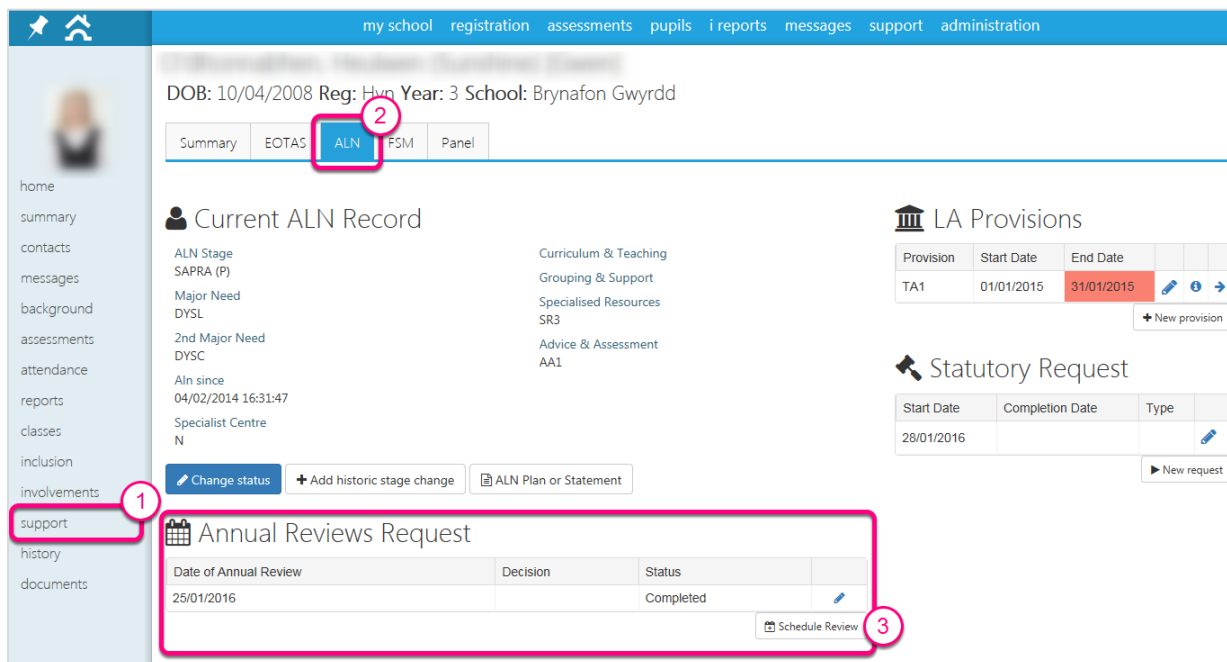
Scheduling an Annual Review

To schedule an Annual Review, first you must search for the pupil.



Pupil Profile

Go to **Support** page on the pupil record then click on the **ALN** tab.
Click the **Schedule Review** button.



Provision	Start Date	End Date			
TA1	01/01/2015	31/01/2015			

Start Date	Completion Date	Type	
28/01/2016			

Date of Annual Review	Decision	Status	
25/01/2016		Completed	

Give a date and click **Schedule Review**.

Annual Reviews Request

Date of Annual Review	Decision	Status	
25/01/2016		Completed	

[Schedule Review](#)

Review Date: [Schedule Review](#)

Click on the pencil to open the **Annual Review Page**.

Annual Reviews Request

Date of Annual Review	Decision	Status	
29/02/2016		Preparing for review	
25/01/2016		Completed	

[Schedule Review](#)

Annual Review Page

The current stage of the process is displayed under **Review Details**.

Annual Review

Pupil Details

Name
[Redacted]

DOB
10/04/2008

Year
3

Current Stage
SAPRA

Review Details

Current Status
Preparing for review

Date
29/02/2016 🕒 0 Days remaining

To return to the **Pupil Profile**, click on the icon of a person next to **Pupil Details**.

Annual Review

Pupil Details

Name

Review Details

Current Status

Attendee List

Type a name and click on the green **+** button to add to the **Attendees** list.
Then click the **Save** button to save the **Attendees** list.

