

Addysg



Cefnogi Dysgu Support Learning



ALN Tribunal



Contents

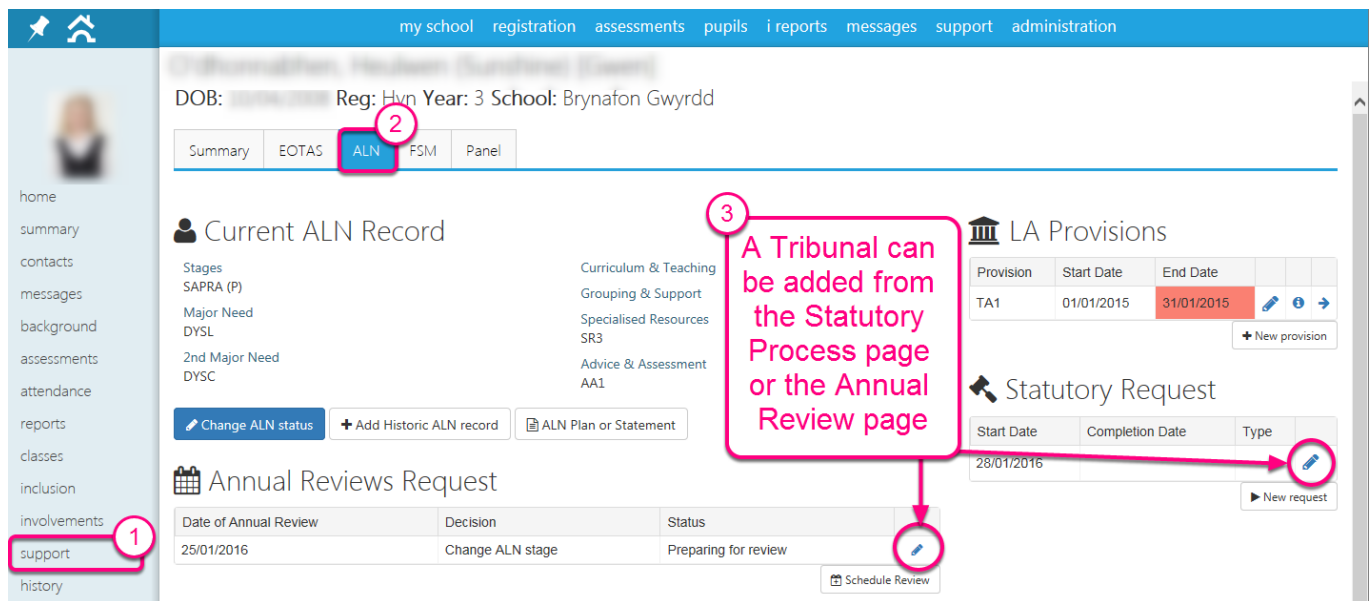
Adding a Tribunal	3
Adding a Tribunal from the Statutory Process Page	4
Tribunal Page	4
Adding a Tribunal from the Annual Review Page	6
Tribunals Admin Page	8

ALN Tribunal

Adding a Tribunal

Go to the pupils' profile page and

1. Click on **Support** in the menu on the left.
2. Go to the **ALN** tab.
3. Click on the pencil next to an Annual Review or Statutory Request.



The screenshot shows the 'Current ALN Record' page for a pupil. The interface includes a top navigation bar with 'support' highlighted, a left-hand menu with 'support' circled in red and labeled '1', and a main content area with tabs for 'Summary', 'EOTAS', 'ALN', 'FSM', and 'Panel'. The 'ALN' tab is circled in red and labeled '2'. The 'Annual Reviews Request' table has a pencil icon circled in red and labeled '3'. A pink callout box with '3' says 'A Tribunal can be added from the Statutory Process page or the Annual Review page'. The 'Statutory Request' table also has a pencil icon circled in red and labeled '3'.

