

# Part-time Timetable Policy

**Contents:**

## **Statement of Intent**

1. Legal framework
2. Roles and responsibilities
3. Reasons for implementing a part-time timetable
4. Procedures for implementing a part-time timetable
5. Cooperation with parents
6. Completing the school register
7. Additional considerations
8. Safeguarding
9. Vulnerable groups
10. Communication

## **Appendix**

Appendix A – Part-time timetable record template

Appendix B – Risk Assessment

## **Statement of intent**

At Hardwick Primary School, we recognise that all pupils are entitled to a full time education. However sometimes, in exceptional circumstances, there is a need for implementing a part-time timetable for individual pupils.

This policy is in place to ensure pupils are only put onto part-time timetables in exceptional and necessary circumstances, and continue to receive a high-quality education whilst they are on a part-time timetable. The school will use this policy to ensure the pupil's needs are met whilst they are integrated back into the school.

The school is committed to ensuring that:

- Pupils are only put on a part-time timetable in exceptional circumstances
- Pupils are only put on a part-time timetable to meet individual pupil need.
- Pupils are only put on a part-time timetable for a limited amount of time and not as a long-term solution.
- Pupils on a part-time timetable are not missing any education.
- Part-time timetables are not used by the school as a form of exclusion.

### **1. Legal framework**

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

DfE (2021) 'School Admissions Code'

DfE (2015) 'Special Educational Needs and Disability Code of Practice: 0-25 years'

DfE (2022) 'School Attendance'

DfE (2022) 'Keeping Children Safe in Education'

1.2. This policy operates in conjunction with the following school policies:

Attendance Policy

Child Protection and Safeguarding Policy

Special Educational Needs and Disabilities (SEND) Policy

Disability, Equality and Diversity

Supporting Pupils with Medical Conditions Policy

Remote Learning Policy

### **2. Roles and responsibilities**

2.1. The Head of School is responsible for:

- Ensuring that all staff are aware of the school's policy for part-time timetables.
- Working with the SLT to manage and implement reintegration plans.
- Communicating the progress of all pupils on a part-time timetable to the governing board.

- Maintaining communication with the parents of pupils on a part-time timetable.
- Discussing the needs of individual pupils on a part-time timetable with relevant professionals (DDAT, LA, Educational Psychologist, Health professionals, Educational Welfare Officer)

2.2. The governing board is responsible for maintaining oversight of the school's approach to part-time timetables. There will be regular anonymous reporting to the governing board of the number of pupils on a part-time table and their duration.

2.3. The SENCO is responsible for:

- Reviewing pupils' EHC plans to discuss proposals for a part-time timetable.
- Seeking agreement from parents or carers, all relevant professionals and the LA if a pupil with SEND is to go onto a part-time timetable.
- Organising follow-up appointments with parents to complete a reintegration plan.
- Liaising with the school nurse to ensure pupils with medical conditions are fully supported whilst on the school site.

2.4. The class teacher is responsible for:

- Planning, setting and resourcing work to support with home/remote learning.
- Marking completed work and providing feedback to support the pupil's next steps in learning.
- Liaising with the parent /carer to ensure that the pupil is fully supported in their remote/home learning.

2.5. The Attendance Officer is responsible for:

- recording pupils' absences as authorised.
- Liaising with the Educational Welfare Officer to ensure pupils on a part-time timetable are fully supported and not being penalised.

### **3. Reasons for implementing a part-time timetable**

3.1. The school will only implement a part-time timetable for individual pupils in the following circumstances:

- Where there are medical grounds, supported by a medical practitioner or CAMHS, which state that part-time provision is in the best interests of the pupil
- As part of a planned reintegration into school following an extended period of absence due to exclusion, non-attendance, school refusal, or to facilitate a managed transfer between schools
- As a temporary fixed-term, closely monitored intervention to address and manage the transition for SEND children where their individual needs

are such that they require a gradual transition from a Nursery to Reception class.

- As a temporary fixed-term, closely monitored intervention to address and manage the impact with significantly challenging behaviour or emotional or social needs, whilst other arrangements are being made to meet their individual needs
- To support a pupil who is at risk of exclusion
- To support a pupil who has become disaffected to regain success

3.2. The school will only offer a part-time timetable in exceptional circumstances, where every other avenue to ensure a pupil receives their full-time education has been exhausted.

