

11<sup>th</sup> November 2022

Dear

**Reference number 16853 - ALN Code standard letters**

**Information requested**

Thank you for your request which I received on 8<sup>th</sup> November 2022. You asked for:

A copy of Welsh Government standard letter supplemented with the Additional Learning Needs Code for Wales 2021 for Local Authorities to issue to children/families in the IDP process.

**Our response**

Following a search of our paper and electronic records, I have established that the information you require is not held by the Welsh Government. Welsh Government didn't provide or issue any standard letters to LAs for the ALN/IDP processes.

**Next steps**

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at: Information Rights Unit, Welsh Government, Cathays Park, Cardiff, CF10 3NQ or Email:

[Freedom.ofinformation@gov.wales](mailto:Freedom.ofinformation@gov.wales)

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely