



Guidance for the
Person Centred Meeting/Review

Why have a person-centred meeting?

The system for supporting children and young people who have Special Educational Needs has now started to change. Person-Centred Approaches are central to the Additional Learning Needs and Educational Tribunal Act and Additional Learning Needs Code for Wales. They are all about putting the child or young person at the centre of identifying their needs, planning their provision and reviewing this.

What is a person-centred meeting?

Person-centred meetings are a way of deciding what support is needed for a child or young person with additional learning needs or to decide any changes that need to be made to their support. It is important that children and young people have the right people involved in their meeting to help them to plan for their future. This means that the meeting can make sure that they have the things that are important to them, as well as the right support to help achieve their aspirations.

Who will be there?

Your child can choose who they would like to be there, but there will also be some people who have to be there. Sometimes there may be lots of people involved in the meeting, such as health, social care and education professionals as well as family and friends. For others, there might just be you, your child, and someone from school.



Where and when will it be?

It will usually be at school, but currently may take place online. The time and date should suit you and your child as well as any other people who are coming. There will be a person centred meeting to gather information at the start of the Additional Learning Needs ALN consideration process. If an Individual Development Plan (IDP) is issued, there will be at least one review a year – school will let you know when these are due.

What do you need to think about before the meeting?

If you are going to be at the meeting, then this form (see page 5) will help you to think about the things you want to say and you can use it to write down things you want to remember to say on the day. If you are not going to be at the meeting then it may still be important to your child that your views are heard at the meeting. In this case, it is really important that you take time to think about the questions, record your thoughts in the spaces provided and send it back to school by the date they have asked for. This will help to make sure that your views are listened to at the meeting.

What will happen at the meeting?

You will find a person centred meeting has a relaxed atmosphere. Everything is set out to be as informal and comfortable as possible. If it is a small meeting, it may be just a relaxed talk or the meeting may include some of the things in the next few paragraphs. If there are lots of people coming, there may not be a big table, but there could be music playing and posters or large pieces of paper pinned up on the walls or a PowerPoint presentation to follow. Every meeting/ review will change to meet the needs of the child, who is at the centre of the meeting. One person, called a facilitator, will have the job of making sure that everyone can have their say and that the meeting comes up with outcomes and actions for change. The facilitator is most likely to be the Additional Learning Needs Co-ordinator (ALNCo) from your child's school, but could also be a Local Authority Additional Learning Needs Learning Advisor, and you should know who it is before the meeting. The meeting begins with everyone introducing themselves and possibly sharing something that they like or admire about your child. The facilitator will explain what will happen in the meeting, and then everyone will have the chance to share their views and knowledge about your child. When everyone has finished giving their comments, you will all think about and talk about what needs to change and what outcomes and targets you want to see. You will then all agree what actions need to take place to support your child to help them meet their aspirations.

At the end of a meeting

By the end of the meeting the facilitator will make sure that all the relevant information has been captured in the meeting notes and/or that there is an agreed action plan. The action plan is to make sure that everyone can see what is going to be done to support your child to learn and to achieve their aspirations.

The meeting notes/ action plan will say:

- what support your child needs to learn and develop
- who is responsible for making sure that they get the support they need (a named person)
- when and where they will get this support
- how we will know if the support has helped your child in the way it was intended to.

After the meeting you will have the chance to read the meeting notes/ action plan, think about what has been agreed and discuss it with your child

Please see below a copy of the Person Centred Meeting/ Review form with guidance and examples of what you may want to write about and discuss during the meeting. If you need any further advice then please contact either your local authority Designated Coordinator or a contact within your child's school.



Person Centred Meeting / Review - Parent Voice

What do you like most and admire about your child?

List the qualities you love about your child.

What has happened since the last review?

List the progress, next steps or anything new that has happened since the last review.

What do you think, from your perspective, are your child's aspirations for the future?

Write about what goals your child has, what they want to do in the future, what would they like to achieve at home/ in school/ with friends.

What do you think is most important in your child's life at the moment?

List the things that your child likes to do. What things make them happy? What things are important to them?

Examples might include

- Friends
- Clubs
- Favourite hobbies
- Family activities
- Pets

What do you think is important for your child in order for them to develop and progress?

List the things that support your child with their progress, keep them safe and healthy

Examples might include

- support/ help they have or need
- Specific routines
- Equipment they use/ need
- Specific way to help them manage situations

Person Centred Meeting / Review - Parent Voice

What do you think other people need to know or do to help your child?

List other ways/ areas that you feel your child could be supported with.

Maybe they are struggling with something that school/ agencies aren't aware of

What is working really well in your child's life at the moment from your perspective?

From your point of view list what is working well for your child, what is helping them, what things are you happy with.

What is not working so well in your child's life at the moment from your perspective?

From your point of view list what you feel is not working well for your child, what isn't helping them, what you aren't you happy with.

Do you have any questions or other comments to make?

List any other questions or comment you have that you feel haven't been addressed

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document is
available in Welsh.
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