

Annex B:

Section 19 Process Flowchart for Illness and Otherwise "Additional areas of responsibility and points of contact"

All requests to be submitted via educationsection19@oxfordshire.gov.uk and acknowledged within 2 working days.

S19 Panel Representative of – S19 Officer, Education Inclusion Manager, CAT Officer, EHCP Rep, Strategic Rep, School Rep (HT, Dep HT, HoY, Inclusion, SENCo).

Child Missing Education (CME)

CME / School Admissions / EHCP Casework Teams responsible for ensuring suitable education provision in place

If CME, In-Year Admissions Policy to be followed. 10-day timescale for LA to communicate outcome of School Admissions application.

Section 19 Officer
Margaret.springer@oxfordshire.gov.uk

CYP with medical needs

Oxfordshire Hospital School (OHS) responsible for ensuring suitable education provision in place for CYP whose medical needs meet their criteria

School to refer to OHS. If it meets OHS criteria, OHS to put suitable education provision in place asap. Provision funded by school or LA as appropriate. If referral is not accepted move to section 19 panel

OHS Headteacher
head@ohs.oxon.sch.uk

CYP Looked After

are supported by the Virtual School, responsible for ensuring suitable education provision in place

School provide or commission initial AEP of online or face-to-face learning to start on Day 16 (following S19 request for service) and liaise with the Virtual School. Provision funded by school with top-up from the Virtual School, as appropriate.

Virtual School Head
Clare.Pike@Oxfordshire.gov.uk

All pupils in the last 6 weeks of Year 11 or in public examinations to be made known to EET

S19 does not apply to a child

- ❖ who will cease to be of compulsory school age within the following 6 weeks
 - ❖ does not have any relevant examinations to complete

S19 does apply to all children

- ❖ with active EHCP's or who are currently going through an ECHNA

