

Lancashire Section 19 Request Support

Guidance Document to support schools and services to make a good quality Section 19 request for support using the Microsoft E-Form

September 2025

Introduction

This document provides schools guidance on making a Section 19 referral for either medical or 'other' support. Other is defined as to support pupils who are new to area or country and those at risk of permanent exclusion.

This guidance is to be used to support completing the Microsoft e-form with all required information for panel to make a robust decision. It is best practice to have followed the process outlined in the following LCC guidance documents:

- Lancashire guidance on managing pupil absence due to illness.
- Lancashire Operational guidance for Section 19 referrals.
- Lancashire Reintegration plan guidance.

The following DfE statutory guidance or DfE best practice guidance also further clarifies national statutory processes:

- [Working together to improve school attendance - GOV.UK](#)
- [Arranging education for children who cannot attend school because of health needs](#)
- [Supporting pupils with medical conditions at school - GOV.UK](#)
- [Mental health and behaviour in schools](#)
- [Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK](#)
- [School suspensions and permanent exclusions - GOV.UK](#)
- [Alternative provision - GOV.UK](#)
- [SEND code of practice: 0 to 25 years - GOV.UK](#)

The purpose of this document is to support Lancashire County Council to ensure they are fulfilling their Section 19, Education Act 1996 duty:

Section 19 of the Education Act 1996 places a duty on LAs to make suitable alternative education for children of compulsory school age who cannot attend school because of illness, exclusion or for any other reason.

This process and required evidence is to ensure robust decision making in line with understanding that the education in place is suitable. This includes reasonable adjustments schools should make outlined in the SEND Code of Practice, 2014.

Pupil Details:

Complete all details about the young person. They will ensure that the local authority and other provision which may be involved following a panel decision, is able to support the young person quickly.

Setting / Service Details:

This section should be completed by school or Lancashire Virtual School. Panel decisions will be communicated via email in the form of a letter. The email address provided may also be used where panel have queries which require further consideration.

Parent/ Carer Details:

Parent / Carer information is required. This includes their email address for communication. If online provision is agreed, the parent/carer email address will be used to support access to online provision.

Parental consent must be required to seek Section 19 support. By the referrer checking this box, it is your responsibility to seek consent for detailed information to be discussed by a multi-agency panel and for support to be considered.

Referral Type:

If you are making a request for Section 19 support because the pupil is ill and has medical evidence demonstrating medical needs, please check the '**medical**' box.

If you are making a request for Section 19 support because the pupil has other needs preventing them from engaging with the education provided, please check the '**other**' box.

Section 19 Medical Referral Details:

Q: Please detail relevant context / reasons for medical referral.

It would be helpful to include:

- Information detailing the timeline linked to the pupil's decline in engagement with school.
- Presentation in school and attempts to engage the pupil.
- Key dates of medical referrals / appointments. Please include commissioned services accessed by the LA / school as well as NHS services referred to. This may still be at referral stage given known waiting lists.
- If an Early Help Assessment has been completed. If advice has been sought from your school CFW Community Senior to engage and support the family.
- Please include pupil and parent voice.
- Make reference to medical evidence being submitted to the Section19Support@lancashire.gov.uk mailbox.

- Outline what reasonable adjustments school have made and which services they have sought advice and support from.

Q: Medical Evidence Checkboxes:

Please check what evidence is being submitted to the Section19Support@lancashire.gov.uk mailbox. This evidence must be submitted within 24 hours of this form being completed.

