



Use of Part-Time Timetables Policy

1. Policy Statement

At Deepdale Community we are committed to ensuring that all pupils receive their full educational entitlement. Every pupil of compulsory school age is entitled to a full-time education suitable to their age, ability, aptitude, and special educational needs.

There may be rare occasions when a child needs support with integrating successfully into full time education. In some instances, this may be done through the use of a part-time timetable. This type of timetable will only ever be used in very exceptional circumstances, for the shortest period possible, and with a clear plan to reintegrate the pupil to full-time education.

2. Principles

- A reduced timetable is an exceptional, short-term measure and it must:

- Have written parental/carer agreement.
- Be linked to a reintegration/support plan.
- Be time-limited (maximum half a term before review).
- Include a clear exit strategy.

Lancashire County Council (our LA) must be notified of all part-time timetables. The welfare and safeguarding of the pupil remain the school's responsibility at all times.

3. When a Part-Time Timetable May Be Considered

A part-time timetable may only be appropriate in the following exceptional circumstances:

- Reintegration following significant illness, injury, or medical treatment.
- Gradual return to school after a period of mental health difficulty.
- Short-term arrangement while awaiting alternative provision.
- Following professional advice (e.g., health or SEND services) as part of a wider plan.

4. Prohibited Uses

Part-time timetables must never be used:

- As a behaviour management strategy or sanction.
- As an alternative to exclusion.
- Solely because of unmet special educational needs or disability.
- As an "informal" or "unofficial" exclusion (e.g., sending pupils home to "cool off").

Such uses are unlawful and may constitute discrimination or illegal exclusion.

5. Safeguarding and Vulnerable Groups

Pupils on part-time timetables are at higher risk of safeguarding concerns. Because of this, the Designated Safeguarding Lead (DSL) must be notified of all arrangements and regular safe and well checks will be undertaken.

Additional requirements:

- Children Looked After (CLA): Virtual School and social worker must be consulted.
- Child Protection / Child in Need Plans: Social worker must be consulted and the plan discussed at Core Group/CiN meetings.

- Pupils with EHCPs: The Inclusion Team must be consulted before implementation.

6. Implementation Process

The process begins with a meeting that will be held with parents/carers, the pupil, and relevant staff/professionals. Following this, a senior leader is appointed to manage the timetable and the journey towards full-time. The LA planning (appendix 1) form will be completed and shared with the LA. Parental agreement is a key part of the process and parents will be asked to sign their agreement to the arrangements. At this time, a copy of the timetable and arrangements will be provided to the parents.

For the time that the child is in school, they will be coded on the register in the same way as all other children. For sessions when children are not planned to attend, they will be coded with either X (children under compulsory school age) or C2 (children over compulsory school age). Compulsory school age is deemed to the first day of the term after the children reaches the age of five.

The plan and timetable must be reviewed at least every four weeks and the aim of the child being in school full time must be the ultimate goal. Adjustments must be continually made towards increasing attendance and pupils/parents' views must always be considered.

Every plan must include the exit strategy to returning to full time. This return to full time should be at the earliest possible opportunity.

7. Alternative Provision

Should a child be accessing alternative provision that is not full-time, the remaining time will be considered a part time timetable. In these instances, separate arrangements will be made and the school safeguarding policy will be followed. For the duration of an alternative provision placement, school retains legal and safeguarding responsibility for all pupils and will obtain safeguarding checks from providers.

8. Roles and Responsibilities

- **Headteacher** – overall responsibility for approving and monitoring reduced timetables.
- **Designated Safeguarding Lead (DSL)** – ensures safeguarding procedures are followed.
- **SENDCo** – advises on pupils SEND/EHCPs.
- **Senior Attendance Champion** – supports Headteacher to ensure reduced timetables are being used appropriately and inline with policy.
- **Senior Leaders** – Manage to process from part-time timetable to reintegration to full time.
- **Class Teachers** – support reintegration and monitor pupil progress.
- **Parents/Carers** – support the reintegration plan and ensure attendance.

9. Monitoring and Reporting

- All reduced timetables must be notified to the LA via the e-form and supporting documents.
- Governors will receive anonymised reports of any reduced timetables as part of attendance updates.
- The Senior Leadership Team will review use of part-time timetables termly to ensure compliance.