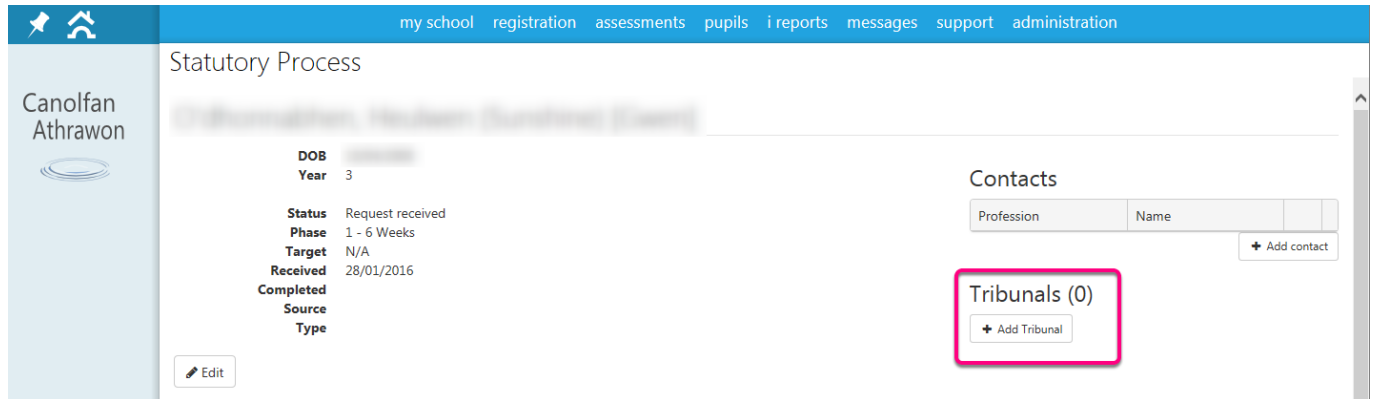
Provision	Start Date	End Date			
TA1	01/01/2015	31/01/2015			

Start Date	Completion Date	Type	
28/01/2016			

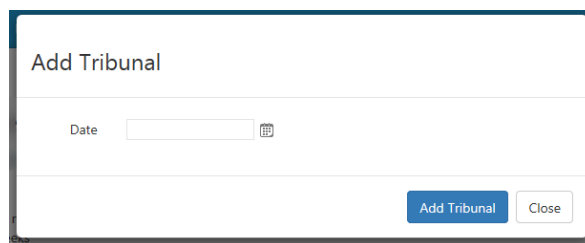
Date of Annual Review	Decision	Status	
25/01/2016	Change ALN stage	Preparing for review	

Adding a Tribunal from the Statutory Process Page

Click on the **Add Tribunal** button.

