Dear Headteacher,

**Subject: Introduction of Section 19 Consideration Panel – Request for School Representatives**

To better support children, families, schools, and the Local Authority. The Local Authority is introducing a Section 19 panel. This is a critical governance mechanism to ensure statutory compliance, transparency, and consistency in ensuring suitable provision is in place for children experiencing barriers in attending school due to illness or other circumstances.

The panel aims to ensure a fair, consistent, and robust decision-making process through:

* Determining whether a child’s circumstances meet the criteria for Section 19 provision.
* Decide what form of alternative education is appropriate to ensure the child continues to receive a full-time (where appropriate) and suitable education.
* Safeguard the child’s welfare by ensuring that decisions are made in the best interests of the child, taking into account their health, educational needs, and personal circumstances.

The panel will be made up of the following members:

* Section 19 Officer - Chair
* Education Inclusion Manager – Co Chair
* County Attendance Team Officer
* School Improvement Team Representative
* Primary School Representative (e.g. Headteacher, Deputy Head, Head of Year, Inclusion Lead, SENCo)
* Secondary School Representative (e.g. Headteacher, Deputy Head, Head of Year, Inclusion Lead, SENCo)
* SEN Officer (as required)

**Panel Details:**

* **Frequency:** Every other Thursday
* **Time:** 11am – 1pm
* **Panel Deadline:** All cases submitted for S19 consideration from the previous week will be shared securely with panel members by 12:00 PM each Monday.

To ensure consistent school representation at panel meetings, we are looking to establish a pool of headteachers and senior school leaders who are willing to participate on a rota basis. If you are interested in supporting this important work, please nominate yourself by completing and returning the attached form by **Wednesday 25th June.**

The first panel meeting is scheduled for **Thursday 10th July**.

**Important Note:**  
It will not be necessary for nominated reps to attend the panel every week. Attendance will be planned according to a rota. You are likely to be required to attend no more than twice a half term.

Kind regards

Margaret Springer

Section 19 Officer (interim)

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