

# **Part-Time Timetable Guidance for Lancashire Schools**

**School Attendance Support Team  
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# Part-Time / Reduced Timetable Guidance

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## Introduction

All Children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have, and schools have a statutory duty to provide full-time education for all pupils.

This document outlines the legal context for the Local Authority's request for schools to provide information about all pupils of **compulsory school age** that are on part-time (or reduced) timetables and those who are in alternative provision (AP). It does not apply to those pupils who are receiving full-time provision (ie part-time at a school and part-time at AP).

[Pupils Missing Out on Education – Ofsted Report November 2013](#) raised concerns that too many children were not receiving full-time education, and this was an issue in terms of education and safeguarding. The report recommended that all local authorities should know the provision, and the quality of the provision, for children not on a full-time timetable.

A more recent Ofsted report, [Securing good attendance and tackling persistent absence](#) February 2022 makes reference to inappropriate use of part-time timetables and the link to inadequate Ofsted judgements:

*...there are inadequate schools where weak systems to shape, monitor and evaluate the school's work in general are also evident in their work around attendance. Common factors include: (...)*

- using part-time timetables, usually for pupils with SEND or behavioural difficulties, which are not well planned, not tracked and/or not time-limited*

## Part-time timetables

Guidance from the Department for Education, [Working together to improve school attendance](#), states:

*All pupils of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have. In some circumstances their education may be provided partially at school and partially at another educational setting or through education otherwise than at a school in line with section 19 of the Education Act 1996 or section 42 or 61 of the Children and Families Act 2014. Time away from school to receive education in other ways must be recorded in the attendance register using the appropriate codes (see [chapter 8](#) of the Working together guidance).*

*In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending school or another setting full-time and a part-time timetable is used to help the pupil access as much*

education as possible. A part-time timetable should not be used to manage a pupil's behaviour.

A part-time timetable should:

- Have the agreement of both the school and the parent the pupil normally lives with.
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan.
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period.

Where the pupil has a social worker, the school is expected to keep them informed and involved in the process.

If the pupil has an education health and care plan, the school should discuss the part-time timetable with the local authority so that any support package that is in place can be reviewed as swiftly as possible.

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 the absence accordingly (normally using code X or C2).

Pupils on part-time timetables are therefore still incurring absences and for that reason every school **must** provide that information to the local authority giving the full name and address of the pupil concerned.<sup>1</sup>

As above, a part-time timetable should:

- Have clearly defined objectives.
- Be for a specified and limited period (ideally a maximum of half a term).
- Be kept under regular review.
- Not be used without written parent/carer agreement.
- Have a clear exit strategy.

NB: Reasonable adjustments as required by the Disability Discrimination Act would not fall within this category but should always be part of a written health plan.

## Unlawful Exclusions

Part-time timetables should not be implemented to manage pupils with behavioural issues or used as a sanction. This is explicitly stated in the extract from DfE guidance

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<sup>1</sup> [Regulation 13](#) of The School Attendance (Pupil Registration) (England) Regulations 2024

[Working together to improve school attendance](#) which is included above. In such instances, suitable support should be provided by the school which may include the school using its powers to direct a pupil off-site for education as an intervention to improve behaviour as set out in the Department for Education [Alternative Provision](#) statutory guidance.

If pupils are placed on a part-time timetable on the basis of a behavioural issue then this may be regarded as an unlawful exclusion. In practice, where part-time timetables may be deemed the only feasible solution, this should only ever be agreed where certain essential criteria are met as laid out above.

'Informal' or 'unofficial' exclusions, such as sending pupils home from the educational setting to 'reflect on their actions or for their behaviours to deescalate', are not lawful, regardless of whether parents or carers have agreed with the school's decision. All exclusions of a pupil must be formally documented to ensure the exclusion is lawful.

