

Addysg



Cefnogi Dysgu Support Learning



ALN Statutory Process



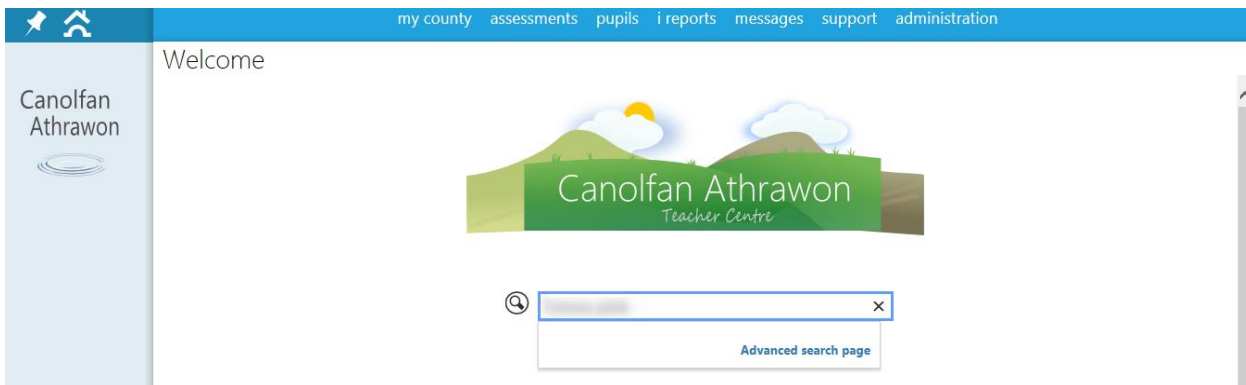
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ALN Statutory Process

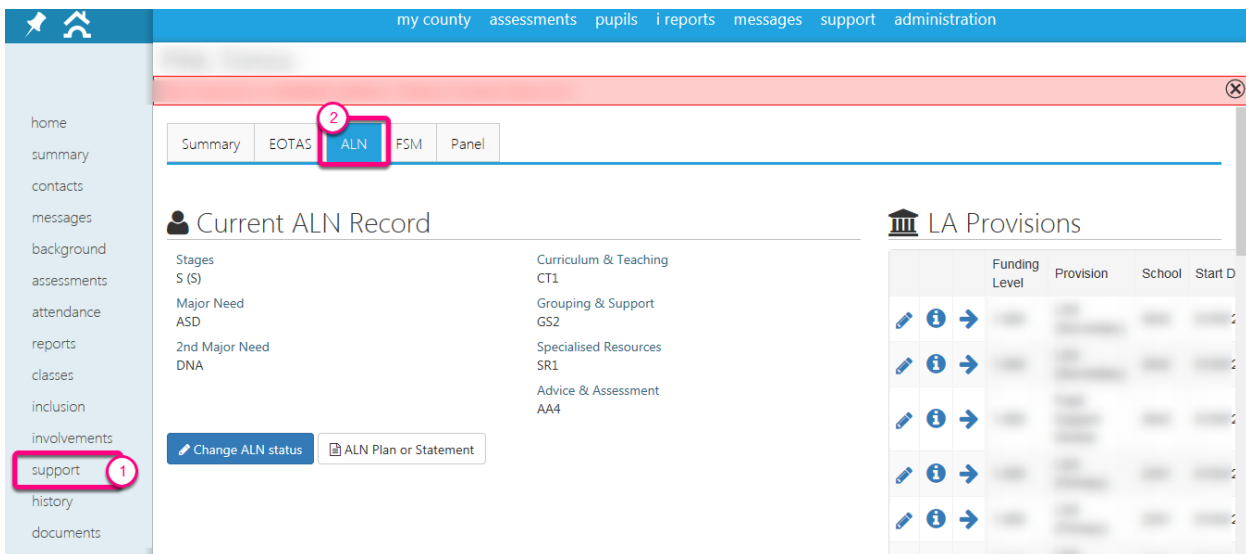
Recording a Statutory Request

To record a Statutory Request, first you must search for the pupil.



Pupil Profile

Go to **Support** page on the pupil record then click on the **ALN** tab.



Statutory Request

The **Statutory Request** section is under the **LA Provisions** section.

Enter the date that the request was received and click **Start Process**.



home
summary
contacts
messages
background
assessments
attendance
reports
classes
inclusion

History

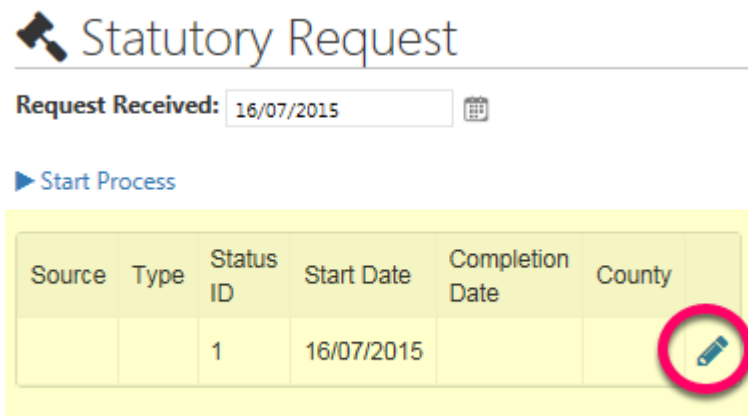
Statutory Request

1 Request Received: 16/07/2015

2 Start Process

Source	Type	Status ID	Start Date	Completion Date	County
No records to display.					

The **Request Received** date will be shown in the table as the **Start Date**. Click on the pencil to go to the **Statutory Process** page.