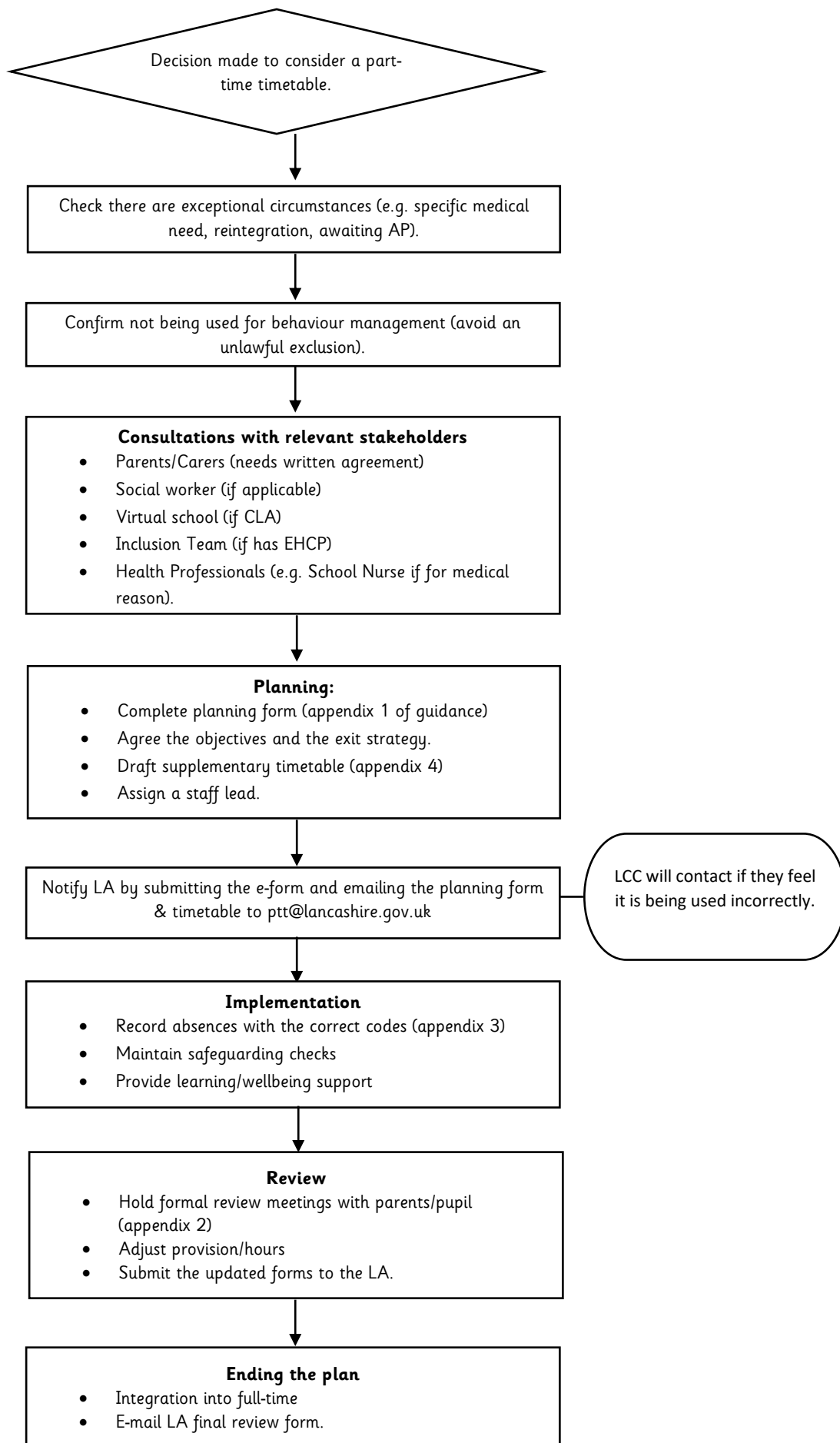
10. Policy Review

This policy will be reviewed every three years, or earlier if there are changes to national or local authority guidance.

Appendices

- Appendix 1: Initial Planning Form
- Appendix 2 - Part-time timetable review form
- Appendix 3: Supplementary Timetable Template

Process Flowchart



Appendix 1 -Planning form for part-time timetable

Form to be completed by school/parents and copy given to parents. A copy should also be emailed to ptt@lancashire.gov.uk.