#### **4. Procedures for implementing a part-time timetable**

4.1. In the circumstances that the school implements a part-time timetable for a pupil, the school will:

- Undertake a thorough risk assessment, giving consideration to the safeguarding implications of the pupil being away from the school site for a longer period of time.
- Convene a meeting between the Headteacher, SENCO, the pupil's parents and relevant LA/Trust professionals to discuss the appropriateness of a part-time timetable. The class teacher will be involved should this be necessary.
- At this meeting the part-time timetable planning and consent form (**Appendix A**) will be completed which will record the rationale for the part-time timetable, the support that is available, the views of those involved **including parent/s/carers**, the signed consent from parent/s/carers, the timescales around the part-time timetable, review dates, possible approaches to reintegration along with any other information that is felt relevant.
- Ensure the SENCO convenes a review meeting of the pupil's EHC plan, where relevant, to discuss proposals for a part-time timetable and seek agreement from the parents and LA.
- Ensure the SENCO and DSL seek the approval and written permission of the parents or carers of LAC, where relevant, and the LA and follow this up with another meeting to complete the reintegration plan. This may be included in the notification form (Appendix A).
- A detailed chronology will be kept of any consultations with other professionals, meetings with parents, plans and actions taken and all reviews and evaluations noted during the period of a part-time timetable.

#### **5. Cooperation with parents**

5.1. Within the initial meeting with parents, the Headteacher will:

- Ensure all participants are satisfied that suitable arrangements are in place to assure the safeguarding and care of the pupil during the period when they would otherwise have expected to be in school.

- Draw up a written agreement with the parents about who is responsible for the pupil whilst they are in school and at home. Parents will be asked to sign the written agreement. (Appendix A)
- Ensure there are agreed objectives, which have been formulated with the parents, of clear steps to access a short-term educational plan for the pupil based on their needs. (Appendix A)
- Agree the number of hours of support that will be provided in school.
- Ensuring the school meets its statutory obligations for providing a certain number of hours of support for pupils with SEND. (Appendix A)
- Establish a clear route back to a full educational entitlement by clearly defining objectives, milestones and support for the duration of the plan. (Appendix A)

5.2. The Head of School will organise a follow-up meeting, **two weeks** into their part-time timetable to discuss the effectiveness of the part-time timetable and whether objectives have been met. Review meetings will then take place every **two weeks** discussing the plan for a phased return to full time education.

5.3. If objectives have not been met, the school will reassess its other options.

## 6. Marking the attendance register

The DfE guidance provides specific guidance in respect of part-time timetables it 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 (register code C). Where a pupil is attending alternative provision as part of their part-time timetable it may be appropriate to use the B code for that aspect of their timetable. However, it remains the academy's responsibility to monitor attendance whilst they attend alternative provision. See [Schools Attendance Guidance](#)

## 7. Additional considerations

- 7.1. The school will assess the impact of the part-time timetable on the transport arrangements in place for the pupil – if appropriate.
- 7.2. The school will make any adjustments to transport to accommodate their part-time timetable, where possible – if appropriate.
- 7.3. The school will ensure pupils sign out at the reception desk and wait for collection from their parents or their dedicated transport method organised by the school or LA.
- 7.4. If the pupil receives FSM, the school will ensure the pupil continues to receive their meals either at school or at home.

## 8. Safeguarding

Keeping Children Safe in Education (DfE, 2022) identifies schools as part of the wider safeguarding system for children and recognises that all school staff can identify concerns early, to provide help for children and to prevent concerns from escalating.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Clearly, in relation to safeguarding, where a child is not in school, their vulnerability is increased. When deciding whether a reduced educational provision is appropriate, consideration must always be given to the welfare and safety of the child/young person. This must be part of the risk assessment process.

Schools have a safeguarding responsibility for all pupils on their roll and therefore must be aware that even with parental agreement to any arrangement they make, they are responsible for the safeguarding and welfare of pupils off-site during school hours.

Consideration should be given to the increased risk to the pupil to 'child sexual exploitation' (CSE), substance misuse, self-harming, radicalisation and other potential abuse or criminal activity.

Current guidance from Ofsted states that information about children missing from education is essential and all schools should notify the Local Authority of any part-time education arrangements. This includes schools maintained by the Local Authorities, Academies, Free Schools and Independent Schools. The local authority has a statutory responsibility to identify and track any pupil missing education. Any pupil on a reduced timetable is deemed to be at risk of missing education and therefore needs to be identified and tracked.

## **9. Vulnerable Groups**

### **Pupils with an Education, Health & Care Plan**

- It is illegal for schools to discriminate against pupils based on their special educational needs and/or disability.
- A reduced timetable should only be used for a pupil with an Education, Health & Care Plan in very limited circumstances.
- A pupil should not be put on a reduced timetable because of their special educational need as this may constitute discrimination. In some cases, a special educational need may also be a disability and therefore constitute a protected characteristic under the Equality Act 2010.
- Academies must ensure that the provision specified in the EHC plan is delivered in order to meet the child's needs and secure their statutory entitlement.

### **Looked after children**

A reduced timetable, for a Looked after Child should only be implemented in very limited circumstances and not before all other interventions have been tried. Before proceeding, the following steps are required: A formal review of the child's Personal Education Plan (PEP) Written parent/guardian agreement and the consent of both the child's social worker and the Virtual School (or their representative).