Statutory Request

Request Received: 16/07/2015

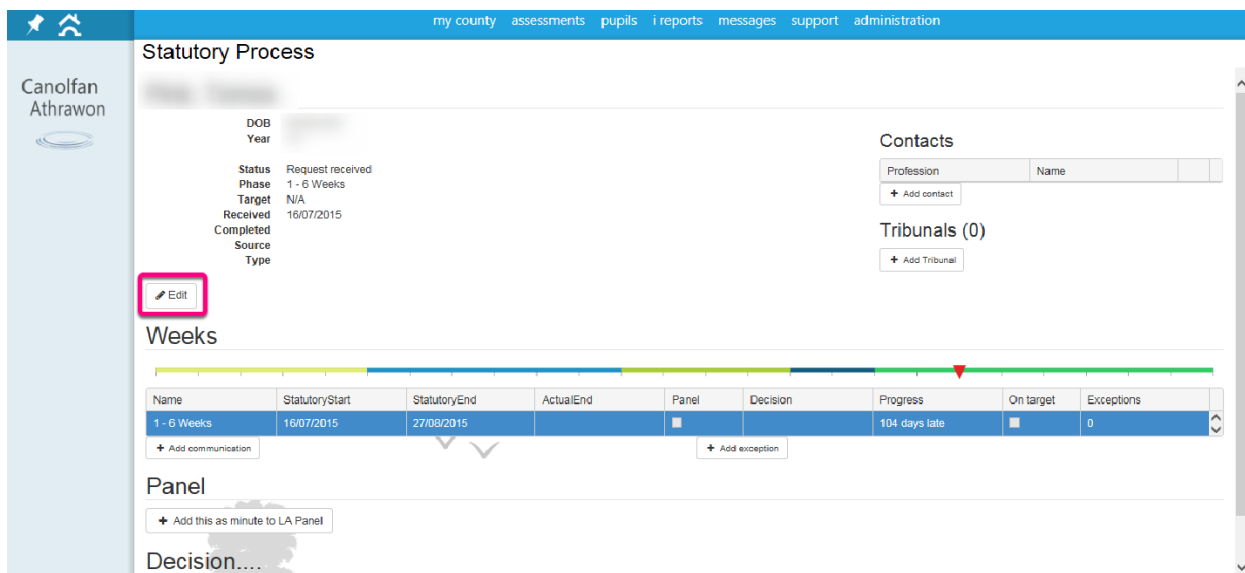
Start Process

Source	Type	Status ID	Start Date	Completion Date	County
		1	16/07/2015		

Statutory Process

The timeline bar will show where you are in the 26 week process.

To record the source and type of request, click on the **Edit** button.



my county assessments pupils i reports messages support administration

Canolfan Athrawon

Statutory Process

DOB Year

Status Request received

Phase 1 - 6 Weeks

Target N/A

Received 16/07/2015

Completed

Source

Type

Contacts

Profession	Name
+ Add contact	

Tribunals (0)

+ Add Tribunal

Edit

Weeks

Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision	Progress	On target	Exceptions
1 - 6 Weeks	16/07/2015	27/08/2015				104 days late		0

+ Add communication

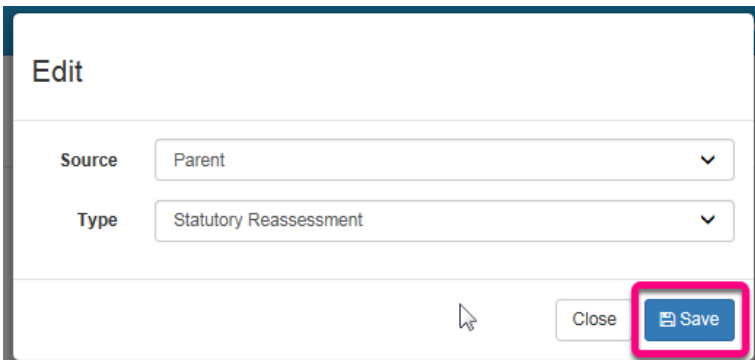
+ Add exception

Panel

+ Add this as minute to LA Panel

Decision....

Choose the **Source** and **Type** using the drop down lists then click **Save**.



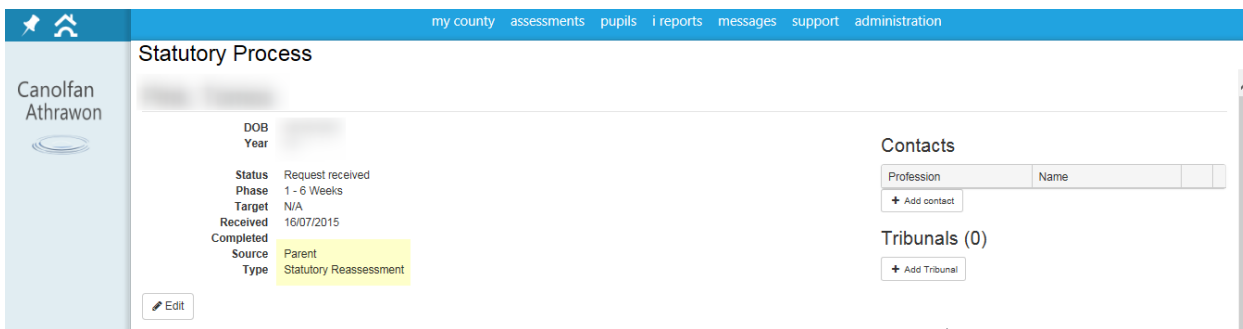
Edit

Source Parent

Type Statutory Reassessment

Close Save

The Source and Type are displayed.



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Statutory Process

Canolfan Athrawon

DOB
Year

Status Request received
Phase 1 - 6 Weeks
Target N/A
Received 16/07/2015
Completed

Source Parent
Type Statutory Reassessment

Edit

Contacts

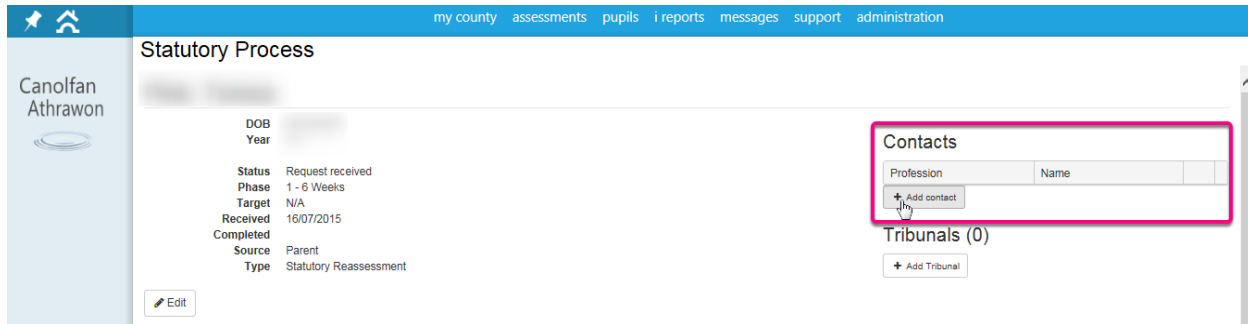
Profession	Name
+ Add contact	

Tribunals (0)

+ Add Tribunal

Contacts

To add contacts, click the **+ Add Contact** button.