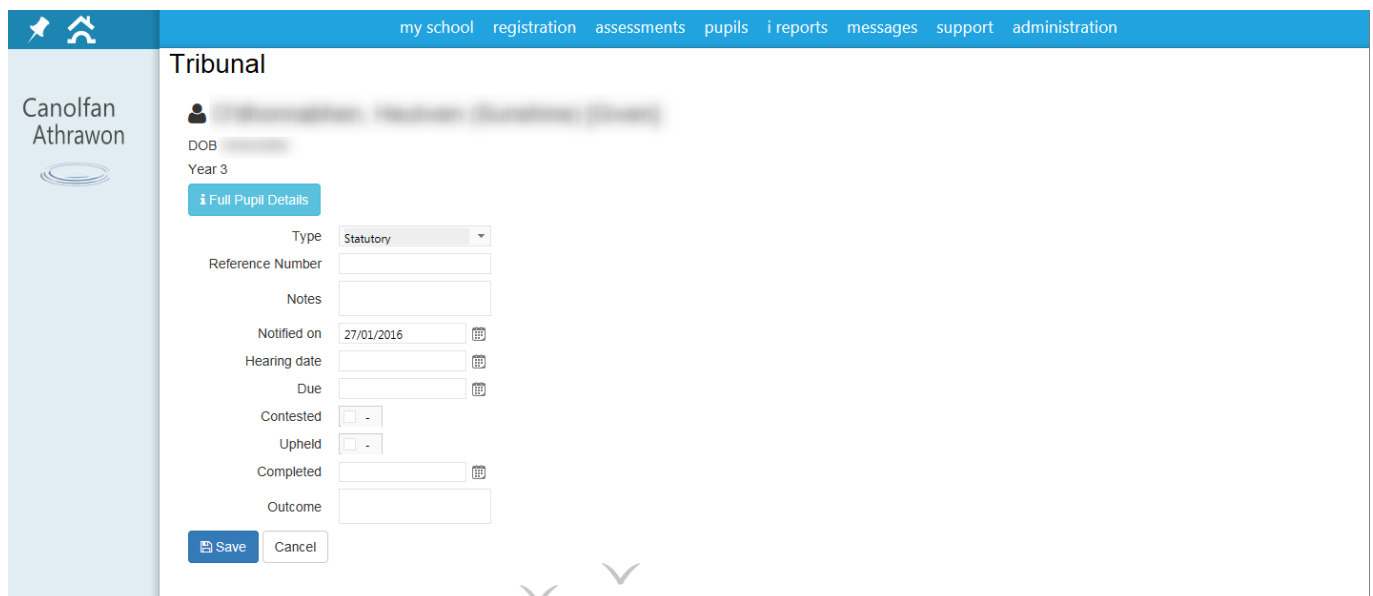


A box will pop up. Give the date that the request was made and click **Add Tribunal**.

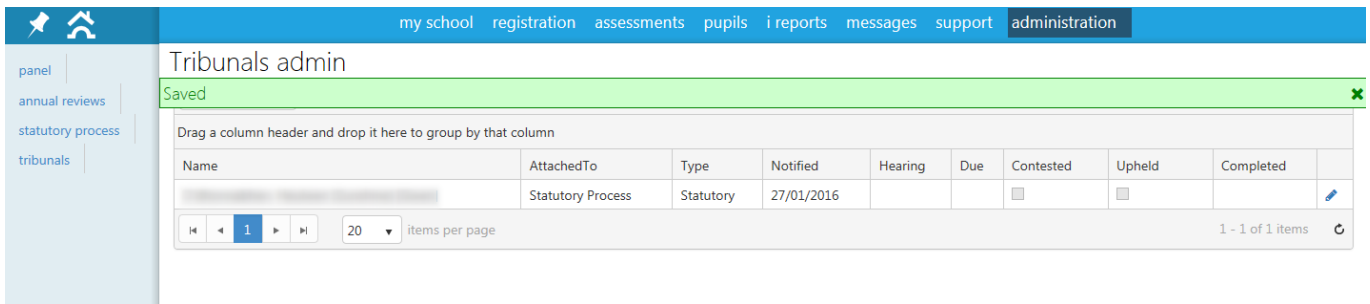


Tribunal Page

The Tribunal Request has been added. Click the Save button to save any data added to this page.



Once the **Save** button is clicked, you will be taken to the **Tribunals Admin** page.



my school registration assessments pupils i reports messages support **administration**

Tribunals admin

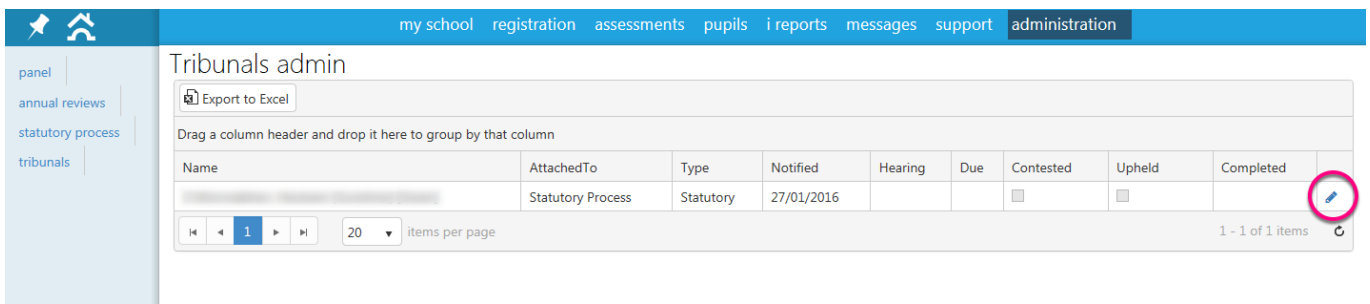
Saved

Drag a column header and drop it here to group by that column

Name	AttachedTo	Type	Notified	Hearing	Due	Contested	Upheld	Completed
[Redacted]	Statutory Process	Statutory	27/01/2016			<input type="checkbox"/>	<input type="checkbox"/>	

1 - 1 of 1 items

To edit the details of a tribunal, click on the pencil.



my school registration assessments pupils i reports messages support **administration**