Name of pupil:		Unique ID:	
Address:		Date of Birth:	
School:		Year group / form:	
Names of Parents/Carers:			
Does the pupil have an Education, Health and Care Plan?			YES/NO
Has a request for an Education, Health and Care Plan Assessment been made?			YES/NO
Have you discussed the part-time proposal with the LA Inclusion team?			YES/NO
Is the pupil on the school's SEN register?			YES/NO
Looked After Child	Child in Need	Child Protection Plan	TAF
YES/NO	YES/NO	YES/NO	YES/NO
Have you discussed the part-time proposal with the Social Worker? And, if appropriate with the Virtual School Consultant?			YES/NO YES/NO

Please provide brief details below of when the pupil will be on school site or in alternative provision **at the start** of the part-time arrangement (complete timetable in Appendix 4 for parent(s) reference as that will contain more detail).

NB: plan should be regularly reviewed and provision should be increased/amended as the plan progresses in order to aid reintegration.

Day	Plan for provision
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Proposed start date:	Proposed end date:
Review dates (<u>NB: plan should be reviewed on a maximum 4 weekly basis:</u>)	
Name of staff contact:	Telephone number:

Summary of reasons for implementing a part-time timetable (please tick all that apply):

Physical health needs		Mental health / anxiety	
Awaiting alternative provision		Risk of exclusion	
Following advice from LA staff (please specify who gave this advice)		Advised by health services to implement part-time provision (please specify who gave this advice)	
Pupil reintegrating back into school following a period of absence		Transport issues	
Current placement considered inappropriate (please specify who has made this judgement)		Other (please explain)	

Name and contact details of any other professionals involved (eg CFW, EP, CAMHS, PMHW, etc):	
Service	Name and contact details

If you are using alternative provision, please name the provision below and ensure that you have:

- Completed a risk assessment and are content with the provider's policies for safeguarding, health and safety, attendance and behaviour.
- Checked, and are content with, the educational standards.
- Checked the suitability of the provision to meet the pupil's needs.

In all cases, but particularly where unregulated AP is commissioned by the school, the school must assure themselves of the safety and quality of the provision. It is advised that schools undertake routine quality assurance checks/visits to ensure safeguarding compliance and that the provision is able to meet the needs of pupils.

Name of provision and details of main contact	
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Outline of the aims of implementing a part-time timetable

<p>Objectives What change do we want to see?</p>	
<p>Success criteria What will the change look like?</p>	
<p>How will school support the plan and support the pupil throughout the duration of the plan?</p>	
<p>What are the expectations on parents/carers to ensure the success of the plan?</p>	
<p>What are the expectations on the pupil to ensure the success of the plan?</p>	
<p>Details of any additional resources needed (if appropriate) and who will provide these.</p>	
<p>Outcomes anticipated following the use of the part-time plan and outline of the exit strategy</p>	

Information re the use of a part-time timetable will be shared with the LA via completion of an e-form which can be found [HERE](#). A copy of this form will also be emailed to the LA. This information will be used by LCC in accordance with the privacy notice which can be found [online](#).

Signed (school):	Date:
Signed (parent/carer):	Date:
Signed (key staff at AP setting) if appropriate:	Date:
Initial planning meeting date:	First review date (<u>within 4 weeks</u>):

Appendix 2 - Part-time timetable review form

(for in-school use – copy should be emailed to LCC in accordance with guidance above)

Name of pupil:	Names of parents/carers:	Start date of plan:
Year group / form:	Names of key staff:	Proposed end date of plan:
Review date:	Review number:	Next review date:

Have the objectives been achieved? What changes have we seen?	
Is the plan progressing as intended? eg are hours in school increasing as planned?	
Detail the changes which will be made to the current plan? Complete new timetable for next review period to reflect any changes	
Details of additional resources / support which has been used or which is now needed	
Further outcomes anticipated	
Signatures of parents/carers (if in agreement)	
Signature of pupil (if in agreement)	
Signatures of school staff	

Appendix 3 - Supplementary timetable template to share with pupil and parents

(This must be updated on every occasion that the plan is amended and should be shared with the LA via email)

Day	Session times		Provision (in school or external)	Address of Provision (if relevant)	Contact Person & location (if relevant) <i>Include who to notify re any absences</i>
Monday	Session 1				
	Session 2				
Tuesday	Session 1				
	Session 2				
Wednesday	Session 1				
	Session 2				
Thursday	Session 1				
	Session 2				
Friday	Session 1				
	Session 2				