my county assessments pupils i reports messages support administration

Canolfan Athrawon

Statutory Process

DOB Year

Status Request received
Phase 1 - 6 Weeks
Target N/A
Received 16/07/2015
Completed
Source Parent
Type Statutory Reassessment

[Edit](#)

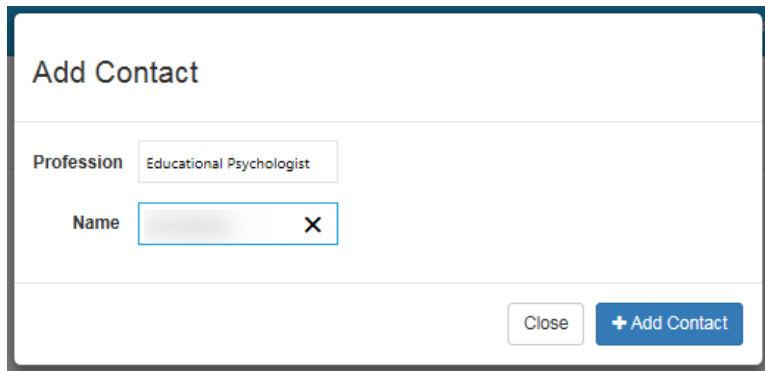
Profession	Name
+ Add contact	

Tribunals (0)

[+ Add Tribunal](#)

Adding a Contact

Enter the profession and name then click **+ Add Contact** to save.



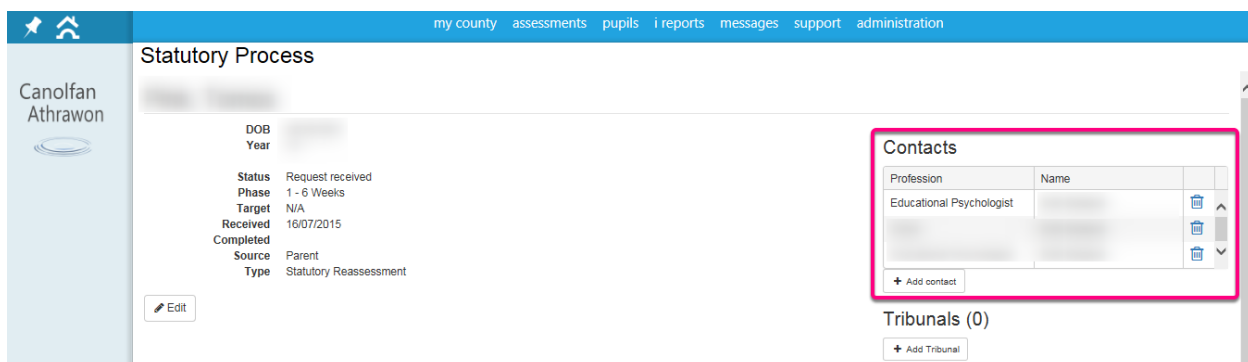
Add Contact

Profession

Name

[Close](#) [+ Add Contact](#)

The Contacts will be displayed in the list.



my county assessments pupils i reports messages support administration

Canolfan Athrawon

Statutory Process

DOB Year

Status Request received
Phase 1 - 6 Weeks
Target N/A
Received 16/07/2015
Completed
Source Parent
Type Statutory Reassessment

[Edit](#)

Profession	Name	
Educational Psychologist		🗑️ ⬆️ 🗑️ ⬆️ 🗑️ ⬆️
+ Add contact		

Tribunals (0)

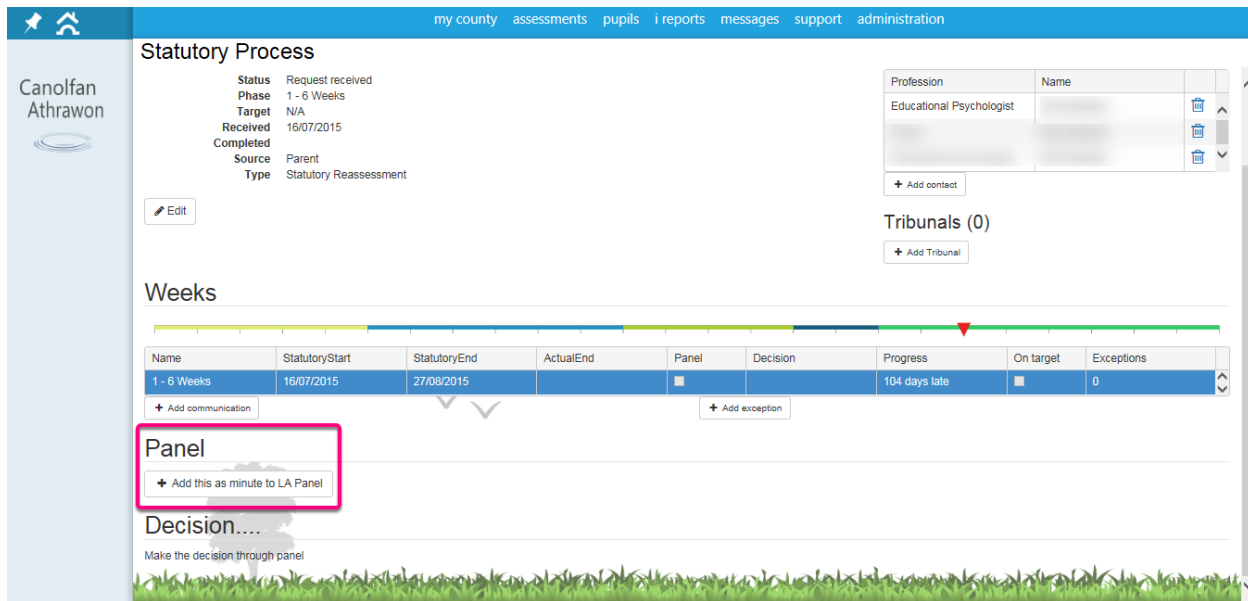
[+ Add Tribunal](#)

Panel

Adding as a minute to the LA Panel

The following steps will be similar for each stage of the process.