Tribunals admin

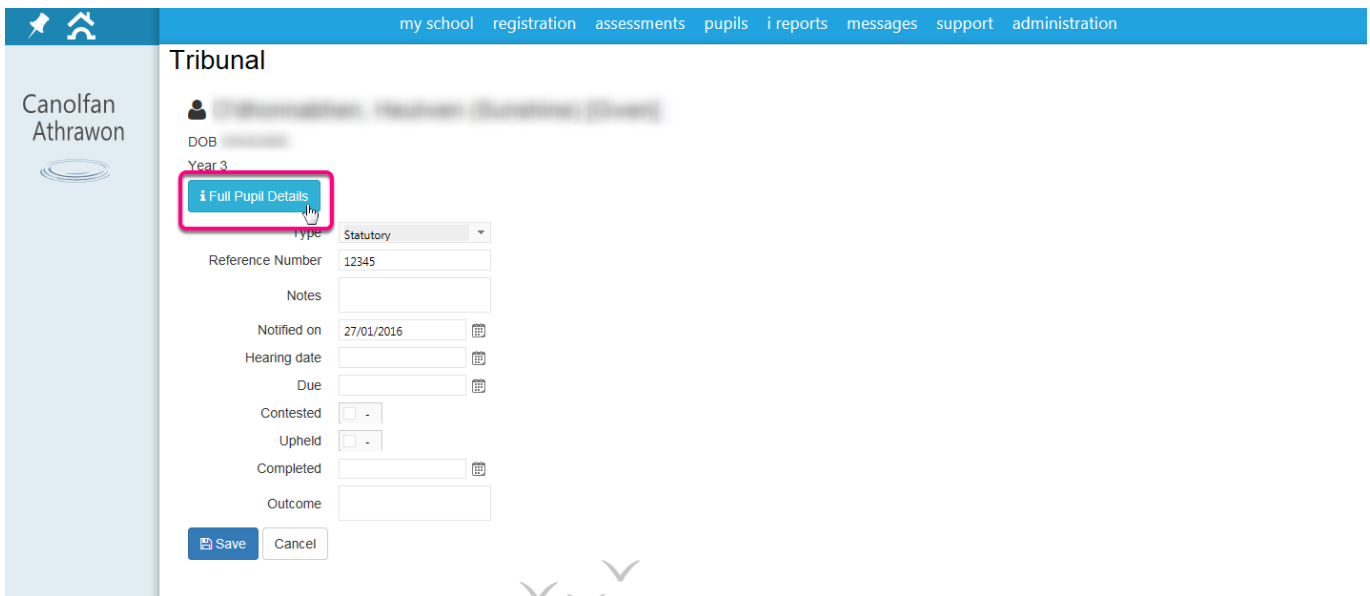
Export to Excel

Drag a column header and drop it here to group by that column

Name	AttachedTo	Type	Notified	Hearing	Due	Contested	Upheld	Completed
[Redacted]	Statutory Process	Statutory	27/01/2016			<input type="checkbox"/>	<input type="checkbox"/>	

1 - 1 of 1 items

You will be taken to the Tribunal page.



my school registration assessments pupils i reports messages support **administration**

Canolfan Athrawon

Tribunal

[User Profile]

DOB [Redacted]

Year 3

Full Pupil Details

Type: Statutory

Reference Number: 12345

Notes: [Text Area]

Notified on: 27/01/2016

Hearing date: [Date Picker]

Due: [Date Picker]

Contested:

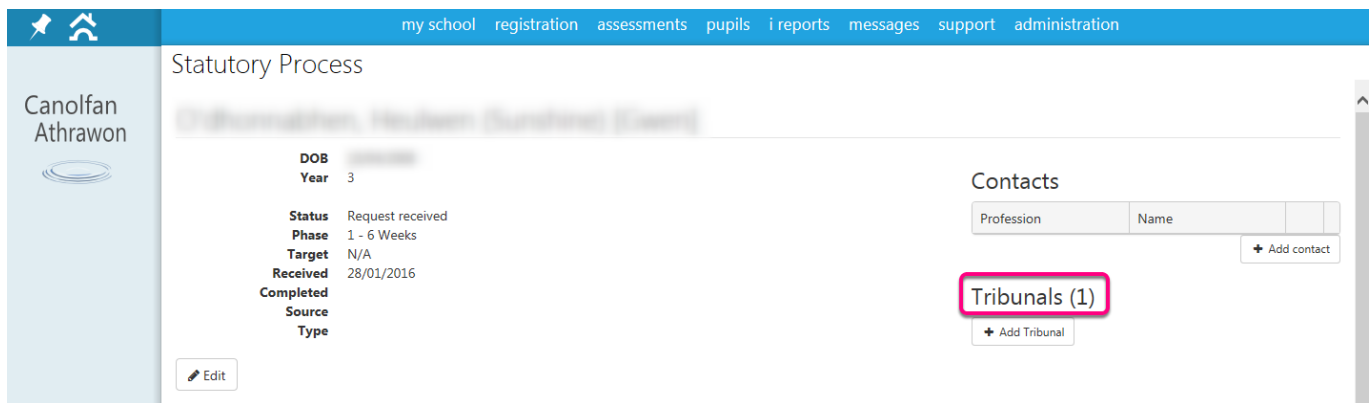
Upheld:

Completed: [Date Picker]

Outcome: [Text Area]

Save Cancel

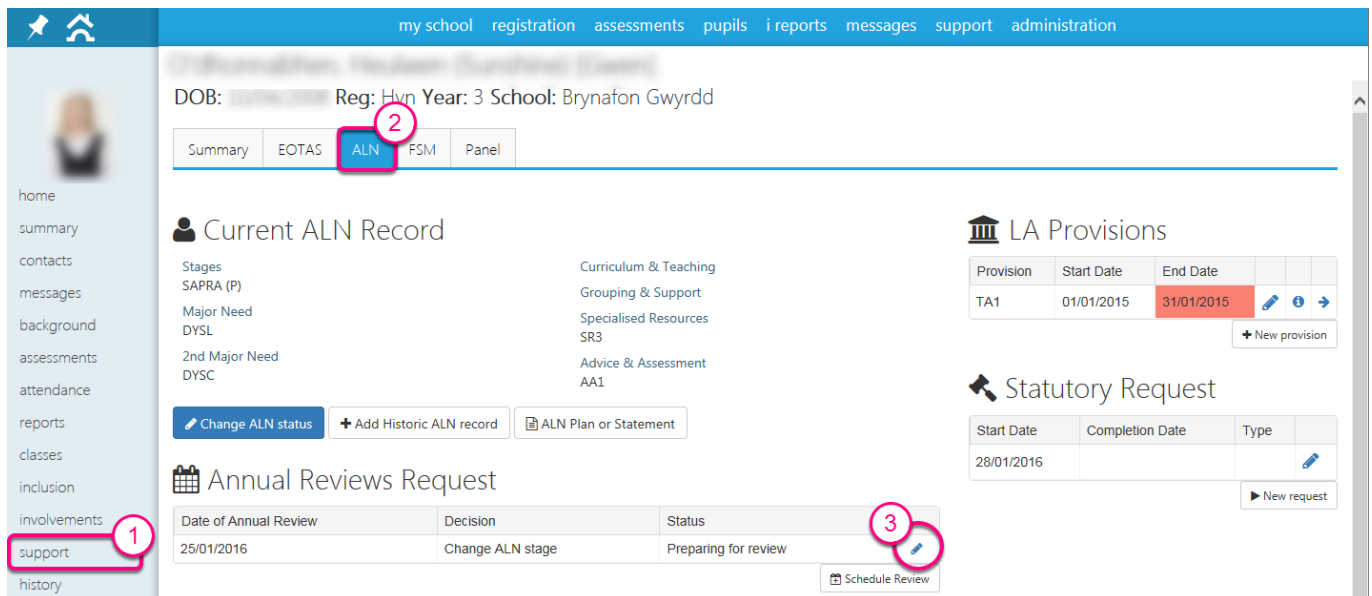
Now that the tribunal has been added, the number will be updated on the [Statutory Process](#) page.