The Office of the Children's Commissioner's considered the issue of unlawful exclusions within the '[Always Someone Else's Problem](#)' report (2013). and noted that:

*There is a profound and troubling lack of awareness of the law on these matters, among school leaders including governors, and a school's parents and children alike. This can lead to illegal (sic) exclusions taking place by accident. Although this illegal (sic) activity may be inadvertent, it is nonetheless unacceptable. Headteachers and governing bodies have a shared statutory duty to ensure their schools act within the law at all times.*  
(Page 38 *Always Someone Else's Problem*)

No child should be excluded for an indefinite period, or for a non-disciplinary reason, or without formal notice in writing from the head teacher. Any exclusion of a pupil, even for short periods of time, must be formally recorded.

The statutory guidance [School suspensions and permanent exclusions](#) confirms this (page 16):

*Any exclusion of a pupil, even for short periods, must be formally recorded. It would also be unlawful to exclude a pupil simply because they have SEN or a disability that the school feels it is unable to meet, or for a reason such as, academic attainment/ability; or the failure of a pupil to meet specific conditions before they are reinstated, such as to attend a reintegration meeting. If any of these unlawful exclusions are carried out and lead to the deletion of a pupil's name from the register, this is known as 'off-rolling'. An informal or unofficial exclusion, such as sending a pupil home 'to cool off', is unlawful when it does not follow the formal school exclusion process and regardless of whether it occurs with the agreement of parents.*

## Safeguarding and educational entitlement

Schools will be aware that pupils on part-time timetables may be at increased risk not only of poorer social and educational outcomes, but also more vulnerable to external influences and risks, such as county lines or criminal/sexual exploitation. As a result, it

is important that all schools have robust plans in place to maintain contact with the pupil throughout any period of irregular attendance.

Schools remain responsible for undertaking safe and well checks for any pupil who is on their school roll, including those on part-time timetables or those with poor attendance.

Schools must also share information with the local authority when pupils are placed on part-time timetables so that actions can be taken to ensure the pupil receives their educational entitlement and also to ensure that any necessary welfare checks are carried out.

## Vulnerable Groups

### CLA pupils or pupils subject to CP or CiN plan

Part-time timetables should only be used in exceptional circumstances for these vulnerable pupils.

Any school considering a part-time timetable for a child that is subject to a CPP or who is CiN or CLA must first consult with the child's Social Worker. The part-time timetable should then be discussed within the next Core Group or CiN Meeting where all professionals can discuss the impact.

For pupils who are CLA, the Virtual School should also be consulted along with the child's parents/carers

### Pupils with an EHCP

A part-time timetable should only be used for a pupil with an Education, Health & Care Plan (EHCP) in very limited circumstances and following discussion with the Inclusion Team. A pupil should never be put on a part-time timetable because of their special educational need alone 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.

### Pupils with medical needs

There may be cases where a part-time agreement is in the best interests of a pupil due to a medical condition. See DfE guidance:

- [Supporting pupils at school with medical conditions](#) and
  - [Mental health issues affecting a pupil's attendance: guidance for schools](#)
  - and LCC's [Managing Medical Absences: Guidance for Schools](#)
- for further information and advice.

## Good Practice

If pupils are placed on a part-time timetable, the following safeguards should be put in place:

