Asking about additional learning needs

When School Feels Impossible • Julie A Milner

Use this as a starting point. Replace the square brackets, keep only what fits your family, and check the recipient before sending.

Date: [date]

To: [recipient]

Subject: Request to consider possible ALN for [child's name]

Dear [ALNCo / headteacher],

I am writing because I am concerned that [child's name] may have additional learning needs affecting their access to education.

We have noticed [specific examples and their impact]. We have tried [support or adjustments], and [what happened].

Could you please explain how the school will consider whether [child's name] has additional learning needs under the Welsh ALN system, and what the next steps will be?

We would welcome the opportunity for [child's name] to share their views in a way that works for them. Please could you let us know who will coordinate the process, what timescales may apply, and what support can be considered while decisions are being made?

Thank you for helping us understand the options and for working with us.

Kind regards,

[Your name]

Helpful note

In Wales, the ALN process considers whether a learner has additional learning needs. An Individual Development Plan (IDP) is prepared where ALN is identified. The relevant decision-maker and timescales depend on circumstances; check current Welsh Government guidance.