



# **PART-TIME TIMETABLE GUIDANCE**

**London Borough of Hillingdon  
2024/25**

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**ATTENDANCE SUPPORT: PART-TIME TIMETABLE GUIDANCE**

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## 1. Purpose

**1.1** This guidance is intended to establish agreed approaches for all maintained Hillingdon schools, academy schools, and alternative provision settings, hereafter referred to as 'schools', in the appropriate use of part-time timetables (sometimes referred to as 'personalised' or 'reduced' timetables).

**1.2** Hillingdon recognises that use of a part-time timetable is an exceptional measure in any school. This guidance is intended to protect both pupil and school, should a part-time timetable be required.

**1.3** The local authority has a statutory responsibility to identify and track any pupil missing education. Any pupil on a part-time timetable is deemed to be at risk of missing education and therefore needs to be identified and tracked.

**1.4** It is important to highlight there is no statutory basis upon which to establish a part-time timetable, however, in very exceptional circumstances schools may need to implement one to support a pupil who cannot attend school full-time for a short, agreed period.

**1.5** Hillingdon Council remains committed to all children's right to a full-time education offer and makes clear the requirement that a part-time timetable cannot be implemented without written agreement from a parent/carers (and the Virtual School, Social Worker or EHC team at the Local Authority where appropriate).

**1.6** 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.

**1.7** Important information which underpins this guidance:

### National

- [Working together to improve school attendance](#)
- [Parental responsibility measures for attendance and behaviour](#)
- [Children missing education](#)
- [Education for children with health needs who cannot attend school](#)
- [Alternative provision: education outside school](#)
- [Keeping children safe in education – statutory guidance](#)
- [Working Together to Safeguard Children 2023](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

### Hillingdon Council

- Hillingdon's Attendance Support guidance 2024/25 (under review)
- [Hillingdon Virtual School Handbook 2024/25](#)
- [Hillingdon's policy for the alternative education arrangements of children who miss school due to health reasons](#)
- [Hillingdon's Children Missing Education Policy 2024](#)
- [Hillingdon's Alternative Provision guidance 2024/25](#)
- Hillingdon's Exclusions and Suspensions guidance (under review)

- Hillingdon's Attendance Strategy (under development)

### **Relevant legislation**

- [The Education Act 1996](#)
- [The Children Act 1989](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)

**1.8** For the purposes of this guidance, the term 'full-time education' refers to the principle that all education should be suitable to a child's age, ability and attitude, considering any special educational need. The assumption is that pupils should receive full-time education, consistent with their Key Stage, over ten sessions with a morning and afternoon registration. A timetable is considered part-time when it consists of something less than that which is provided to the majority of the pupil's peers in that setting.

## 2. When might a part-time timetable be used?

**2.1** 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. A part-time timetable should not be used to manage a pupil's behaviour.

**2.2** Part of an in-school support package: School, parent/carer, young person (when necessary) and other professionals agree a short-term (no longer than 6 weeks) part-time timetable would support a pupil who has become disaffected, to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging emotional or social needs for a short period of time.

**2.3** Medical reasons: A pupil has a serious medical issue where recovery is the priority outcome. These arrangements would be part of a "medical plan" agreed between the school and health professionals. This may include physical or mental health conditions. Please see [Ensuring a good education for children who cannot attend school because of health needs](#) before offering a reduced timetable for this reason.

**2.4** Reintegration: As part of a planned reintegration into school following an extended period out of school following exclusion, non-attendance, school refusal etc (no longer than 6 weeks). Hillingdon's Attendance Support team should be consulted on all children with irregular attendance or those who have been absent without the school's permission for a continuous period of 10 days or more.

## 3. Expectations

**3.1** In circumstances where the school consider it may be necessary to establish a part-time timetable for a pupil, the school should:

- 3.1a** Ensure that other options have been exhausted before implementing a part-time timetable (i.e., consulted with EHC Team, tailored to child's needs etc).
- 3.1b** Notify and arrange a meeting with the Attendance Support Officer or with their Virtual School Officer if the pupil is a Looked After Child, to ensure there is an appropriate reason for implementing the part-time timetable (virtually or face to face).
- 3.1c** Agree the proposals of the part-time timetable with the parent/carer. If the pupil is a Looked After Child, the discussion should also include their social worker and Virtual School Officer. This will also include a representative from the LA where the pupil has an Education Health and Care Plan and may well include professionals who form part of the team around the family/Child.
- 3.1d** Establish a plan (Pastoral Support Plan, Individual Learning Plan, Personal Education Plan etc) for the part-time timetable which details:
  - **The proposed plan** to get back to full-time (in the case of categories 2.1 and 2.2 this should be no longer than six weeks)
  - **Details of the review schedule** which include the pupil and their parents to ensure it is only in place for the shortest time necessary
  - **The supportive interventions** that will accompany this reduction in time at school
  - **Outcome and exit strategies:** how will all parties know this is successful?
  - **The named person responsible** for the plan within the school

- **The consideration of safeguarding measures** for the duration. The school must carry out a risk assessment before implementation and this should be recorded
- **Consideration should be given to whether an alternative provision** should be considered to meet the need.

**3.1e** Send the school's allocated Attendance Support Officer a copy of the agreed plan (set out in Appendix 1) and complete a Part-Time Timetable form via [LEAP](#).

**3.2** The plan and the teaching hours must be signed by someone who holds Parental Responsibility; without parental agreement the strategy of a part-time timetable cannot be implemented.