Click on the + Add this as a minute to LA Panel



Statutory Process

Status: Request received
Phase: 1 - 6 Weeks
Target: N/A
Received: 16/07/2015
Completed: 16/07/2015
Source: Parent
Type: Statutory Reassessment

Profession: Educational Psychologist
Name: [Redacted]

Tribunals (0)

Weeks

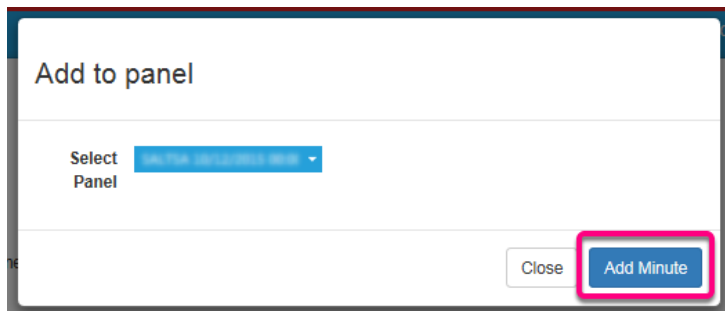
Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision	Progress	On target	Exceptions
1 - 6 Weeks	16/07/2015	27/08/2015		<input type="checkbox"/>		104 days late	<input type="checkbox"/>	0

Panel

+ Add this as minute to LA Panel

Decision....

In the **Add to Panel** window, select the Panel from the list then click **Add Minute**.



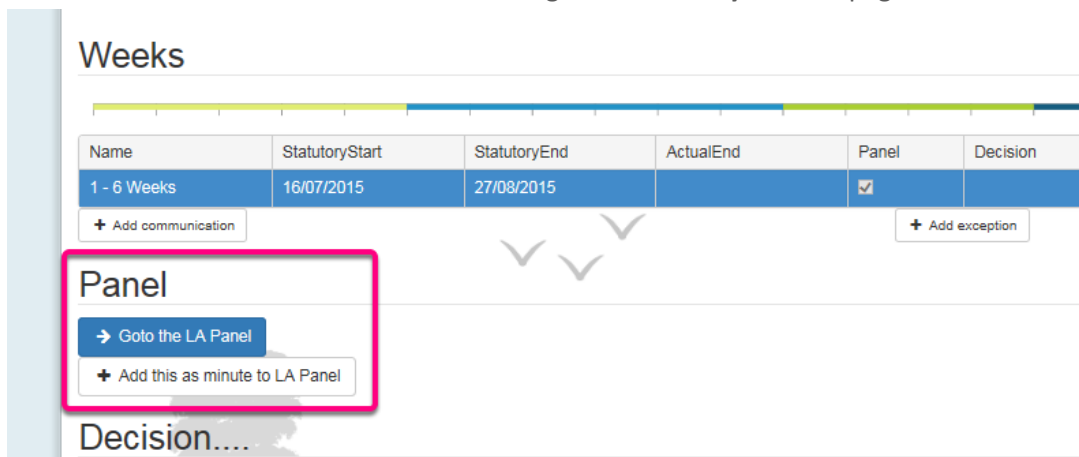
Add to panel

Select Panel: [Dropdown menu]

Close Add Minute

Go to the LA Panel

The Panel minute can now be accessed through the **Statutory Process** page.



Weeks

Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision
1 - 6 Weeks	16/07/2015	27/08/2015		<input checked="" type="checkbox"/>	

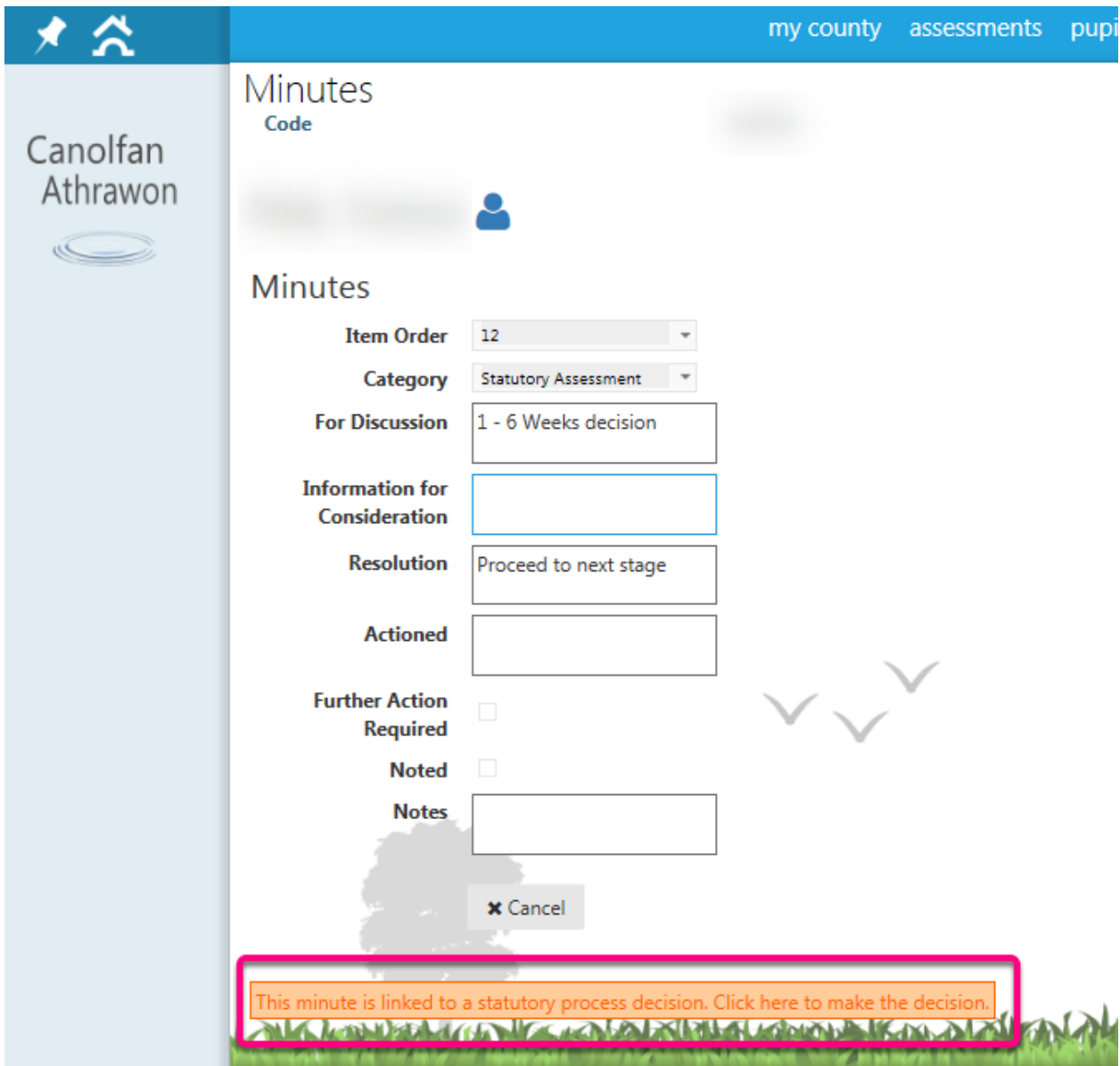
Panel

→ Goto the LA Panel

+ Add this as minute to LA Panel

Decision....

