

Education Services

Updated reduced timetable guidance

September 2020

Introduction

This guidance is to assist all schools maintained by the council, academies and free schools in the appropriate use of a reduced educational provision, to ensure that schools comply with statutory obligations and that they do not inadvertently exclude a pupil illegally (sometimes referred to as a 'part-time' timetable). For the purposes of this guidance, a reduced timetable means an agreement made with the pupil, parent or carer, and in some circumstances the local authority that the number of hours spent in education is reduced for a time-limited period of generally no more than six weeks.

Legal definition

You can access the latest DfE guidance on the use of part-time timetables (page 17).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf

Expectations

Essentially, schools must acknowledge that part-time timetables are:

- exceptional and should only be issued in accordance with a clear rationale based on the need of the young person
- time bound, temporary and should not exceed six weeks in duration

Achieving for Children expects schools to:

- complete a written agreement which all stakeholders have signed and agreed to (including associated professionals) through a multi-agency meeting (consent form attached)
- set review dates in place with all stakeholders
- assign a member of the safeguarding team to complete and uphold a robust risk assessment in keeping with DfE guidance 'Keeping children safe in education' (DfE, 2016). If evidence suggests that the child will be exposed to significant risk if not in school, then a reduced timetable should not be a considered option (Risk Assessment attached)
- ensure that parents and carers will be supported during the time when their child is not in school considering the pressures this may have on home life
- consider the impact of a reduced timetable on travelling and transport arrangements or the student's access to Free School Meals and ensure it does not discriminate against the student or impede their access to education
- consider whether an early help support intervention should be in place to establish if there are wider needs and identify whether support should be required from external agencies
- inform AfC of those pupils placed on reduced timetables by completing the pupils missing education [PME] document once a half term
- notify the lead AfC officer of those in receipt of a reduced timetable that exceeds more than six weeks. Schools will be expected to provide a copy of the reduced educational provision

immediately and interventions completed. A completed and signed off checklist needs to be attached to the notification [see attached]

3. When might a reduced timetable be used?

Examples of when a part time timetable might be appropriate:

Where a pupil has ongoing medical issues, which necessitates missing more than 15 schools days (or more than 30 sessions). This would usually be supported by a medical professional in writing. Thought should also be given to issuing a medical referral for children missing out on education.

4. Marking the attendance register

Where sessions which have been mutually agreed not to involve attendance at any other provision or supervised activity, the Code 'C', (authorised absence), is to be used.

The DfE's school attendance guidance on reduced timetables states:

'In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.'

The school should be satisfied that appropriate arrangements are in place for the care and welfare of the pupil during the time when they would otherwise be at school. This is particularly important for pupils in the primary phase.'

Appendix 1: Risk assessment

Place this into a separate appendix with all templates as separate docs

Identification of risk	Brief description	Rag rating
Is the risk potential or actual?		
What are you worried about?		
What is in placed to reduce any risk?	For example <ul style="list-style-type: none"> ● Proactive interventions to reduce or prevent risk (brief description here) ● Adult hover support in classroom ● Praise and acknowledgement of positive behaviour ● Behaviour management plan Safe place and trusted personnel, etc ● Early interventions to manage risk Identify exactly what an adult will immediately do if the risk is observed ● Interventions to respond to adverse outcomes ● Any incidents to be logged, dated and signed according to incident or safeguarding protocol 	
What needs to happen?	Reviewing of the individual plan alongside updated in accordance with pupils needs	

Appendix 2: Checklist

To ensure that the reduced timetable arrangements do not inadvertently result in an unlawful exclusion, please ensure you answer Yes to the following.

	Yes	No
Is the rationale for a reduced timetable in the pupil's best interest with clear objectives?		
Is there a start date and an end date of no more than six weeks?		
Have parents or carers given their written consent?		
If there is safeguarding or early help involvement, has a core group meeting been held and has the lead professional or social worker given written agreement?		
Where the pupil has an education, health and care plan (EHCP) has the special educational needs coordinator agreed to the plan?		
If pupil is a looked after child, has a Virtual School representative and the schools designated teacher for looked after children given written agreement?		
Is there a completed risk assessment saved on the school pupil record?		
Has sufficient and appropriate differentiated work been set for those hours the pupil is not in school?		
Have arrangements been made to ensure work is being marked, assessed and feedback is given to the pupil?		
Have arrangements been made to mark the register with code 'C' when the child is not receiving supervised education?		
Has consideration been made to consider the family circumstances to permit the arrangements of the timetable plan being endorsed?		
Have all parties given consent to the implementation of the agreed timetable arrangements?		
Has the DSL or headteacher agreed to the use of a part-time timetable and will be responsible for ensuring the six week review will be timely?		

Appendix 3: Part-time timetable consent form

Pupil name			
School		Year group	
Is the pupil a looked after child:		YES/NO	
If yes, which local authority			
Is the child subject to a Child Protection Plan:		YES/NO	
Has the pupil had a part-time timetable before?		YES/NO – If yes when	

Has there been a team around the child meeting?		YES /NO Date:
Team around the child meeting attendance details		
Name	Relationship to the pupil	Organisation or family

Name of parents or carers:	
Name of lead person in school:	
Name of social worker (if applicable):	
Name of SEN caseworker (if applicable):	
Name of Virtual School rep (if applicable):	
Name of education welfare officer:	

Reason for reduced timetable

Re-integration after fixed term exclusion		To help a pupil manage school based anxiety	
Reintegration after prolonged absence		As part of a medical plan	
Reintegration after period of school refusal		Other	

Brief details of interventions tried and why this pupil requires a part-time timetable

Interventions in last six months including dates:

Date of meeting agreeing the part-time timetable:	
Start date of part-time timetable:	
Number of hours in education each week:	
Review date of part-time timetable:	
End date of part-time timetable:	

Time table schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Objectives of the part-time timetable and interventions to support:				
Any other comments relating to this part-time timetable:				
Does the timetable plan demonstrate the increase of time in school each week? Y/N				

I understand my child has been placed on a part-time timetable for a limited period of time.

I have discussed the matter fully with the school and agree, during the period of the part-time timetable, to:

- take responsibility for my child during the hours when not attending school
- ensure there is supervision of school work during those hours
- ensure there is a flow of work between school and home for marking and guidance
- take responsibility for the health and safety on my child when they are not in school

Parent or carer signature	
Date	

During the period of the part-time timetable the school will:

- ensure a risk assessment is completed with regards to potential safeguarding, welfare, offending or harmful behaviour
- ensure a 'c' code is used on the attendance record when the pupil is not in school
- monitor the effectiveness of the part-time timetable
- hold a review on the agreed date
- provide work for the student to do whilst at home and mark all work completed

Date actioned	
Agreed with parent or carer on	

Headteacher/DSL signature	
Date	

Other signatures (if required):

SEN Caseworker	
Date	

Social Worker	
Date	

Virtual School Rep	
Date	

Education Welfare Officer	
Date	

This form should be retained with the pupil's school records