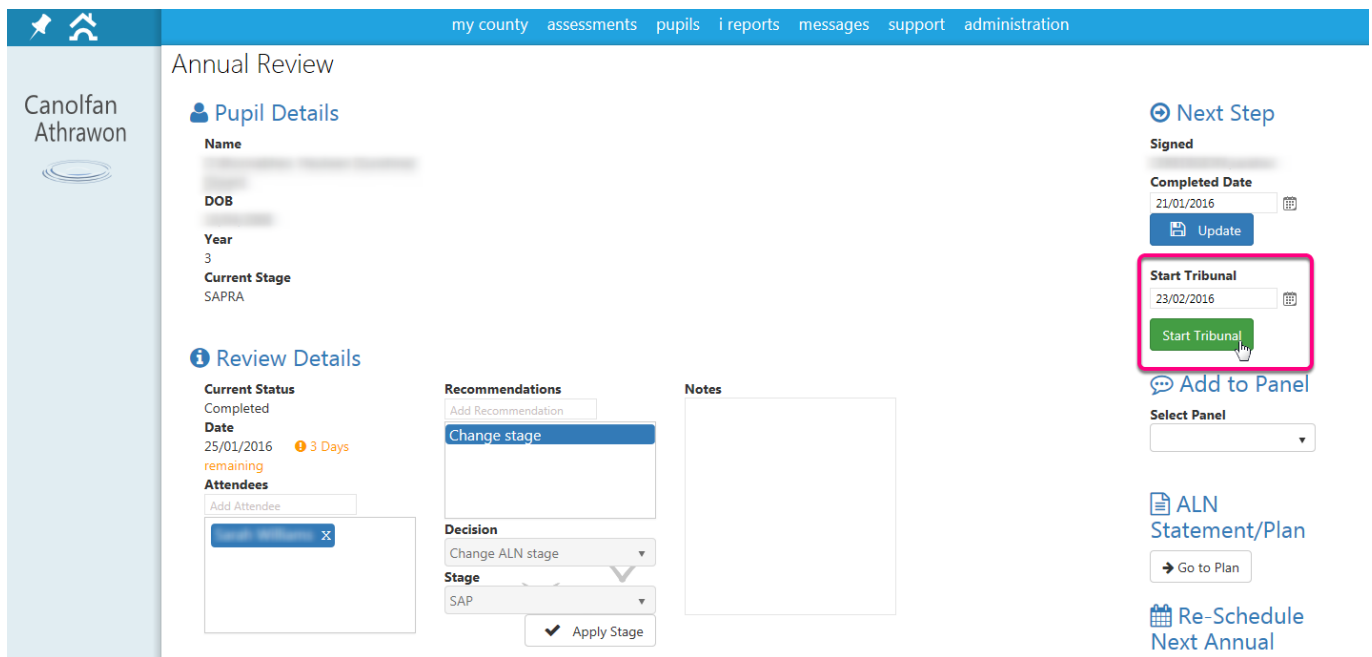
Adding a Tribunal from the Annual Review Page

Go to the pupils' profile page and

1. Click on [Support](#) in the menu on the left.
2. Go to the [ALN](#) tab.
3. Click on the pencil next to an Annual Review



Give the date that the request was made and click **Start Tribunal**.



my county assessments pupils i reports messages support administration

Annual Review

Pupil Details

Name: [Redacted]
 DOB: [Redacted]
 Year: 3
 Current Stage: SAPRA

Review Details

Current Status: Completed
 Date: 25/01/2016 (3 Days remaining)
 Attendees: [Add Attendee]