There is a link back to the **Statutory Process** page where the decision should be recorded.



my county assessments pupil

Minutes

Code

Canolfan Athrawon

Minutes

Item Order: 12

Category: Statutory Assessment

For Discussion: 1 - 6 Weeks decision

Information for Consideration

Resolution: Proceed to next stage

Actioned

Further Action Required:

Noted:

Notes

This minute is linked to a statutory process decision. Click here to make the decision.

Decision

Weeks

Name	StatutoryStart	StatutoryEnd	ActualEnd
1 - 6 Weeks	16/07/2015	27/08/2015	

+ Add communication

Panel

→ Goto the LA Panel

+ Add this as minute to LA Panel

Decision....

Date

Once a decision has been made **To Assess**, the remaining stages will be displayed in the table.

Weeks

Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision	Progress	On target	Exceptions
1 - 6 Weeks	16/07/2015	27/08/2015	27/08/2015	<input checked="" type="checkbox"/>	ToAssess	0 days remained	<input checked="" type="checkbox"/>	0
6 - 12 Weeks	27/08/2015	08/10/2015		<input type="checkbox"/>		62 days late	<input type="checkbox"/>	0
12 - 16 Weeks	27/08/2015	05/11/2015		<input type="checkbox"/>		34 days late	<input type="checkbox"/>	0
16 - 18 Weeks	05/11/2015	19/11/2015		<input type="checkbox"/>		20 days late	<input type="checkbox"/>	0
18 - 26 Weeks	19/11/2015	14/01/2016		<input type="checkbox"/>		36 days remaining	<input checked="" type="checkbox"/>	0

+ Add communication + Add exception

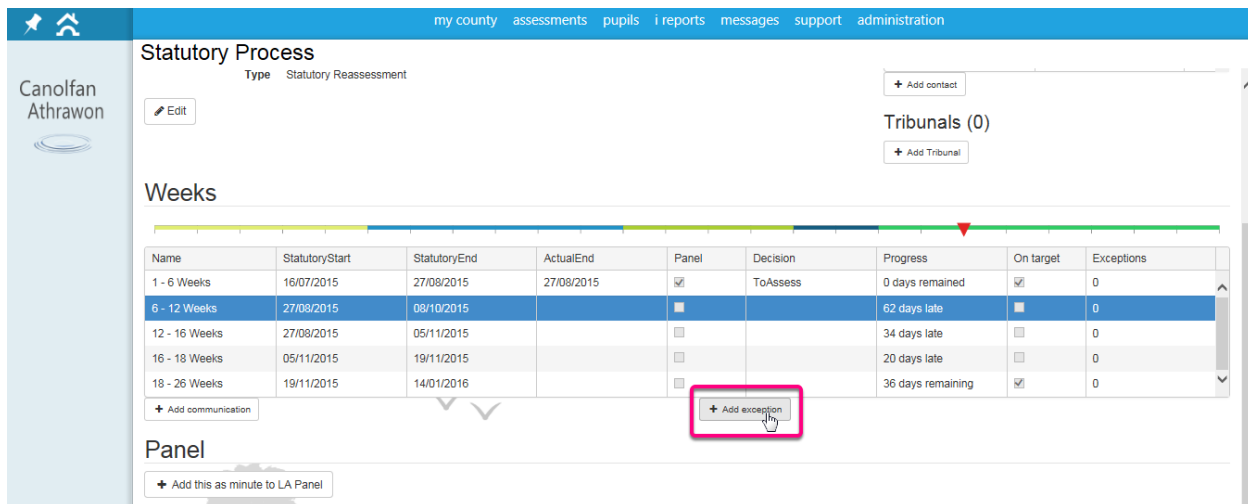
The process of adding to the Panel as a minute and making a decision is repeated through each stage of the Statutory Process.

Adding an Exception

When adding an exception, please note that it will be added to the stage that is highlighted in the table.

In this example, the exception will be added to the 6-12 weeks stage.

Click the **+ Add Exception** button.



my county assessments pupils reports messages support administration

Canolfan Athrawon

Statutory Process
Type Statutory Reassessment

+ Add contact

Tribunals (0)
+ Add Tribunal

Weeks

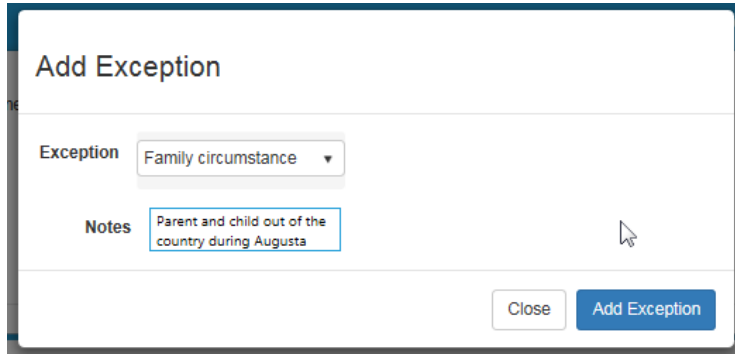
Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision	Progress	On target	Exceptions
1 - 6 Weeks	16/07/2015	27/08/2015	27/08/2015	<input checked="" type="checkbox"/>	ToAssess	0 days remained	<input checked="" type="checkbox"/>	0
6 - 12 Weeks	27/08/2015	08/10/2015		<input type="checkbox"/>		62 days late	<input type="checkbox"/>	0
12 - 16 Weeks	27/08/2015	05/11/2015		<input type="checkbox"/>		34 days late	<input type="checkbox"/>	0
16 - 18 Weeks	05/11/2015	19/11/2015		<input type="checkbox"/>		20 days late	<input type="checkbox"/>	0
18 - 26 Weeks	19/11/2015	14/01/2016		<input type="checkbox"/>		36 days remaining	<input checked="" type="checkbox"/>	0

+ Add communication

+ Add exception

Panel
+ Add this as minute to LA Panel

Select an exception from the list. Notes can be added here. Click **Add Exception** to save.



