# Annex B: Decision on ALN

Dear Sir/Madam,

I am writing to ask you for a decision on whether my child [give your child’s name and date of birth] has additional learning needs (under section 13 of the Additional Learning Needs and Education Tribunal (Wales) Act 2018).

I believe that my child may have learning difficulties/disabilities and request a decision on whether they have additional learning needs and require an individual development plan. [Give as much information as possible – explain what your child’s educational needs are and how they affect them when learning. Think about reading, writing, numbers, talking, listening and understanding, friendships, physical skills, concentration, emotions, behaviour, mental health. Explain if your child has been receiving help and why you think it is not enough.]

The following professionals are involved with my child and I would like you to get advice from them. [List the people involved with your child.]

I am also sending you copies of other reports, which may help you make your decision. [For example, send copies of any reports you may have from a teacher, educational psychologist or doctor]

I understand that you are required by law to make the decision and give the notification promptly, and in any event before the end of the period of 12 weeks from receiving this request. I look forward to hearing from you soon.

Yours faithfully,

[Your name]