### **Children subject to a child protection plan**

Children on a child protection plan are very vulnerable and may be placed at greater risk if placed on a reduced timetable. Therefore, a reduced timetable, should only be implemented in the most exceptional circumstances when all other interventions have been tried. The following steps are required:

- Formally consult the child's social worker and secure agreement
- Any reduced timetable should only be implemented following a Core Group meeting, or discussion with Social worker.

## **10. Communication**

10.1. The Headteacher communicates this policy to:

- Staff who may be involved in setting part-time timetables for pupils.
- Parents, particularly those whose children are on part-time timetables.
- The governing board.
- The SLT.
- DDAT

10.2. The Headteacher ensures staff understand that part-time timetables are only put in place for a very small number of pupils in very exceptional circumstances.

10.3. Staff will receive training for operating part-time timetables if they are involved in any process of delivering a part-time timetable, e.g. teaching the pupil.

## **11. Monitoring and review**

11.1. This policy will be reviewed annually by the headteacher, SENCO and the governing board.

11.2. Any changes to this policy will be communicated to all relevant stakeholders.

### **Summary:**

- Schools have a statutory duty to provide full time education for all pupils.
- However, in very exceptional circumstances there may be a need for a temporary reduced timetable to meet a pupil's individual needs.
- A reduced timetable means by agreement with the pupil, parent/guardian and school, other professionals, the number of hours spent in education are reduced for a time limited period. The return to full-time education for the pupil must underpin all actions.
- The child's parents/guardian must agree a reduced timetable.
- A risk assessment to be completed.
- A clear action plan for improving education must be in place.



**Appendix A**

*Derby Diocesan Academy Trust*

**Part-time Timetable Planning and Consent Form**

Child's Name:	<input type="text"/>		
UPN:	<input type="text"/>	Ethnicity:	<input type="text"/>
Date of Birth:	<input type="text"/>	Gender:	<input type="text"/>
		Year Group:	<input type="text"/>
FSM:	<input type="text"/>	SEN Stage:	<input type="text"/>
School:	<input type="text"/>		

Is the child looked after by Derbyshire or Derby City County Council or any other local authority?	<input type="text" value="Yes / No"/>
--	---------------------------------------

If yes, which local authority?	<input type="text"/>
Have you liaised with the Virtual HT?	

Is the child subject to a Child Protection Plan?	<input type="text" value="Yes / No&lt;br/&gt;CP&lt;br/&gt;CiN&lt;br/&gt;EHA&lt;br/&gt;(Highlight as approp)"/>
Child in Need	
Early Help	

Has the pupil had a part-time timetable before?	<input type="text" value="Yes / No"/>
---	---------------------------------------

If Yes, when?	<input type="text"/>
---------------	----------------------

Name of parents/carers:	<input type="text"/>
-------------------------	----------------------

Name of lead person in school:	<input type="text"/>
--------------------------------	----------------------

**Other external professional/agencies involved in the decision to have a part-time timetable**

Name of social worker (if applicable):

Name

Name of SEN caseworker (if applicable):

Name of Virtual School rep (if applicable):

Name of EWO (if applicable):

Name of YOS worker (if applicable):

Others

What actions have been previously taken to support the child to attend school full-time? Who has been involved?

-

Why is a part-time timetable necessary? (behaviour, delayed reception intake, medical needs, mental health needs, plan to address poor attendance, pregnant/young mother, other). Please

-

give any relevant detail.

Has a risk assessment been completed?	Yes/No
Is there an support plan in place to support the child whist on the part-time timetable and to get them back into school full-time?	Yes/No
Is work being provided for the pupil when they are not in school?	Yes/No
Summary of parents'/carers' views	

Start date of part-time timetable:

Number of hours in education each week:

Review date of part-time timetable:

Planned end date of part-time timetable:

### Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Objectives of the part-time timetable/interventions to support:				
•				
•				
Plans for re-integration				
•				
Any other comments relating to this part-time timetable:				
•				

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

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

- Take full 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 regular communication between school and home for marking and guidance.
- Take full responsibility for the health and safety of my child when they are not in school.

Signature  
(Parent/Carer)

.....

Date

.....

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

- Monitor the effectiveness of the part-time timetable.
- Hold a review on the agreed date.
- Provide work for the child to do whilst at home and mark all work completed.

Signature  
(School)

Date

Other signatures (if required):

SEN Caseworker

Date

Social Worker

Date

Virtual School Rep

Date

Education Welfare Officer

Date

YOT Officer

Date

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

Governors should be made aware of the number of pupils on a part-time timetable.

Please include the relevant information about the pupils on part-time tables on the termly data return to DDAT.

**DFE 'School Attendance August 2020 –**

**Can a school place a pupil on a part-time timetable?**

As a rule, no. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. 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.