1. Parents/carers should be fully informed and consent to an agreed part-time timetable.
2. Parents/carers and pupils should be actively involved in planning and reviewing any part-time timetables.
3. It is important that the views of the pupil/parents are taken into account when discussions are held re implementing and amending the plan as carefully thought-out reintegration plans have the greatest chance of success.
4. Consideration should be given to the best way to support the student with their learning throughout the period of any plan and reasonable adjustments within the school environment should be made where appropriate.
5. Consideration should also be given to how the pupil can maintain a sense of 'belonging' to the school throughout the period of the plan.
6. The aim of any plan should be to support the pupil through a difficult period with the aim of returning them to an appropriate full-time education over a given period. The plan should be regularly assessed and reviewed.
7. Provision should be amended where appropriate to benefit the pupil and work towards increased attendance and engagement. Schools may need to be flexible in their approach if additional barriers to attendance are identified during this process.
8. There should be a clearly thought-out transition and exit strategy and there should be evidence of progression over time.
9. Part-time timetable arrangements should be seen as a short-term intervention to support the pupil. They should be well thought through, time limited and have a clear plan for a phased increase in hours which is discussed with the parents and pupil.
10. The Local Authority should be informed of any part-time timetable arrangements and of any changes to those arrangements.
11. All professionals who are involved with the pupil/family should be made aware of the part-time arrangement and its purpose/functions.
12. The school should assign a member of staff to liaise with parents/carers, pupils and the Local Authority.
13. The safeguarding lead and the attendance lead at the school should be included in the planning and monitoring of part-time timetables. Where a pupil has SEN, the school SENCo should also be involved in discussions where appropriate.
14. As part of the review process the effect of the part-time timetable on the pupil's educational achievement should be closely monitored.

## Alternative Provision

Keeping Children Safe in Education: September 2023 statutory guidance states:

*Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil.*

*Schools should obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, ie those checks that the school would otherwise perform in respect of its own staff.*

Alternative Provision statutory guidance is also clear that good alternative provision is that which appropriately meets the needs of pupils which require its use and enables them to achieve good educational attainment on par with their mainstream peers and that, prior to placement, commissioners should assess whether the alternative provision offers high quality education and is suitable for the pupil's individual needs. 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 provision is able to meet the needs of pupils.

Schools have a responsibility to ensure all pupils on their roll receive a full-time education. Where they are directing a pupil to alternative provision (regulated or unregulated), this does not negate the need for full time provision. If schools are aware that the provision is not full-time equivalent this should be treated as a part time timetable and subject to the same review processes as all other cases.

## Directions

Where a pupil is attending Alternative Provision (AP), schools should ensure that a Direction (or Notice) to attend is completed and shared with parents. LCC guidance re use of directions can be found [HERE](#).

If the pupil has already been directed to a Pupil Referral Unit by their school on a commissioned respite placement, then any plans to use part-time provision or AP (both unregulated and regulated) would need to be discussed between the PRU and the main school as the main school may need to vary the Directions notice originally issued to parents to account for a reduction in hours/introduction of AP etc.

If the pupil is single registered at a PRU, then responsibility to issue the direction would fall solely on the PRU.

## Process to notify the LA of a part time / reduced timetable

Schools **must** complete the e-form which can be found [HERE](#) in order that the Local Authority can meet its duty to ensure that appropriate provision, in accordance with the

specific needs of the pupil, is being made available, and also so that schools are meeting their duty under Regulation 12 (see page 3, above).

Within the appendices, there are planning and review forms which are designed to support school in reviewing the part time arrangement. These forms should also be emailed to LCC in accordance with the guidance below.

Information on how absences should be coded during a part-time arrangement can be found in Appendix 3.

If further advice is required school should [contact their School Attendance Support Worker or School Attendance Consultant](#).

## Appendices

### Appendix 1: Planning form for part-time timetable

This form should be completed by school, in partnership with the pupil and his/her parents. It is a vehicle to formally record the reasons why a part-time agreement has been put in place and to detail the strategies which are being employed to return the pupil to full-time education. This **must** be shared with the LA via email. The completed form should be emailed securely to [ptt@lancashire.gov.uk](mailto:ptt@lancashire.gov.uk) with an email title in this format:

**School Number\_School Name\_Name of pupil\_Date of form completion**

eg: 01234\_Hogwarts School\_Harry Potter\_01.01.24

If school already have their own paperwork, and it includes all of the relevant fields, then this can be submitted in place of the recommended template and should be emailed to the LA following the same format.

### Appendix 2: Review form

This form (or a form containing similar relevant information which is already in use with the school) should be completed by school at each review point to record progress in terms of the plan. Formal review points should be held approximately once each month, with informal review discussions taking place more frequently as appropriate. If the timetable is adjusted more frequently, then schools should submit the amended timetable (see appendix 4) to the LA via the same means, even if it is not accompanied by a review form.