Annual Review

Pupil Details

Name
[Redacted]

DOB
10/04/2008

Year
3

Current Stage
SAPRA

Review Details

Current Status
Preparing for review

Date
29/02/2016 🕒 0 Days remaining

Next Step

[Schedule](#)

Add to Panel

Select Panel
[Dropdown]

[ALN Statement/Plan](#)

[Go to Plan](#)

[Re-Schedule](#)

Attendees 1

Sarah Williams +

Recommendations

Add Recommendation

Decision

Notes

Attendees 2

Add Attendee

Sarah Williams x

Recommendations

Add Recommendation

Decision

Notes

+ Add Note

3 [Save](#)

[ALN Statement/Plan](#)

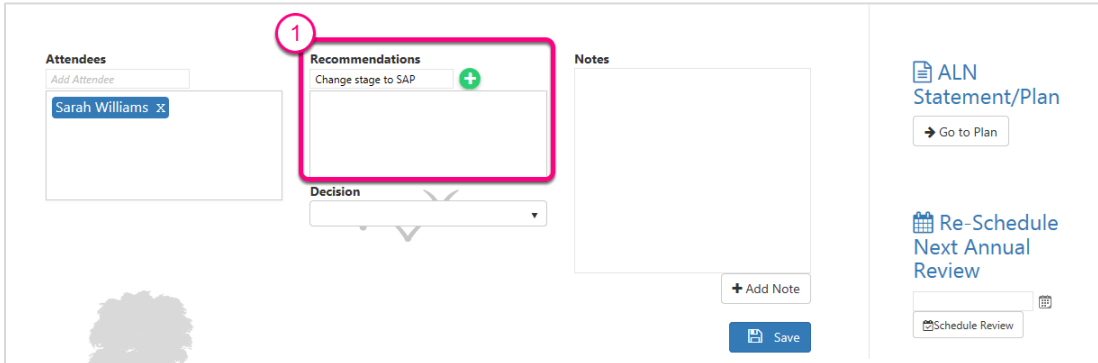
[Go to Plan](#)

[Re-Schedule Next Annual Review](#)

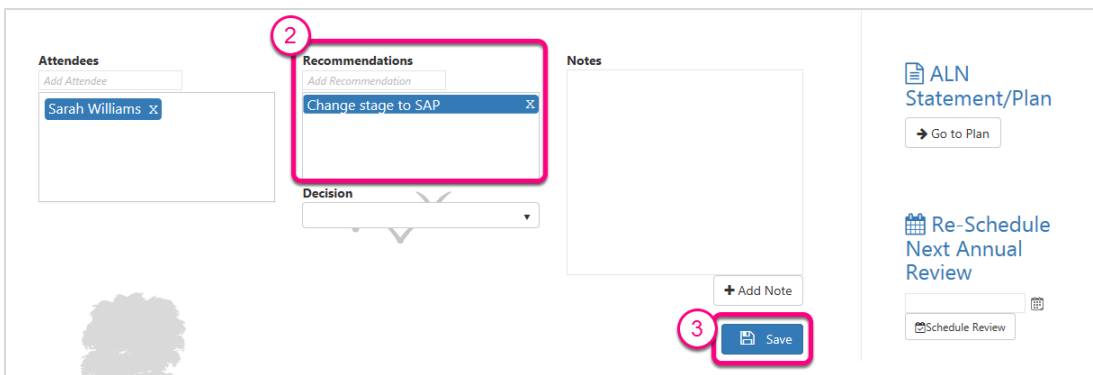
[Schedule Review](#)

Recommendations

Add recommendations in the same way as the Attendee list – click the **+** to add and then **Save** to save the list.



This screenshot shows the 'Recommendations' section of the interface. A pink box labeled '1' highlights the 'Recommendations' header and the 'Change stage to SAP' text with a green plus sign. Below this is a 'Decision' dropdown menu. To the right is a 'Notes' text area with a '+ Add Note' button. At the bottom right of the main panel is a blue 'Save' button. On the far right, there are links for 'ALN Statement/Plan' (with a 'Go to Plan' button) and 'Re-Schedule Next Annual Review' (with a 'Schedule Review' button).

