

Lancashire Section 19 requests: Guidance on e-form completion

Guidance Document to support schools and services to make a good quality Section 19 request for support using the Corporate Lancashire form

September 2026

Introduction

This document provides schools with 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, those with bail conditions, looked after children and those at risk of permanent exclusion.

This guidance is designed to support the completion of the corporate LCC e-form with all required information to enable the 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](#)
- [Teaching And Learning Toolkit: Ordinarily Available Provision](#)

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.

The application process and the evidence submitted as part of that process, ensures robust decision making, in line with the understanding that the education in place is suitable. This includes reasonable adjustments schools should make outlined in the SEND Code of Practice, 2014.

Completing the form – Advice for Schools

The information below is essentially a walk-through of the e-form with advice on what information should be included in each section.

Request Form link:

[Section 19 Request](#)

Who is making the request: Parent / carer or school/professional

Please select school/professional

Pupil Details:

Complete all details about the young person.

Accurate completion of this section 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. It will also enable the Panel to identify the pupil on other systems to access additional information if needed.

Education Details

Is the pupil on a school roll?

If the pupil is on a school roll, please tick yes

Please provide relevant context for the request*

NB: If you are requesting an extension to Section 19 provision which has already been approved, please indicate this clearly within this section of the form.

Please detail what support is required for the pupil and why. It is helpful if you can outline what provision/support you feel the pupil will benefit from and why you feel this would be appropriate.

Include information relating to the challenges the pupil may be facing and any known barriers to attendance.

Please provide details of what reasonable adjustments have been made and the impact of these*

- Include information of interventions, reasonable adjustments and support in place
- details of attempts to engage the pupil
- evidence of how the attendance checklist has been utilised if appropriate
- Information about the *impact* of any reasonable adjustments which have been tried for example, the degree of success, any positive changes etc

*Please note that evidence to support the information shared in these boxes should be attached to the e-form at a later stage in the form

School

Start to type the name of the school in this box to autofill. If the school cannot be found in this way, manual entry is possible.

Role of person making request:

Please enter your name and job role in this box

Email address of person making request:

Enter your email address. Please Note – the panel decision re your request will be sent to this email address so it is important to ensure it is entered correctly.

Attendance Percentage:

Please enter the pupil's current attendance percentage where known

Attendance details:

Please provide any contextual information surrounding the pupil's attendance, for example:

- are absences authorised/unauthorised
- is there a part-time timetable in place (if so, how often is the pupil expected to attend school)
- has the pupil accessed any alternative provision previously

Please include information about attendance during the previous academic year where possible.

Has the pupil previously been suspended?

Yes/No

if yes, please enter number of days the pupil has been suspended (during this academic year) and relevant information (e.g. reasons for suspension etc). If there were suspensions in the previous academic year, please also include this information in the 'details' box.

Request Type:

The form then branches for 'medical' and 'otherwise'. Medical details are below and 'otherwise' is on page 5.

If you are making a request for Section 19 support because the pupil is ill and has medical evidence demonstrating medical needs, please choose the medical drop down and attach any evidence. Suggested types of information to include as 'evidence' are detailed below to support panel to make decisions on suitability of educational offer.

Section 19 Medical Request Process:

Q: Please detail relevant context / reasons for medical request

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, and the pupil may be on a waiting list. Please still include this information.

- Whether an Early Help Assessment has been completed and/ or whether advice has been sought from your school CFW Community Senior to engage the pupil and support the family.
- Pupil and parent voice.
- An outline of what reasonable adjustments school have made and which services they have sought advice and support from.

Q: Medical Evidence Checkboxes:

Please check the boxes to indicate what evidence is to be attached to the request. This evidence must be attached prior to the form being submitted (uploaded into the Supporting Documents box). A maximum of 10 documents can be uploaded. Please select the most recent/relevant.

When attaching evidence to the request, please ensure that the attachment is titled in such a way that it is evident what the evidence is.

For the panel representatives to review the evidence carefully, the following naming conventions are suggested when attaching the evidence to the request:

For example, if the submission was for a child with initials RH, this would be the documents we'd receive (you should replace the RH in the naming conventions below with the initials of the pupil you are making the request for):

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 made (if on waiting list)	RH Medical Referral to 'CAMHS'	The wording within the ' ' 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'	The wording within the ' ' 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'	The wording within the ' ' 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	EBSA toolkit references different tools to use with the young

	RH EBSA – Appendix 'A'	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' RH Graduated Response – 'Specialist Teacher Report'	The wording within the ' ' can be edited to detail what evidence is being submitted to demonstrate assess, plan, do, review. information is being submitted.

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 and what further support would be helpful and the desired impact on the pupil.

Submit the form:

Once all sections have been completed and evidence attached, please click SUBMIT and make a note of the submission reference number for your records.

Once received, the form will be entered on our system and the request considered at the next available panel.

Section 19 Other Referral Process

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, request for support from EP / Specialist Teacher Service, time directed off-site.
- If the young person is at risk of exclusion, what actions have been undertaken by school and what was the impact of these actions.
- Voice of the pupil and parent / carer.
- If an Early Help Assessment has been completed and/or if advice has been sought from your school CFW Community Senior to engage and support the family.
- Refer to evidence to be attached to the request and it's relevant.

- Outline what reasonable adjustments school have made and which services they have sought advice and support from alongside the impact of these adjustments / support.

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

Please check the boxes to indicate what evidence is to be attached to the request. This evidence must be attached prior to the form being submitted (uploaded into the Supporting Documents box). A maximum of 10 documents can be uploaded. Please select the most recent/relevant.

When attaching evidence to the request, please ensure that the attachment is titled in such a way that it is evident what the evidence is.

For the panel representatives to review the evidence carefully, the following naming conventions are suggested when attaching the evidence to the request.

For example, if the submission was for a child with initials RH, this would be the documents we'd receive (you should replace the RH in the naming conventions below with the initials of the pupil you are making the request for):

E-Form Checkbox	Naming convention examples	Notes
Medical referrals made (if on waiting list)	RH Medical Referral to 'CAMHS'	The wording within the ' ' 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'	The wording within the ' ' 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'	The wording within the ' ' can be edited to detail what evidence is being submitted to demonstrate assess, plan, do, review. information is being submitted.

	RH Graduated Response – ' Specialist Teacher Report'	
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Additional evidence school could submit is included in the boxes below. If school can submit this type of evidence, they should check the SEND Graduated response and/or the Pastoral Support boxes.

E-Form Checkbox	Naming convention examples	Notes
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.
Annotated IEP / IBP to show assess, plan, do, review.	RH Graduated Response – 'IEP 1 / IEP 1 reviewed' RH Graduated Response – 'Reading test'	The wording within the ' ' 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 Attendance Checklist	RH Attendance Checklist	Completion of this form is recommended for all pupils with low attendance levels

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 to support re-engagement in education.

Submit the form:

Once all sections have been completed and evidence attached, please click SUBMIT and make a note of the submission reference number for your records.

Once received, the form will be entered on our system and the request considered at the next available panel.