

## ALN decision-making timescales

The table provides a high-level summary of the duties and expectations set out in the [ALN code](#).

Action or decision	Responsible body	Timescale	Notes and exceptions
Decision on whether a child has ALN	Maintained school	Promptly, or within 35 school days	Exception allowed if impractical due to circumstances beyond control.
Decision on whether a child has ALN	Local authority	Promptly, or within 12 weeks	Exception allowed if impractical due to circumstances beyond control.
Decision on whether a young person has ALN	Local authority	Promptly, or within 12 weeks	From date of request.
Preparation and issue of the IDP	Maintained school	Promptly, or within 35 school days	Exception allowed if impractical due to circumstances beyond control.
Preparation and issue of the IDP	Local authority	Promptly, or within 12 weeks	Exception allowed if impractical due to circumstances beyond control.
Decision of ALN or preparation and issue of the IDP (reconsideration)	Local authority	Promptly, or within 7 weeks	Exception allowed if impractical due to circumstances beyond control.
Review of the IDP	Maintained school or local authority	Before the end of each review period (12 months starting with the date on which a copy of the IDP is first given)	Must be completed within the review period defined in the IDP or sooner if there has been a significant change in circumstance or new information has come to light.

### General notes on timescales

- 'Promptly' means without delay, considering the individual circumstances.
- 'School days' refer to days when the school is in session.
- If the last day of a period is not a working day, the deadline is extended to the next working day.
- The day of the trigger event (for example the referral or request) is not counted in the timescales.