October 2023

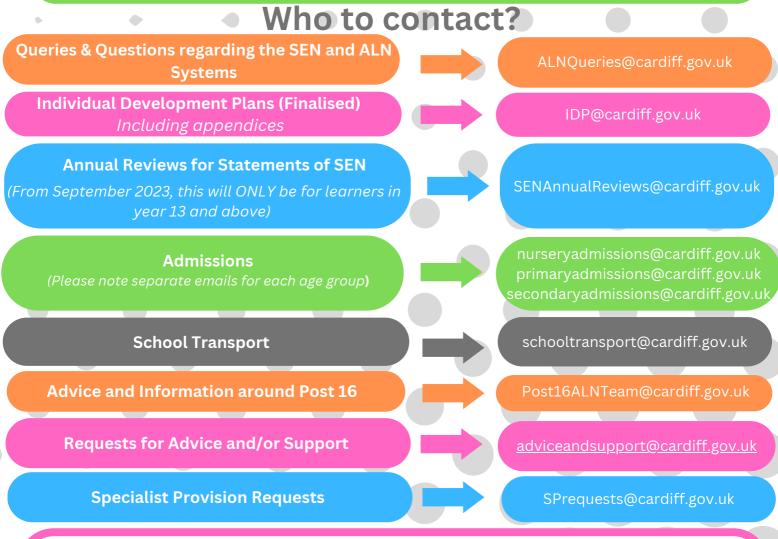


A Guide to

Information for schools, staff and other professionals

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.



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/P ages/ResponsePage.aspx? id=lSs1xtlwAkeId8aLiOsbJr KiRn3m5KNOtuuhg6gQDQ tUREpaSlpaVII4OTM2ODY OVUYyRDRNR1pENC4u



Specific Group Transfer of responsibility CLA, EOTAS, Dual Reg, Detained, EHE https://forms.micro soft.com/e/Nk952X 39w9



Notification of

ALN

CLA, Early Years, EOTAS, Dual Reg, Detained, EHE https://forms.mic rosoft.com/e/skm BSmxde2



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 Statutory School Age Jane Cobb Jane.Cobb@cardiff.gov.uk (ALN Systems) Statutory School Age Sara Penellum Sara.Penellum@cardiff.gov.uk (ALN Processes) Early Years Kelly Vanstone Kelly.Vanstone@cardiff.gov.uk (Systems and Processes) Post 16 **Claire Bridges** CBridges@cardiff.gov.uk (Systems and Processes) **Designated Officers for Specific Groups identified with ALN** davina.miller@cardiff.gov.uk Davina Miller Children Looked After (CLA) Harriet Davies-Cox (EY) Harriet.Davies-Cox@cardiff.gov.uk Nicola Naish (EY) Nicola.Naish2@cardiff.gov.uk Educated Other Than At School Hannah Carr Hannah.Carr@cardiff.gov.uk (EOTAS) Ian Drake lan.Drake@cardiff.gov.uk Electively Home Educated (EHE) Suzanne Powell Suzanne.Powell@cardiff.gov.uk **Rhian Davies** Rhian.Davies2@cardiff.gov.uk **Dual Registered** Kat Dunn Katherine.Dunn@cardiff.gov.uk PRU Detained or under detention Suzanne Powell Suzanne.Powell@cardiff.gov.uk order **Placements and Transition** Hollies, Meadowbank, Complex SRBs, Thomas.West@cardiff.gov.uk Communication/Interaction /ASD SRB, Thomas West 07812 519653 Eastwood House, Kings Monkton, Ty Monmouth SLCN Class, Well Being Classes/SRB, The Court, Cian cian.odonoghue2@cardiff.gov.uk Greenhill, ACT, Headlands, Red Rose, Mynydd 07583 125470 O'Donoghue Haf, Ty Coryton Julie.Bell2@cardiff.gov.uk Julie Bell 07966 272112 CLA, Coed Glas HI, Llanishen HI, Craig y Parc Post 16 Placements TBC TBC Riverbank, Ty Gwyn, Woodlands, Cardiff Kate.OSullivan@cardiff.gov.uk Kate O'Sullivan

children in Other Local Authorities (Not CLA)

07977 837729