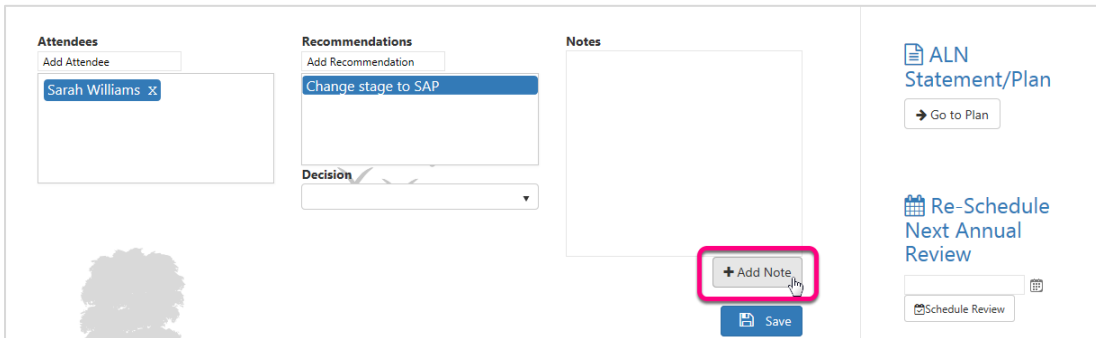


This screenshot shows the 'Recommendations' section after a recommendation has been added. A pink box labeled '2' highlights the 'Recommendations' header and the 'Change stage to SAP' text with an 'x' icon. Below this is the 'Decision' dropdown menu. At the bottom right of the main panel, a pink box labeled '3' highlights the blue 'Save' button. The rest of the interface, including the 'Attendees' list, 'Notes' area, and right-hand navigation links, remains the same as in the previous screenshot.

Adding Notes

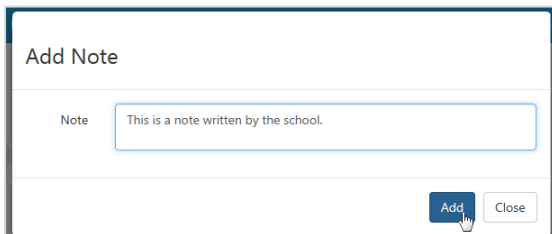
Notes can be added by the School and by County staff. They can be used as a conversation between the school and county.

To add a note, click **+ Add Note**.



The screenshot shows the main interface with four panels: Attendees, Recommendations, Notes, and ALN Statement/Plan. In the 'Notes' panel, a red box highlights the '+ Add Note' button. Below it is a 'Save' button. The 'Attendees' panel shows 'Sarah Williams' as an attendee. The 'Recommendations' panel shows 'Change stage to SAP' as a recommendation. The 'ALN Statement/Plan' panel has a 'Go to Plan' button. The 'Re-Schedule Next Annual Review' panel has a 'Schedule Review' button.

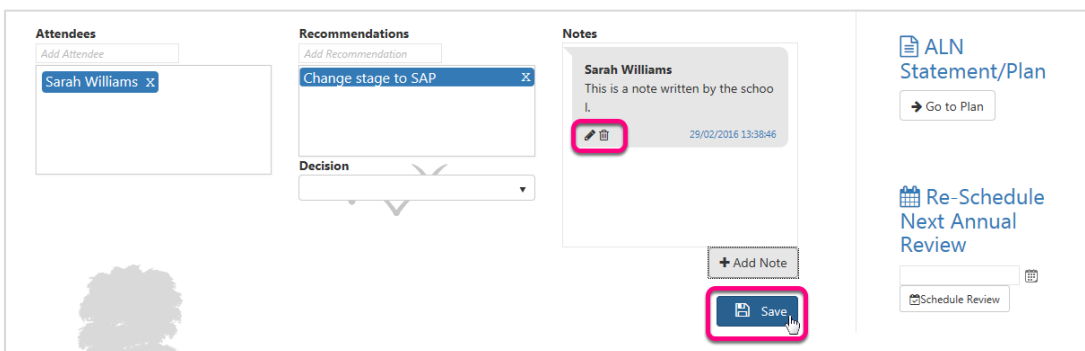
Type your note in the text box and click **Add**.