Add Exception

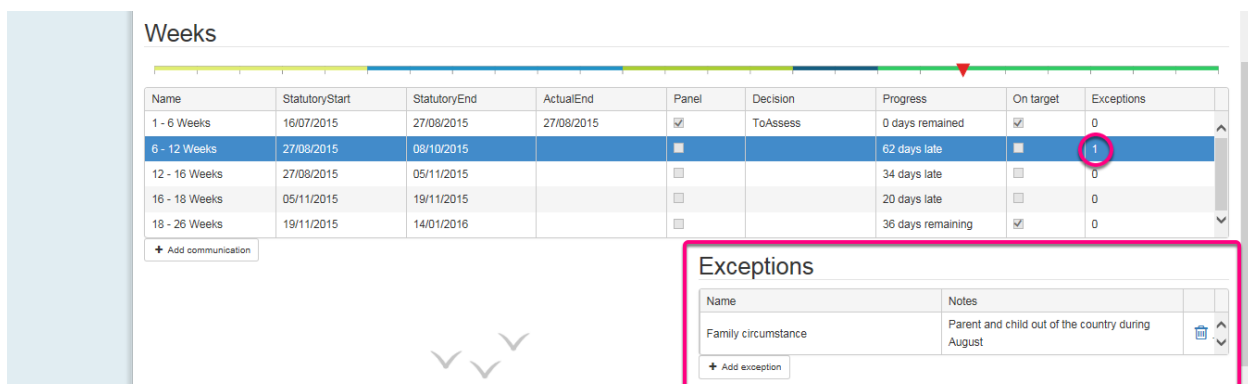
Exception: Family circumstance

Notes: Parent and child out of the country during Augusta

Close Add Exception

The number of sections will be shown in the table for each section and the 62 exceptions will be displayed in the Exceptions section of the page.

The Exceptions section will only be displayed if an exception has been added to the stage that is selected.



Weeks

Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision	Progress	On target	Exceptions
1 - 6 Weeks	16/07/2015	27/08/2015	27/08/2015	<input checked="" type="checkbox"/>	ToAssess	0 days remained	<input checked="" type="checkbox"/>	0
6 - 12 Weeks	27/08/2015	08/10/2015		<input type="checkbox"/>		62 days late	<input type="checkbox"/>	1
12 - 16 Weeks	27/08/2015	05/11/2015		<input type="checkbox"/>		34 days late	<input type="checkbox"/>	0
16 - 18 Weeks	05/11/2015	19/11/2015		<input type="checkbox"/>		20 days late	<input type="checkbox"/>	0
18 - 26 Weeks	19/11/2015	14/01/2016		<input type="checkbox"/>		36 days remaining	<input checked="" type="checkbox"/>	0

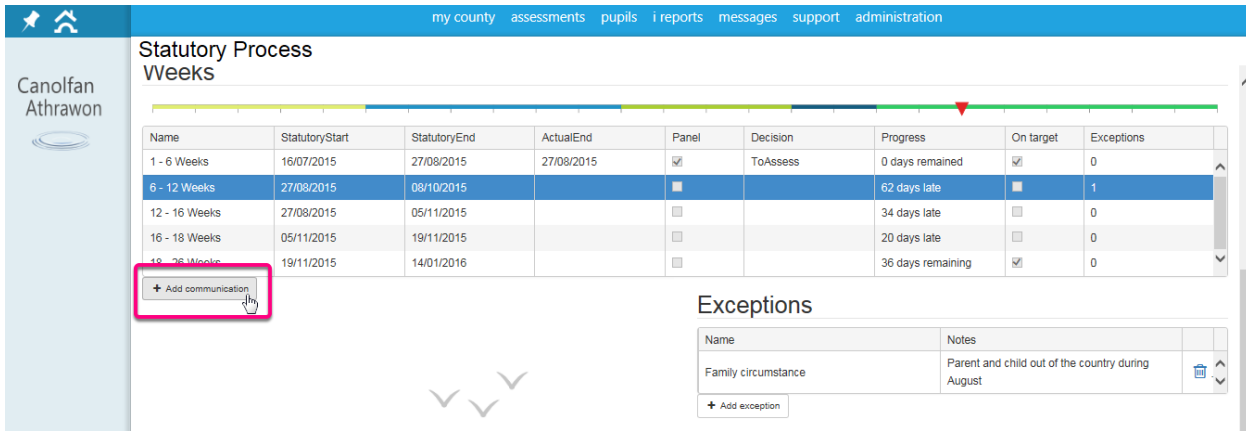
+ Add communication

Exceptions

Name	Notes
Family circumstance	Parent and child out of the country during August

+ Add exception

Adding a Communication



Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision	Progress	On target	Exceptions
1 - 6 Weeks	16/07/2015	27/08/2015	27/08/2015	<input checked="" type="checkbox"/>	ToAssess	0 days remained	<input checked="" type="checkbox"/>	0
6 - 12 Weeks	27/08/2015	08/10/2015		<input type="checkbox"/>		62 days late	<input type="checkbox"/>	1
12 - 16 Weeks	27/08/2015	05/11/2015		<input type="checkbox"/>		34 days late	<input type="checkbox"/>	0
16 - 18 Weeks	05/11/2015	19/11/2015		<input type="checkbox"/>		20 days late	<input type="checkbox"/>	0
18 - 26 Weeks	19/11/2015	14/01/2016		<input type="checkbox"/>		36 days remaining	<input checked="" type="checkbox"/>	0

Name	Notes
Family circumstance	Parent and child out of the country during August

To record communication, click the **+ Add Communication** button. As with adding Exceptions, this will be added to the stage that is highlighted in the table.

Enter the details and click **Add Recipient**.

Add Communication

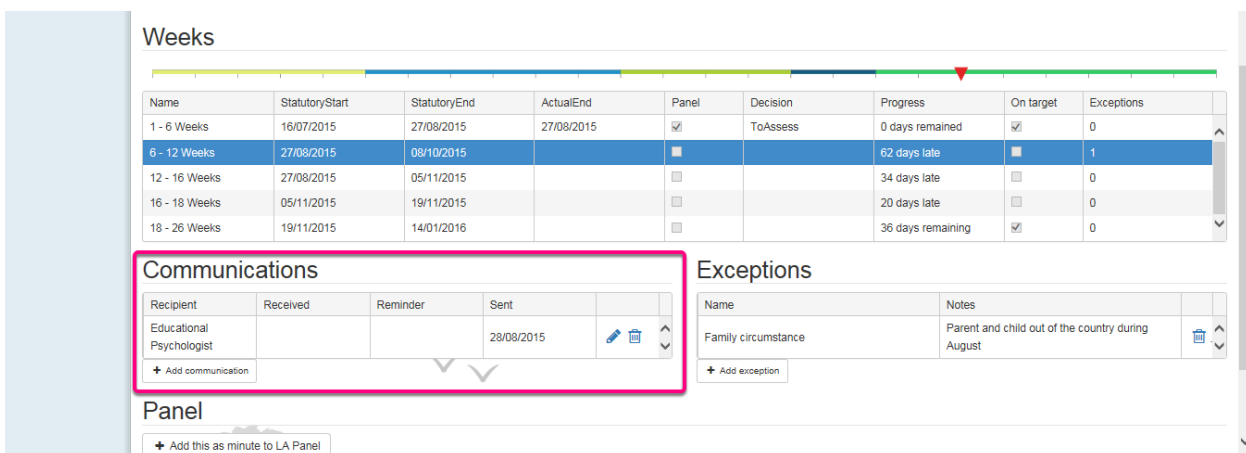
Recipient

Sent

Received

Reminder

The Communication has been added.





Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision	Progress	On target	Exceptions
1 - 6 Weeks	16/07/2015	27/08/2015	27/08/2015	<input checked="" type="checkbox"/>	ToAssess	0 days remained	<input checked="" type="checkbox"/>	0
6 - 12 Weeks	27/08/2015	08/10/2015		<input type="checkbox"/>		62 days late	<input type="checkbox"/>	1
12 - 16 Weeks	27/08/2015	05/11/2015		<input type="checkbox"/>		34 days late	<input type="checkbox"/>	0
16 - 18 Weeks	05/11/2015	19/11/2015		<input type="checkbox"/>		20 days late	<input type="checkbox"/>	0
18 - 26 Weeks	19/11/2015	14/01/2016		<input type="checkbox"/>		36 days remaining	<input checked="" type="checkbox"/>	0

Recipient	Received	Reminder	Sent
Educational Psychologist			28/08/2015

Name	Notes
Family circumstance	Parent and child out of the country during August

To edit the communication, click on the pencil

Communications



Recipient	Received	Reminder	Sent	
Educational Psychologist			28/08/2015	 
+ Add communication				

Once you have finished amending the communication, click update to save changes.

Communications

Recipient	Received	Reminder	Sent	
Educational Psych	<input type="text"/>	<input type="text"/>	28/08/2015	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
+ Add communication				

Communications

Recipient	Received	Reminder	Sent	
Educational Psychologist	09/09/2015	02/09/2015	28/08/2015	 
+ Add communication				

Final Decision (18 – 26 Weeks)

The final decision at the end of the process will complete the process.

Statutory Process

Tribunals (0)

+ Add Tribunal

Weeks

Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision	Progress	On target	Exceptions
1 - 6 Weeks	16/07/2015	27/08/2015	27/08/2015	<input checked="" type="checkbox"/>	ToAssess	0 days remained	<input checked="" type="checkbox"/>	0
6 - 12 Weeks	27/08/2015	08/10/2015	07/10/2015	<input checked="" type="checkbox"/>	AdviceReceived	1 days remained	<input checked="" type="checkbox"/>	1
12 - 16 Weeks	27/08/2015	05/11/2015	05/11/2015	<input checked="" type="checkbox"/>	IssueStatement	0 days remained	<input checked="" type="checkbox"/>	0
16 - 18 Weeks	05/11/2015	19/11/2015	19/11/2015	<input checked="" type="checkbox"/>	NotifyDraftStatment	0 days remained	<input checked="" type="checkbox"/>	0
18 - 26 Weeks	19/11/2015	14/01/2016		<input checked="" type="checkbox"/>		36 days remaining	<input checked="" type="checkbox"/>	0

+ Add communication + Add exception

Panel

→ Goto the LA Panel

+ Add this as minute to LA Panel

Decision....

Date 09/12/2015

IssueFinalStatement

Statutory Process

Target 30 days remained
Received 16/07/2015
Completed 09/12/2015
Source Parent
Type Statutory Reassessment

Edit

Educational Psychologist		<input type="checkbox"/>
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+ Add contact

Tribunals (0)

+ Add Tribunal

Weeks

Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision	Progress	On target	Exceptions
1 - 6 Weeks	16/07/2015	27/08/2015	27/08/2015	<input checked="" type="checkbox"/>	ToAssess	0 days remained	<input checked="" type="checkbox"/>	0
6 - 12 Weeks	27/08/2015	08/10/2015	07/10/2015	<input checked="" type="checkbox"/>	AdviceReceived	1 days remained	<input checked="" type="checkbox"/>	1
12 - 16 Weeks	27/08/2015	05/11/2015	05/11/2015	<input checked="" type="checkbox"/>	IssueStatement	0 days remained	<input checked="" type="checkbox"/>	0
16 - 18 Weeks	05/11/2015	19/11/2015	19/11/2015	<input checked="" type="checkbox"/>	NotifyDraftStatment	0 days remained	<input checked="" type="checkbox"/>	0
18 - 26 Weeks	19/11/2015	14/01/2016	09/12/2015	<input checked="" type="checkbox"/>	IssueFinalStatement	36 days remained	<input checked="" type="checkbox"/>	0

Panel

Decision....

