

Cross-Border Attendance

Local Authority Directory

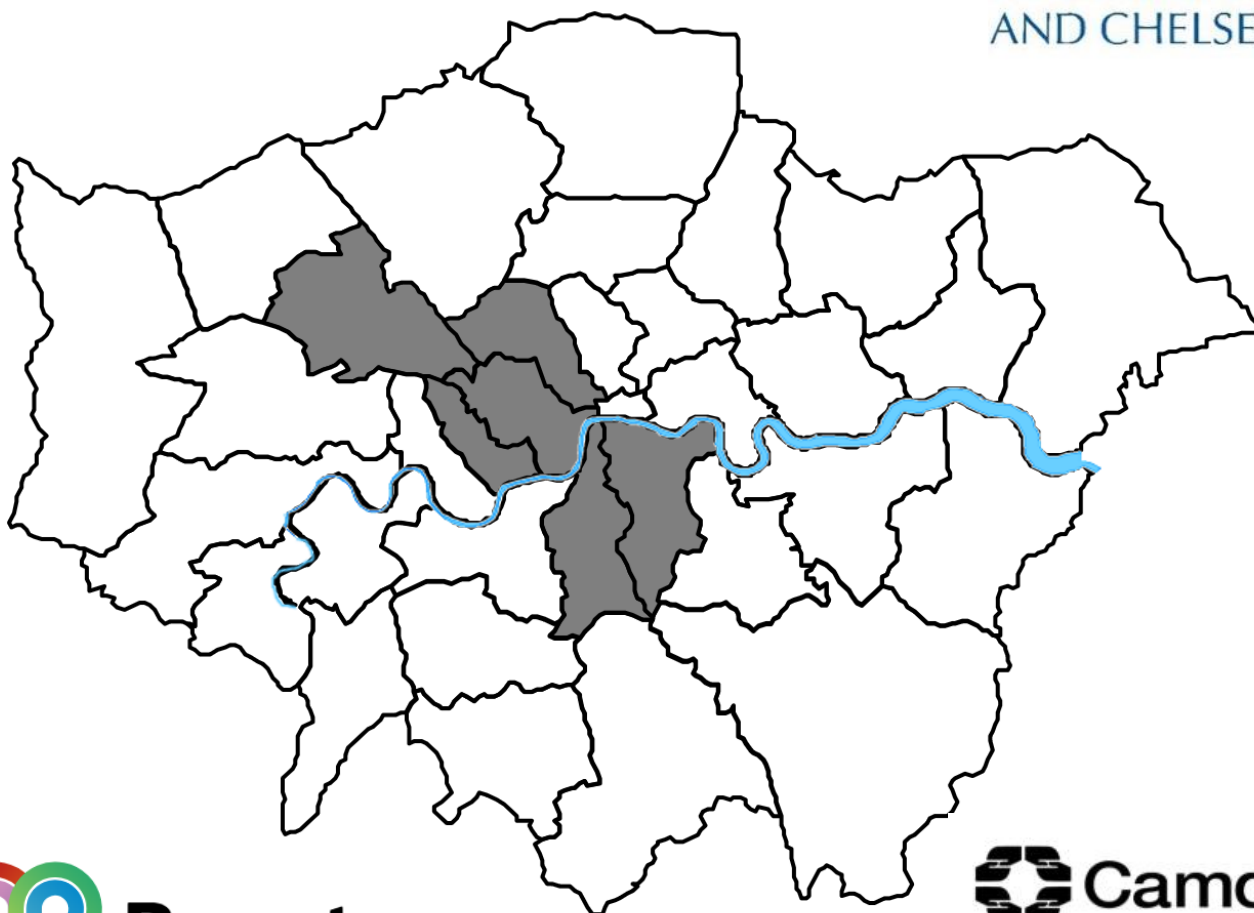
Information for schools with pupils residing out of borough



City of Westminster



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA



Brent



Camden



Lambeth



LA Directory Guide

This leaflet provides school attendance champions with contact details of neighbouring boroughs, to facilitate partnership working on pupil absence concerns. The information was produced following publication of statutory attendance guidance, which sets out local authority and school responsibilities when working with cross-border pupils:

In cases where a pupil lives in one local authority area and attends school in another, the overarching principle is that both the local authority in whose area the pupil attends school (the 'School LA') and the local authority in whose area the pupil lives (the 'Home LA') work together to support the pupil and family. This feeds into each local authority's responsibility for safeguarding and promoting the welfare of pupils. [Working together to improve attendance](#)

Bi-Borough Early Help & Attendance



City of Westminster

- **Early Help:** [Family Information Hub | Westminster Council](#)
📧 accesstoearlyhelp@westminster.gov.uk 207 641 4000
🔗 [Multi-agency Referral Form \(MARF\)](#)
- **Attendance:** [School Attendance | Westminster Council](#)
👤 [Simone Paul](#) 07852 206 544



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

- **Early Help:** [Family Information Hub | Kensington & Chelsea](#)
📧 earlyhelp@rbkc.gov.uk 020 7598 4601 / 020 7361 4129
🔗 [Early help for families | Kensington & Chelsea](#)
- **Attendance:** [Education & Learning | Kensington & Chelsea](#)
👤 [Charlotte Auguste](#) 07976 060213

Neighbouring Borough Early Help & Attendance



- **Early Help:** [Early Help Service | Brent Council](#)
📧 Family.Frontdoor@brent.gov.uk 020 8937 2228
🔗 [Early Help Assessment | Brent Council](#)
- **Attendance:** [School Attendance | Brent Council](#)
👤 [Sandra Whittaker](#) 0208 937 3313



- **Early Help:** [Family Information Service | Camden Council](#)
📧 LBCMASHadmin@camden.gov.uk 020 7974 3317
🔗 [Common Assessment Form \(CAF\)](#)
- **Attendance:** [Attendance | Camden Learning](#)
👤 [Ed Magee](#) 020 7974 1653



- **Early Help:** [Community Early Help | Lambeth Council](#)
📧 communityearlyhelp@lambeth.gov.uk 0207 926 9079
🔗 [Supporting Families Assessment Tool](#)
- **Attendance:** [School Attendance | Lambeth Council](#)
👤 [Patrick Ackason](#) 020 7926 8626



- **Early Help:** [Early help | Southwark Council](#)
📧 earlyhelp@southwark.gov.uk 020 7525 1922
🔗 [Early Help Referral Form](#)
- **Attendance:** [School Attendance | Southwark Council](#)
👤 [Kym Winup](#) 020 7525 2716

Which LA is responsible for different types of support:

Early Help: Assessing and putting in place any early help or multi-agency family support plan in cases where local authority action is needed sits with the Home LA. Where schools are completing the single assessment or acting as the lead practitioner (with local authority involvement) the school will need to work together with the Home LA.

Children's Social Care: Any assessment or plan under sections 17 or 47 of the Children Act 1989 sits with the Home LA. For looked-after children, local authorities have a statutory duty to promote the educational attainment of all children in their care, wherever they live or are educated.

Alternative Provision: Responsibility for arranging alternative provision under section 19 of the Education Act 1996 sits with the Home LA.

Education, Health & Care Plan: Where a pupil has an EHCP, the School LA should alert the local authority which maintains the EHCP about issues emerging over attendance, so the Home LA can consider whether needs continue to be adequately supported through the existing school place.

Transport: If a child is eligible for free home to school transport under section 508B of the Education Act 1996, responsibility sits with the Home LA.

Education supervision order: Either local authority can apply for an ESO, but it will usually be the Home LA that acts as the 'designated LA' and therefore both should discuss and agree before proceeding.

Penalty notice: A penalty notice must be issued in line with the National Framework and local code of conduct for the area in which the child goes to school, and if issued by a local authority, it must be the School LA.

Prosecution: Either local authority has the power to prosecute, but in general it should be the School LA that takes forward prosecutions under section 444(1) and (1A) of the Education Act 1996. It is good practice for the School LA to inform the Home LA that legal action is being taken.

Child Missing Education: Where a pupil has not returned from leave or has a continuous period of absence, the school and School LA may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024. The school and School LA are expected to liaise with the Home LA, and if the pupil's name is deleted from the school register, the Home LA should investigate whether the pupil is CME.