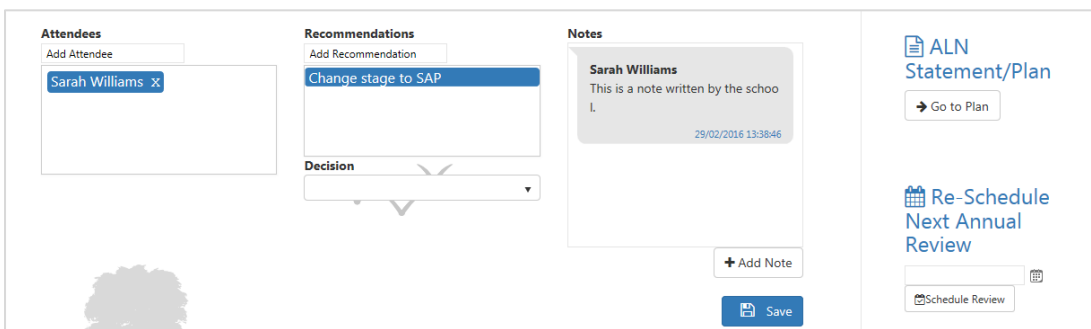
The 'Add Note' dialog box is shown. It has a title bar 'Add Note' and a text input field containing 'This is a note written by the school.'. Below the input field are two buttons: 'Add' and 'Close'. The 'Add' button is highlighted with a red box.

The note can be edited or deleted until the page is saved by clicking the **Save** button.

The page must be saved to keep the note, otherwise it will be lost. The note won't be visible to other users until it has been saved.

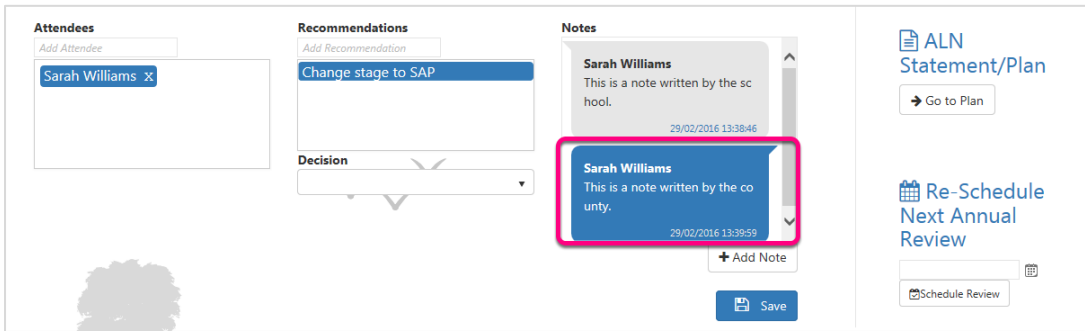


The screenshot shows the main interface with the note added to the 'Notes' panel. The note is titled 'Sarah Williams' and contains the text 'This is a note written by the school.'. Below the note are two icons: a pencil (edit) and a trash can (delete), both highlighted with red boxes. The 'Save' button is also highlighted with a red box. The 'Attendees' panel shows 'Sarah Williams' as an attendee. The 'Recommendations' panel shows 'Change stage to SAP' as a recommendation. The 'ALN Statement/Plan' panel has a 'Go to Plan' button. The 'Re-Schedule Next Annual Review' panel has a 'Schedule Review' button.