Recommendations

Change stage

Decision

Change ALN stage

Stage

SAP

Apply Stage

Next Step

Signed: [Redacted]
 Completed Date: 21/01/2016
 Update

Start Tribunal

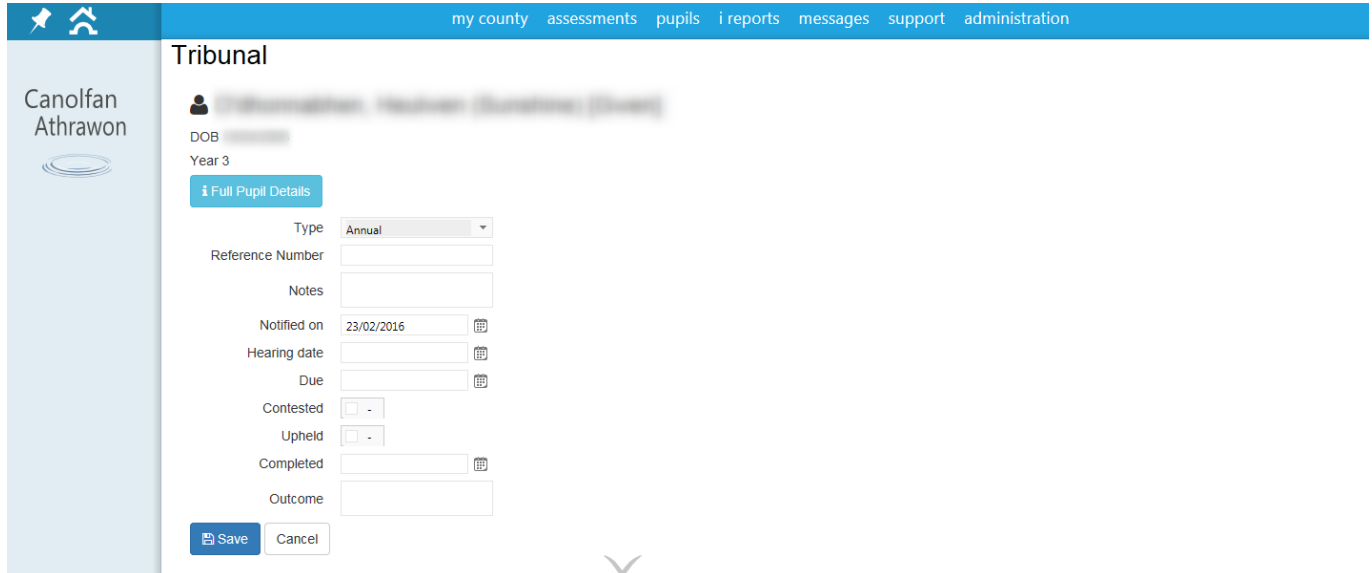
23/02/2016
 Start Tribunal

Add to Panel
 Select Panel

ALN Statement/Plan
 Go to Plan

Re-Schedule Next Annual

The tribunal has been added.



my county assessments pupils i reports messages support administration

Tribunal

Full Pupil Details

Type: Annual

Reference Number: [Text Field]

Notes: [Text Area]

Notified on: 23/02/2016

Hearing date: [Text Field]

Due: [Text Field]

Contested: [Form Field]

Upheld: [Form Field]

Completed: [Text Field]

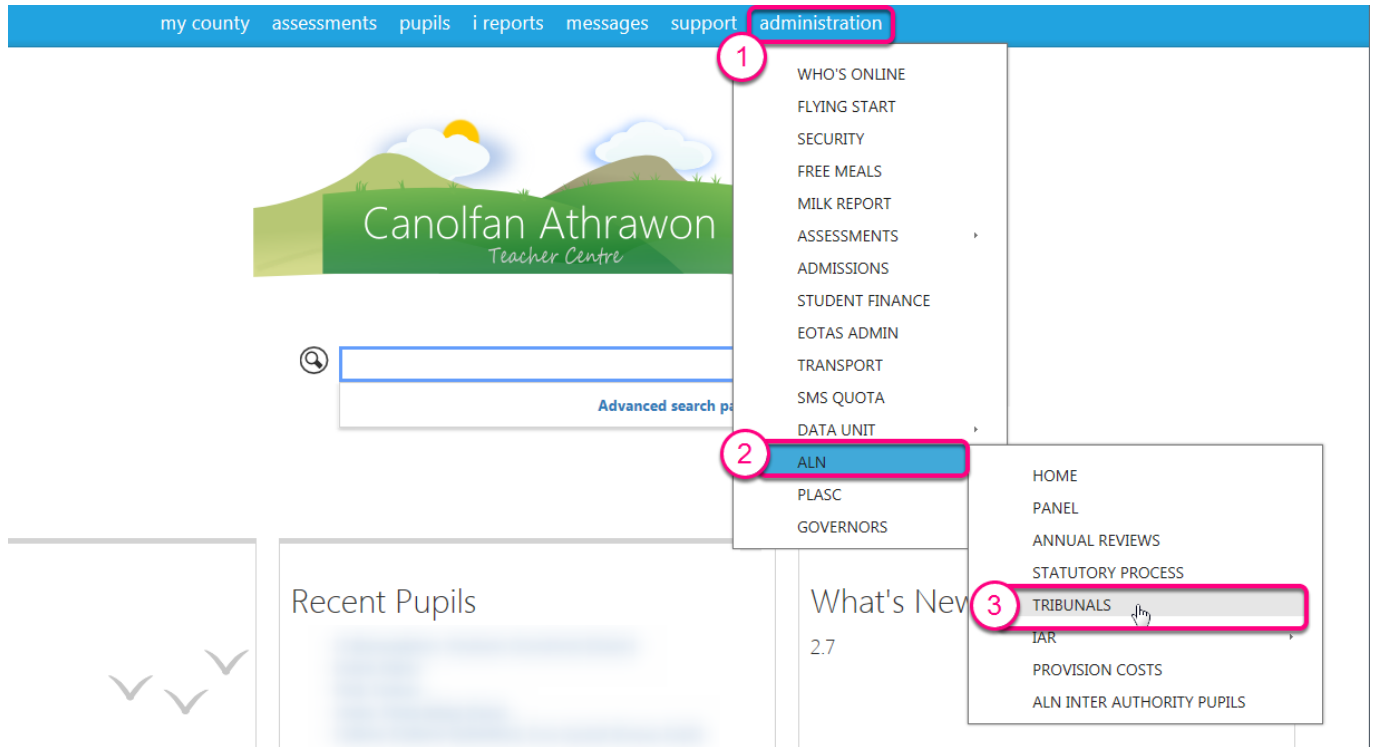
Outcome: [Text Field]

