

October 2023



Information for
schools, staff and
other professionals

A Guide to Useful Contacts in the Local Authority

The SEN system has changed and therefore so have the systems and processes in Cardiff. We no longer have SEN Casework Officers instead we have an ALN Team who will be happy to help.

Who to contact?

Queries & Questions regarding the SEN and ALN Systems

ALNQueries@cardiff.gov.uk

Individual Development Plans (Finalised)
Including appendices

IDP@cardiff.gov.uk

Annual Reviews for Statements of SEN

(From September 2023, this will ONLY be for learners in year 13 and above)

SENAnnualReviews@cardiff.gov.uk

Admissions

(Please note separate emails for each age group)

nurseryadmissions@cardiff.gov.uk
primaryadmissions@cardiff.gov.uk
secondaryadmissions@cardiff.gov.uk

School Transport

schooltransport@cardiff.gov.uk

Advice and Information around Post 16

Post16ALNTeam@cardiff.gov.uk

Requests for Advice and/or Support

adviceandsupport@cardiff.gov.uk

Specialist Provision Requests

SPrequests@cardiff.gov.uk

A dedicated helpline has been created for children, their parents/carers and young people only for all queries regarding SEN and ALN. They can contact the ALN Helpline on;

Phone: 02920 872731

Email: ALNhelpline@cardiff.gov.uk

The helpline is monitored daily, including through the school holidays

Specialist Provision Requests

<https://forms.office.com/Pages/ResponsePage.aspx?id=ISs1xtlwAkeld8aLiOsbJrKiRn3m5KNOtuuuhg6gQDQtUREpaSlpaVII40TM2ODYOVUYyRDRNR1pENC4u>



Specific Group Transfer of responsibility

CLA, EOTAS, Dual Reg, Detained, EHE
<https://forms.microsoft.com/e/Nk952X39w9>



Notification of ALN

CLA, Early Years, EOTAS, Dual Reg, Detained, EHE
<https://forms.microsoft.com/e/skmBSmxd2>



Up until 31st December 2023 we will continue to accept fully completed paper versions of the forms

Who's Who?

Inclusion and ALN Lead Officers

Jane Cobb	Statutory School Age (ALN Systems)	Jane.Cobb@cardiff.gov.uk
Sara Penellum	Statutory School Age (ALN Processes)	Sara.Penellum@cardiff.gov.uk
Kelly Vanstone	Early Years (Systems and Processes)	Kelly.Vanstone@cardiff.gov.uk
Claire Bridges	Post 16 (Systems and Processes)	CBridges@cardiff.gov.uk

Designated Officers for Specific Groups identified with ALN

Children Looked After (CLA)	Davina Miller Harriet Davies-Cox (EY) Nicola Naish (EY)	davina.miller@cardiff.gov.uk Harriet.Davies-Cox@cardiff.gov.uk Nicola.Naish2@cardiff.gov.uk
Educated Other Than At School (EOTAS)	Hannah Carr Ian Drake	Hannah.Carr@cardiff.gov.uk Ian.Drake@cardiff.gov.uk
Electively Home Educated (EHE)	Suzanne Powell	Suzanne.Powell@cardiff.gov.uk
Dual Registered	Rhian Davies Kat Dunn PRU	Rhian.Davies2@cardiff.gov.uk Katherine.Dunn@cardiff.gov.uk
Detained or under detention order	Suzanne Powell	Suzanne.Powell@cardiff.gov.uk

Placements and Transition

Hollies, Meadowbank, Complex SRBs, Communication/Interaction /ASD SRB, Eastwood House, Kings Monkton, Ty Monmouth	Thomas West	Thomas.West@cardiff.gov.uk 07812 519653
SLCN Class, Well Being Classes/SRB, The Court, Greenhill, ACT, Headlands, Red Rose, Mynydd Haf, Ty Coryton	Cian O'Donoghue	cian.odonoghue2@cardiff.gov.uk 07583 125470
CLA, Coed Glas HI, Llanishen HI, Craig y Parc	Julie Bell	Julie.Bell2@cardiff.gov.uk 07966 272112
Post 16 Placements	TBC	TBC
Riverbank, Ty Gwyn, Woodlands, Cardiff children in Other Local Authorities (Not CLA)	Kate O'Sullivan	Kate.OSullivan@cardiff.gov.uk 07977 837729