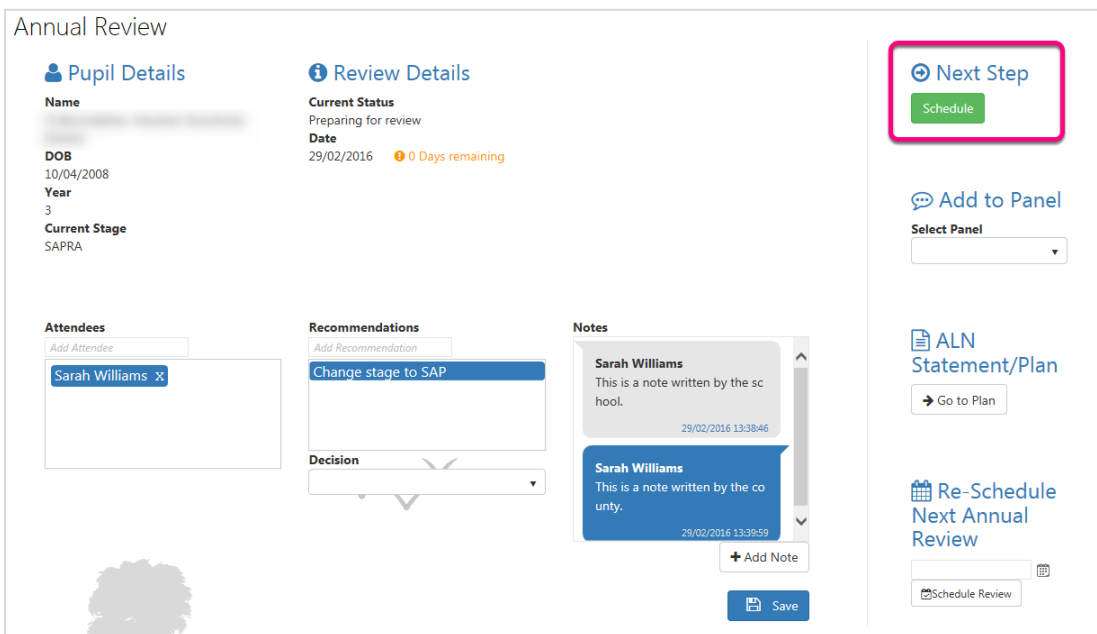
The screenshot shows the main interface with the note added to the 'Notes' panel. The note is titled 'Sarah Williams' and contains the text 'This is a note written by the school.'. Below the note are two icons: a pencil (edit) and a trash can (delete). The 'Save' button is highlighted with a red box. The 'Attendees' panel shows 'Sarah Williams' as an attendee. The 'Recommendations' panel shows 'Change stage to SAP' as a recommendation. The 'ALN Statement/Plan' panel has a 'Go to Plan' button. The 'Re-Schedule Next Annual Review' panel has a 'Schedule Review' button.

Replies are shown in a different colour.

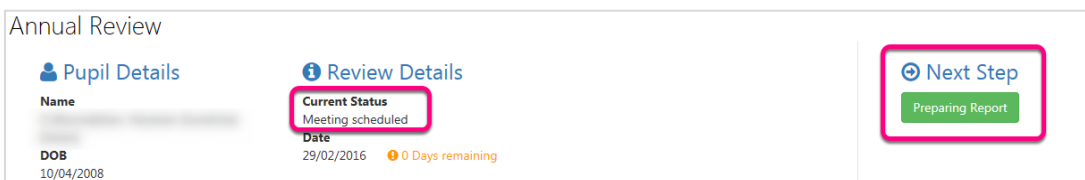


Next Step

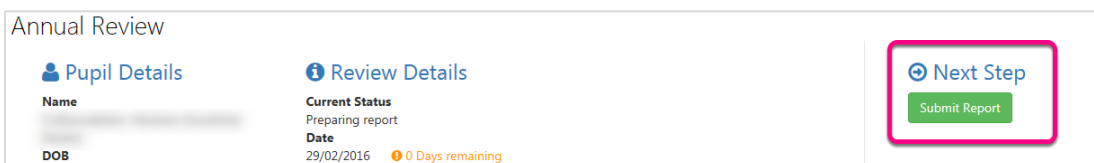
To move on to the next step, click on the green button.



The stage is updated under **Current Status**. Click on the green button for the next step when ready



The last step is **Submit Report**.



Once the report has been submitted, you won't be able to add any more to the report. Notes cannot be added during this stage.

The Signed and completed date will be visible, but will only be editable for County staff.