Make the decision through panel

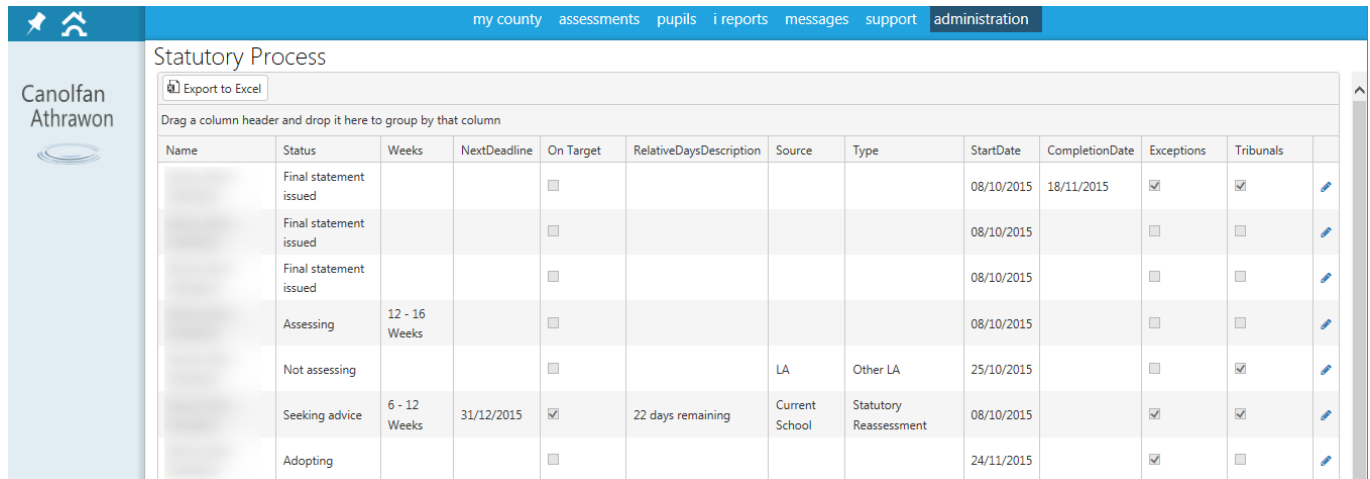


Statutory Process Overview

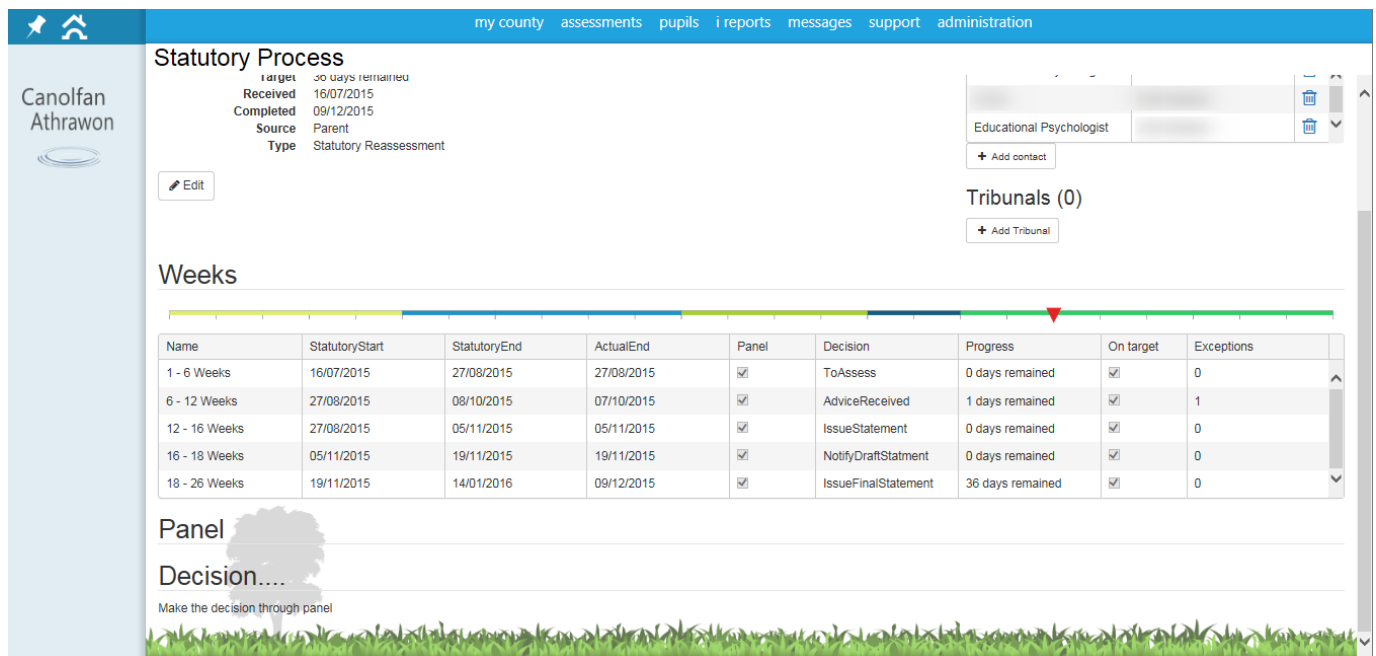
For an overview of all ongoing Statutory processes, go to **Administration** in the blue bar at the top of the page then to **ALN** and select **Statutory Process**.

A list of all ongoing Statutory processes is displayed.

To go to the Statutory Process of an individual pupil in the list, click on the pencil on the right.



Name	Status	Weeks	NextDeadline	On Target	RelativeDaysDescription	Source	Type	StartDate	CompletionDate	Exceptions	Tribunals
	Final statement issued			<input type="checkbox"/>				08/10/2015	18/11/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Final statement issued			<input type="checkbox"/>				08/10/2015		<input type="checkbox"/>	<input type="checkbox"/>
	Final statement issued			<input type="checkbox"/>				08/10/2015		<input type="checkbox"/>	<input type="checkbox"/>
	Assessing	12 - 16 Weeks		<input type="checkbox"/>				08/10/2015		<input type="checkbox"/>	<input type="checkbox"/>
	Not assessing			<input type="checkbox"/>		LA	Other LA	25/10/2015		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Seeking advice	6 - 12 Weeks	31/12/2015	<input checked="" type="checkbox"/>	22 days remaining	Current School	Statutory Reassessment	08/10/2015		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Adopting			<input type="checkbox"/>				24/11/2015		<input checked="" type="checkbox"/>	<input type="checkbox"/>



Statutory Process

Target: 30 days remaining
 Received: 16/07/2015
 Completed: 09/12/2015
 Source: Parent
 Type: Statutory Reassessment

Panel: [Redacted]
 Decision: [Redacted]

Weeks

Name	StatutoryStart	StatutoryEnd	ActualEnd	Panel	Decision	Progress	On target	Exceptions
1 - 6 Weeks	16/07/2015	27/08/2015	27/08/2015	<input checked="" type="checkbox"/>	ToAssess	0 days remained	<input checked="" type="checkbox"/>	0
6 - 12 Weeks	27/08/2015	08/10/2015	07/10/2015	<input checked="" type="checkbox"/>	AdviceReceived	1 days remained	<input checked="" type="checkbox"/>	1
12 - 16 Weeks	27/08/2015	05/11/2015	05/11/2015	<input checked="" type="checkbox"/>	IssueStatement	0 days remained	<input checked="" type="checkbox"/>	0
16 - 18 Weeks	05/11/2015	19/11/2015	19/11/2015	<input checked="" type="checkbox"/>	NotifyDraftStatment	0 days remained	<input checked="" type="checkbox"/>	0
18 - 26 Weeks	19/11/2015	14/01/2016	09/12/2015	<input checked="" type="checkbox"/>	IssueFinalStatement	36 days remained	<input checked="" type="checkbox"/>	0

Panel: [Redacted]
 Decision: [Redacted]
 Make the decision through panel