

BCC INCLUSIVE PATHWAYS

SECTION 19 REFERRAL PROCESS SCHOOL STEPS

1

CONSIDER SCHOOL SUPPORT

Have you followed Support First approaches and considered attendance legal intervention?

2

COLLECT YOUR EVIDENCE

Ensure that you have all supporting evidence, including parent and child voice, and that you have discussed referral with family.

3

SUBMIT REFERRAL USING ONLINE FORM

Please note: there is a maximum file size for attached documents. Once the form is complete, additional documents can be emailed to section19@birmingham.gov.uk using the referral number.

4

PANEL DATE INFORMATION

The section 19 team will email you confirming the date of panel. This may not be the same week as your submission due to volume. We will email you with the outcome of the panel within 15 term time working days of your panel date. Do not chase an update before this.

5

ACTIONS POST OUTCOME

You must communicate with the family. We will only respond to the school, as the referrer. Please note school actions and use them as part of a reintegration plan with the family. Review the plan regularly with gradual increase over time. Where further support may be needed, a new referral can be submitted after a minimum 2 month period.

BCC INCLUSIVE PATHWAYS

SECTION 19 BCC PROCESS

1

REFERRAL RECEIVED INTO INBOX

Referral details transferred to tracking document and assigned panel date. Email confirming panel date sent to school.

2

WEEK OF PANEL DATE

All supporting evidence transferred to secure sharing and documents for this week's panel shared with all panel members.

3

PANEL DATE

Panel meeting held and each referral discussed with supporting evidence and additional information from panel members considered. 1 of 5 outcome options agreed on by panel.

4

POST PANEL ACTIONS

Inclusive Pathways team responds to school with panel outcome within 15 term time working days of the panel date. Outcomes for JBA referral, AV1 use and other support provision logged onto tracking documents and relevant information sent onwards.

5

ACTIONS POST OUTCOME

6 week and 3 month follow up with JBA, AV1 and other support services, with review to either closure, continuation or new referral recommended to school.