Annual Review

Pupil Details

Name [Redacted]
DOB 10/04/2008
Year 3
Current Stage SAPRA

Review Details

Current Status Report submitted
Date 29/02/2016 0 Days remaining

Attendees

Add Attendee
Sarah Williams x

Recommendations

Add Recommendation
Change stage to SAP
Decision [Dropdown]

Notes

Sarah Williams
This is a note written by the school.
29/02/2016 13:38:46

Sarah Williams
This is a note written by the county.
29/02/2016 13:38:59

Next Step

Signed Completed Date [Calendar]
Start Tribunal [Calendar]

Add to Panel

Select Panel [Dropdown]

ALN Statement/Plan

Go to Plan

Re-Schedule Next Annual Review

04/02/2017 [Calendar]
Schedule Review

County – Receiving the Report

The County staff will have a slightly different view of the page. The **Decision** can be edited and **Notes** can be added.

Acknowledge the submitted report by clicking the **Report Received** button.

Annual Review

Pupil Details

Name
[Redacted]

DOB
10/04/2008

Year
3

Current Stage
SAPRA

Review Details

Current Status
Report submitted

Date
29/02/2016 0 Days remaining

Attendees

Add Attendee

Sarah Williams x

Recommendations

Add Recommendation

Change stage to SAP

Notes

Sarah Williams
This is a note written by the school.
29/02/2016 13:38:46

Sarah Williams
This is a note written by the county.
29/02/2016 13:39:59

+ Add Note

Save

Next Step

Report Received

Add to Panel

Select Panel

ALN Statement/Plan

Go to Plan

Re-Schedule Next Annual Review

Schedule Review

The report can now be queried or completed. Querying the report will make the page active for the school.

Annual Review

Pupil Details

Name
[Redacted]

DOB
10/04/2008

Year
3

Current Stage
SAPRA

Review Details

Current Status
LA considering report

Date
29/02/2016 0 Days remaining

Attendees

Add Attendee

Sarah Williams x

Recommendations

Add Recommendation

Change stage to SAP

Notes

Sarah Williams
This is a note written by the school.
29/02/2016 13:38:46

Sarah Williams
This is a note written by the county.
29/02/2016 13:39:59

+ Add Note

Save

Next Step

Query

Complete

Add to Panel

Select Panel

ALN Statement/Plan

Go to Plan

Re-Schedule Next Annual Review

Schedule Review

Query – Returning to the School

Notes can be added until the School clicks the **Respond** button.

Annual Review

Pupil Details

Name
[Redacted]