When submitting evidence to the mailbox, please use the pupil initials and 'Section 19 request – other / Section 19 request – Medical'

For the panel representatives to review the evidence carefully, please use the following naming conventions when submitting the evidence to the mailbox:

For example, if the submission was for a child with initials RH, this would be the documents we'd receive:

E-Form Checkbox	Naming convention examples	Notes
Medical Consultant Information	RH Medical Consultant – 'CAMHS' RH Medical Consultant – 'ELCAS'	Information following the – should include the service providing consultant information to panel.
Medical Referrals	RH Medical Referral to 'CAMHS'	Information in ' ' can be edited to detail where referrals have been made.
Pastoral Support Evidence	RH Pastoral Support – 'meeting notes' RH Pastoral Support – 'voice of the child'	Information within ' ' can be edited to detail what pastoral information is being submitted.
Academic Support Evidence	RH Academic Support – 'meeting notes' RH Academic Support – 'additional support plan'	Information within ' ' can be edited to detail what academic information is being submitted.
School Reintegration Plan	RH Reintegration Plan	Should be in the format of a timetable including dates agreed from – to and when reviews were scheduled.
EBSA Approach Evidence	RH EBSA – ATTEND framework RH EBSA – Appendix 'A'	EBSA toolkit references different tools to use with the young person as well as the ATTEND framework. Please detail what appendix has been included as EBSA evidence.
SEND Graduated Response Evidence	RH Graduated Response – 'IEP' RH Graduated Response – 'reading test'	Information within ' ' can be edited to detail what evidence is being submitted to demonstrate

	RH Graduated Response – 'Specialist Teacher Report'	assess, plan, do, review. information is being submitted.
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Q. Please include any relevant information as to how the medical evidence provided supported the pupil.

Please outline if there was any sign of improvement in engagement, what was the impact of the adjustment made on the pupil.

What further support would be helpful.

Section 19 Other Referral Details

Q: Please detail relevant context / reasons for Section 19 Other referral.

It would be helpful to include:

- Information detailing the timeline linked to the pupil's decline in engagement with school.
- What is the understanding of the reasons behind the disengagement and what actions have school undertaken?
- Key dates of supportive referrals / appointments. These could include talking therapy, EP request for support, time directed off-site.
- If the young person is at risk of exclusion, what actions have been undertaken by school and what the impact was.
- Include voice of the pupil / parent carer.
- If an Early Help Assessment has been completed. If advice has been sought from your school CFW Community Senior to engage and support the family.
- Please include pupil and parent voice.
- Make reference to medical evidence being submitted to the Section19Support@lancashire.gov.uk mailbox. **When submitting evidence to the mailbox, please use the pupil initials and 'Section 19 request – other / Section 19 request – Medical'**
- Outline what reasonable adjustments school have made and which services they have sought advice and support from.

Q: Evidence of actions undertaken by setting to support this request:

For example, if the submission was for a child with initials RH, this would be the documents we'd receive:

E-Form Checkbox	Naming convention examples	Notes
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Pastoral Support Evidence	RH Pastoral Support – 'meeting notes' RH Pastoral Support – 'voice of the child'	Information within ' ' can be edited to detail what pastoral information is being submitted.
Academic Support Evidence	RH Academic Support – 'meeting notes' RH Academic Support – 'additional support plan'	Information within ' ' can be edited to detail what academic information is being submitted.
Annotated IEP / IBP to show assess, plan, do, review.	RH Graduated Response – 'IEP 1 / IEP 1 reviewed' RH Graduated Response – 'Reading test'	Information within ' ' can be edited to detail what evidence is being submitted to demonstrate assess, plan, do, review. information is being submitted.
Risk Assessment	RH Risk Assessment	Risk Assessment information included.
School Reintegration Plan	RH Reintegration Plan	Should be in the format of a timetable including dates agreed from – to and when reviews were scheduled.
EBSA Approach Evidence	RH EBSA – ATTEND framework RH EBSA – Appendix 'A'	EBSA toolkit references different tools to use with the young person as well as the ATTEND framework. Please detail what appendix has been included as EBSA evidence.
Evidence on how AWPU / Notional SEND has been utilised to support the pupil.	RH – Funding Support	Information detailing how school utilise their funding to support pupils with additional needs.

Q. Please include any relevant information as to how the evidence of reasonable adjustments provided has supported the pupil:

Please outline if there was any sign of improvement in engagement, what was the impact of the adjustment made on the pupil, what has or hasn't changed.

What further considerations do you think may be helpful.