This must be shared with the LA via email. The form should be emailed securely to [ptt@lancashire.gov.uk](mailto:ptt@lancashire.gov.uk) with an email title in this format:

**School Number\_School Name\_Name of pupil\_Review\_Date of form completion**

eg: 01234\_Hogwarts School\_Harry Potter\_Review\_01.01.24

At the point that the part-time provision ends, schools should notify the LA by emailing [ptt@lancashire.gov.uk](mailto:ptt@lancashire.gov.uk) including a copy of the final review form. The form should be emailed securely with an email title in this format:

**School Number\_School Name\_Name of pupil\_Final Review\_Date of form completion**

eg: 01234\_Hogwarts School\_Harry Potter\_Final Review\_01.01.24

### Appendix 3: Registration code guidance

Advice for schools on how to mark absences during the period of the part-time arrangement.

### Appendix 4: Supplementary timetable template

For schools to complete and share with parents – will include details re any AP locations / contact details, etc and information for parents regarding who they should notify if their child will be absent. As above, if schools have their own templates, these can be used instead of the recommended template, so long as they contain the same information. Updated timetables should be emailed to the LA as appropriate.

## 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](mailto:ptt@lancashire.gov.uk) ,

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

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	

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

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

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

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

<b>Service</b>	<b>Name and contact details</b>

**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.**

<b>Name of provision and details of main contact</b>	
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## Outline of the aims of implementing a part-time timetable

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

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](#).

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

## Appendix 2 - Part-time timetable review form

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

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

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

## Appendix 3 - Registration codes

It is important that schools act to ensure that the DfE regulations in respect of attendance are correctly observed for pupils on a part-time timetable.

The registration codes which should be applied will depend on the precise arrangement for providing education.

The full range of registration codes can be found in the [DfE School attendance guidance](#). When a pupil is absent, for example, due to illness/holiday, then schools should use the most appropriate code according to the situation, as they would in cases where a part-time timetable is not in place.

The codes which most specifically apply to part-time arrangements are as follows:

### Code C2

The C2 code was introduced in August 2024. It represents an authorised absence and, in accordance with DfE guidance<sup>2</sup>, it should be used for those sessions where it has been mutually agreed that the child is not required to attend school or any other institution or supervised activity due to the part-time timetable which is in place.

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.

### Code B

To be used if the pupil's is receiving off site supervised provision which has been approved by the school. A pupil marked 'B' should be present at another educational institution, or attending an appropriately supervised activity which has been agreed by the school and meets the criterion laid out in regulation. The school should be satisfied that the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

The school should establish robust arrangements with other providers to promote the effective and timely sharing of individual attendance information, to ensure they fulfil their legal and safeguarding responsibilities and apply the correct registration codes.

As set out in the DfE's guidance on '[Providing remote education](#)', **pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code.** Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.

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<sup>2</sup> [Working together to improve school attendance \(publishing.service.gov.uk\)](#), page 83

**This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Nor should it be used if the pupil is being educated remotely.**

### Code D

To be used if the pupil is also a registered pupil at another school and is expected to attend there on the session in question.

### Code C

In accordance with guidance, Code C should be used if the pupil is absent from school for an exceptional reason for a session when they were expected to attend.

Additionally, as outlined in code B above, it is not possible to use code B when pupils are being provided with education remotely and so schools are advised to use code C for such sessions and to add a comment into their MIS to record the fact that the pupil was receiving remote education (eg tuition on line etc).

### Code X

Code X should be used only for pupils who are of non-compulsory school age who are placed on a part-time timetable. It should be used for those sessions that the pupil is not expected to attend school. Absences for sessions where the pupil is expected to attend should be marked with the appropriate code.

## Appendix 4 – 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 as per guidance above)

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				