DOB
10/04/2008

Year
3

Current Stage
SAPRA

Review Details

Current Status
Report being queried

Date
29/02/2016 🕒 0 Days remaining

Next Step

Respond

Attendees

Add Attendee

Sarah Williams ✕

Recommendations

Add Recommendation

Change stage to SAP

Decision

▼

Notes

Sarah Williams
This is a note written by the school.
29/02/2016 13:38:46

Sarah Williams
This is a note written by the county.
29/02/2016 13:39:59

+ Add Note

Save

🗨️ Add to Panel

Select Panel

▼

📄 ALN Statement/Plan

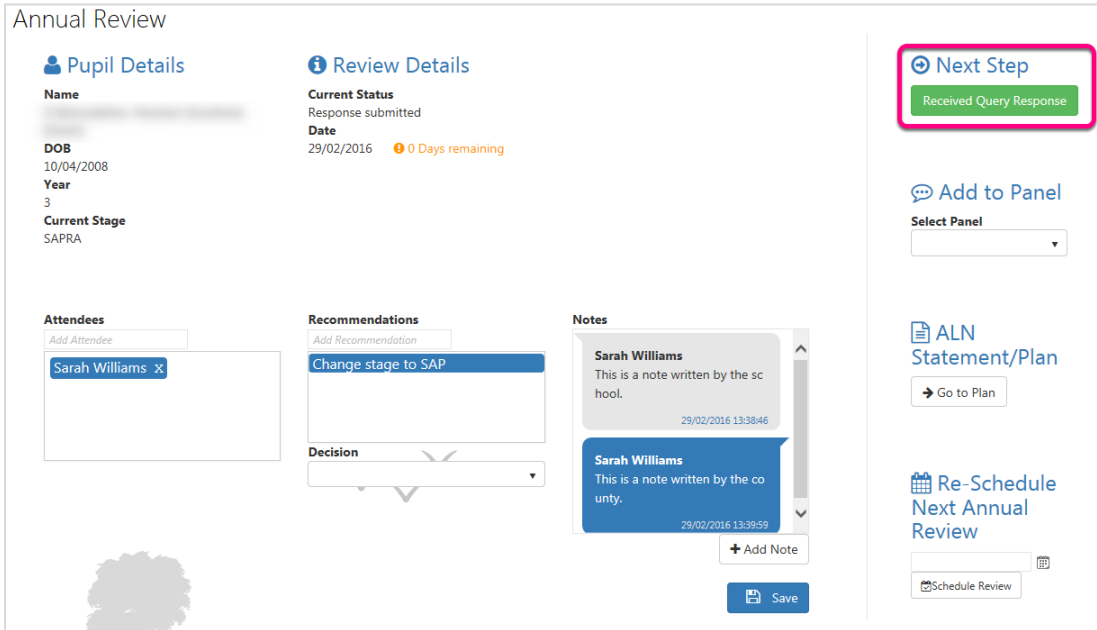
➔ Go to Plan

📅 Re-Schedule Next Annual Review

📅 Schedule Review

County – Completing the Review

The County can click the **Received Query Response** once they have had a response from the school.



Annual Review

Pupil Details
 Name: [Redacted]
 DOB: 10/04/2008
 Year: 3
 Current Stage: SAPRA

Review Details
 Current Status: Response submitted
 Date: 29/02/2016 0 Days remaining

Attendees
 Add Attendee
 Sarah Williams x

Recommendations
 Add Recommendation
 Change stage to SAP
 Decision: [Dropdown]

Notes
 Sarah Williams: This is a note written by the school. (29/02/2016 13:38:46)
 Sarah Williams: This is a note written by the county. (29/02/2016 13:39:59)
 + Add Note
 Save

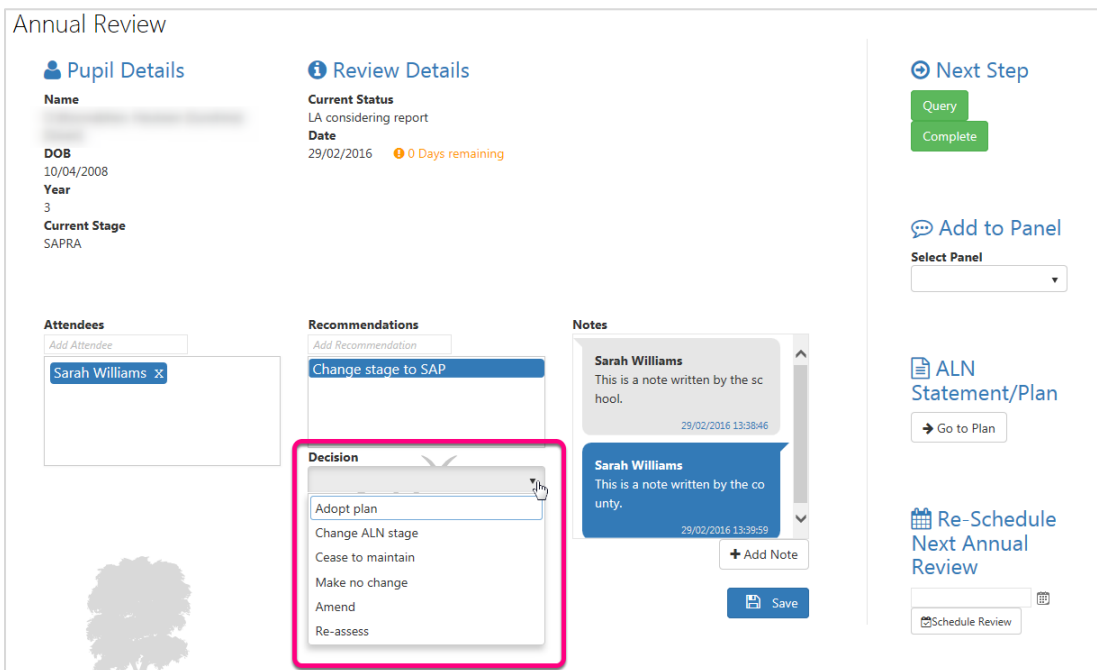
Next Step
 Received Query Response

Add to Panel
 Select Panel: [Dropdown]

ALN Statement/Plan
 Go to Plan

Re-Schedule Next Annual Review
 Schedule Review

There will be the option to **Query** further or **Complete**. Before completing, select the **Decision** that has been made.