Save Cancel

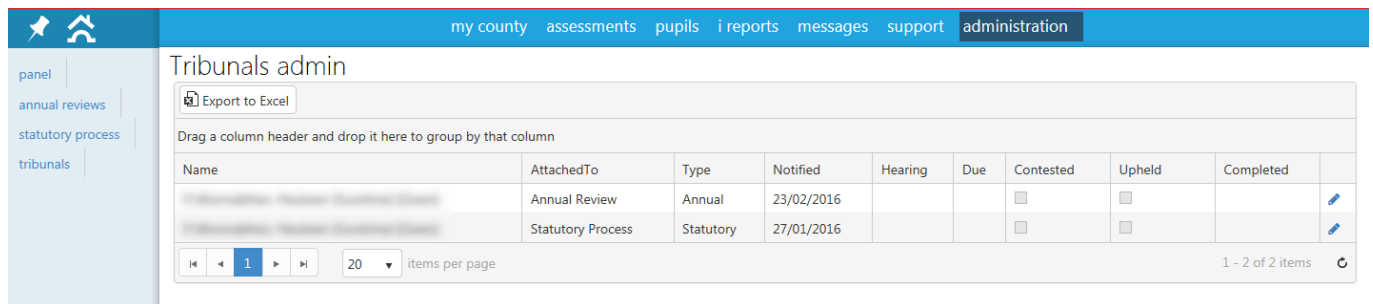
Tribunals Admin Page

To go to the **Tribunals Admin** Page,

1. Go to **Administration** in the top menu
2. Then to **ALN**
3. Select **Tribunals**



The screenshot shows the top navigation bar with the following items: my county, assessments, pupils, reports, messages, support, and **administration** (highlighted with a red box and circled '1'). A dropdown menu is open under 'administration', listing various options. 'ALN' is highlighted with a red box and circled '2'. A sub-menu is open under 'ALN', and 'TRIBUNALS' is highlighted with a red box and circled '3'.



The screenshot shows the 'Tribunals admin' page. It includes a table with columns: Name, AttachedTo, Type, Notified, Hearing, Due, Contested, Upheld, and Completed. There are two rows of data. Below the table is a pagination control showing '1' of 2 items per page.

Name	AttachedTo	Type	Notified	Hearing	Due	Contested	Upheld	Completed
[Redacted]	Annual Review	Annual	23/02/2016			<input type="checkbox"/>	<input type="checkbox"/>	
[Redacted]	Statutory Process	Statutory	27/01/2016			<input type="checkbox"/>	<input type="checkbox"/>	

Gwasanaeth TGCh Ysgolion a'r Gymuned

@ <http://addysg.cerenet.org.uk>

☎ 01970 633678

✉ servicedesk@cerenet.org.uk

🐦 Dilynwch ni ar Twitter [@CereICTSupport](https://twitter.com/CereICTSupport)

ICT Service for Schools and the Community

<http://addysg.cerenet.org.uk> @

☎ 01970 633678

✉ servicedesk@cerenet.org.uk

🐦 Follow us on Twitter [@CereICTSupport](https://twitter.com/CereICTSupport)

Last updated 21-Jan-2016