Annual Review

Pupil Details
 Name: [Redacted]
 DOB: 10/04/2008
 Year: 3
 Current Stage: SAPRA

Review Details
 Current Status: LA considering report
 Date: 29/02/2016 0 Days remaining

Attendees
 Add Attendee
 Sarah Williams x

Recommendations
 Add Recommendation
 Change stage to SAP
 Decision: [Dropdown]

Notes
 Sarah Williams: This is a note written by the school. (29/02/2016 13:38:46)
 Sarah Williams: This is a note written by the county. (29/02/2016 13:39:59)
 + Add Note
 Save

Next Step
 Query
 Complete

Add to Panel
 Select Panel: [Dropdown]

ALN Statement/Plan
 Go to Plan

Re-Schedule Next Annual Review
 Schedule Review

Decision
 Adopt plan
 Change ALN stage
 Cease to maintain
 Make no change
 Amend
 Re-assess

If a decision is **Change ALN stage** or **Cease to maintain**, you will have the option to select the new stage from the list. Click **Complete** to complete the report.

Annual Review

Pupil Details

Name: [Redacted]

DOB: 10/04/2008

Year: 3

Current Stage: SAPRA

Review Details

Current Status: LA considering report

Date: 29/02/2016 0 Days remaining

Next Step

Query

Complete

Attendees

Add Attendee

Sarah Williams

Recommendations

Add Recommendation

Change stage to SAP

Decision

Change ALN stage

Stage

SAP

Notes

Sarah Williams: This is a note written by the school. (29/02/2016 13:38:46)

Sarah Williams: This is a note written by the county. (29/02/2016 13:39:59)

+ Add Note

Save

Add to Panel

Select Panel

ALN Statement/Plan

Go to Plan

Re-Schedule Next Annual Review

Schedule Review

Once the report is complete, click the **Apply Stage** button to update the pupils ALN stage (when the decision is to **Change ALN stage** or **Cease to maintain**) then give a date and click **Update**.

Annual Review

Pupil Details

Name: [Redacted]

DOB: 10/04/2008

Year: 3

Current Stage: SAPRA

Review Details

Current Status: Completed

Date: 29/02/2016 0 Days remaining

Next Step

Signed: CEREDIGION\sarahwi

Completed Date: 29/02/2016

Update

Start Tribunal

Tribunal Date

Start Tribunal

Attendees

Add Attendee

Sarah Williams

Recommendations

Add Recommendation

Change stage to SAP

Decision

Change ALN stage

Stage

SAP

Apply Stage

Notes

Sarah Williams: This is a note written by the school. (29/02/2016 13:38:46)

Sarah Williams: This is a note written by the county. (29/02/2016 13:39:59)

Add to Panel

Select Panel

ALN Statement/Plan

Go to Plan

School View – Completed Annual Review

Annual Review

Pupil Details

Name
[Redacted]

DOB
10/04/2008

Year
3

Current Stage
SAPRA

Review Details

Current Status
Completed

Date
29/02/2016 -1 Days remaining

Next Step

Signed
CEREDIGION\sarahwi

Completed Date
29/02/2016

Start Tribunal
Tribunal Date

Attendees

Add Attendee

Sarah Williams x Adam Irvine x

Recommendations

Add Recommendation

Change ALN stage to SAP

Decision
Change ALN stage

Stage
SAP

Notes

Sarah Williams
This is a note written by the school.
29/02/2016 12:38:25

Sarah Williams
This is a note written by the county.
29/02/2016 12:41:11

Add to Panel

Select Panel

ALN Statement/Plan

Go to Plan

Re-Schedule Next Annual Review

04/02/2017

Gwasanaeth TGCh Ysgolion a'r Gymuned

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