**3.3** **Risk Assessment:** A risk assessment of the pupil's needs should be undertaken to assess the impact a part-time timetable. It is essential the pupil's welfare during any absence from school is considered. The risk assessment should include the safety and wellbeing of the pupil as well as the risk of the pupil engaging in criminal activity, substance misuse or being at risk of exploitation or radicalisation whilst not in receipt of education during the school day.

## 4. Monitoring and Reviewing

**4.1** The school must:

- 4.1a** Report the part-time timetable as soon as it becomes operational by sending a signed copy of the teaching hours within the morning and afternoon session (see Appendix 1) and the plan upon which it was agreed.
- 4.1b** Notify the LA by completing an online Part-Time Timetable form via [LEAP](#).
- 4.1c** Send a copy of subsequent reviews and increases of time, up to a maximum of 6 weeks. Attendance Support Officers will discuss part-time arrangements during their termly meetings with schools.
- 4.1d** Ensure arrangements are in place for work to be completed at home, returned to school for marking to moderate the risk of academic decline
- 4.1e** Record the child's attendance accurately on the attendance register:  
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 the following codes:
  - **Code X** - Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.
  - **C2** - Leave of absence for a compulsory school age pupil subject to a part-time timetable.
  - **Code B** - to be used if the pupil is receiving off-site provision, approved by the school (this code should not be used for any unsupervised educational activity or where the pupil is at home doing schoolwork)
  - **Code D** - to be used where a pupil is registered at two schools. The D code only applies where a pupil is attending a school other than their home school and where that school is coding the pupil's attendance.

- 4.1f** Monitor the overall use of this strategy within the school and report this to governors termly.
- 4.1g** Ensure effective communication with parents/carers about progress towards full-time reintegration to school. If the pupil is known to Social Care, their social worker and Virtual School Officer (as appropriate) should also be included in communication.

## **5. London Borough of Hillingdon responsibilities**

- 5.1** The London Borough of Hillingdon will:
  - 5.1a** Ensure part-time timetables are appropriately recorded and monitored
  - 5.1b** Report on the numbers of pupils on part-time timetables
  - 5.1c** Use the information submitted via the online LEAP form to support trend analysis
  - 5.1d** Provide a copy of plans to social care where a pupil has a CP, CIN plan or is open to Stronger Families
  - 5.1e** Consult with schools on any case that exceeds 6 weeks and has no imminent plan for full-time reintegration

## **6. Children subject to an Education, Health and Care Plan (EHCP)**

- 6.1** When considering a part-time timetable for a child subject to an Education, Health and Care Plan (EHCP) schools must consult with the allocated EHC Coordinator before implementation.
- 6.2** A part-time timetable should not be used as a long-term solution where a school feels they are unable to meet a child's special educational needs. This should be addressed through an Annual Review.
- 6.3** If a part-time timetable is agreed for a child with an EHCP, the same expectations apply as to those who are not subject to plan, as outlined in **3.1**.
- 6.4** Should a child with an EHCP remain on a part-time timetable for longer than 12 weeks, the local authority will seek to make a financial adjustment to the EHCP funds devolved to school at a rate which is pro rata to the time the child spends attending the setting.

## **7. Helpful Contacts**

For advice and to discuss any circumstances, please contact:

- Attendance Support: [attendancesupport@hillingsdon.gov.uk](mailto:attendancesupport@hillingsdon.gov.uk)
- Exclusions and Reintegration: [exclusionsupport@hillingsdon.gov.uk](mailto:exclusionsupport@hillingsdon.gov.uk)
- The Virtual School (LAC): [virtualschooladmin@hillingsdon.gov.uk](mailto:virtualschooladmin@hillingsdon.gov.uk)
- The Virtual School (CWSW): [virtualschoolCWSW@hillingsdon.gov.uk](mailto:virtualschoolCWSW@hillingsdon.gov.uk)
- Vulnerable Learners Support Manager: [vulnerablelearners@hillingsdon.gov.uk](mailto:vulnerablelearners@hillingsdon.gov.uk)

## Appendix 1: Part-Time Timetable Proforma

This cannot be agreed without the proforma and plan being agreed and signed by parent - *though this does not give it legal basis*.

### Part-Time Timetable: Student Plan

All children of compulsory school age are legally entitled to a full-time education which is suitable for them, including their age, ability, aptitude and any special educational needs they may have.

The local authority has a statutory responsibility to identify and track any pupil missing education. Any pupil on a part-time timetable is deemed to be at risk of missing education and therefore needs to be identified and tracked.

It is important to highlight there is no statutory basis upon which to establish a part-time timetable, however, in very exceptional circumstances schools may need to implement one to support a pupil who cannot attend school full-time for a short, agreed period.

Hillingdon Council remains committed to all children's right to a full-time education offer and makes clear the requirement that a part-time timetable cannot be implemented without written agreement from a parent/carers (and the Virtual School, Social Worker or EHC team at the Local Authority where appropriate).

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.

A part-time timetable should be:

- agreed between Parents/ Carers (child where applicable) and the school
- time-limited (up to 6 weeks), and
- have regular review dates

A part-time timetable must not be treated as a long-term solution and should not be used to manage a pupil's behaviour.

The statutory guidance [Working together to improve school attendance](#) (applicable from 19 August 2024) makes the above clear (see paragraphs 66-67).

**Please return a copy of this form to the allocated Attendance Support Officer via their direct email and to [attendancesupport@hillingdon.gov.uk](mailto:attendancesupport@hillingdon.gov.uk)**

**\*\* A new form should be sent in each time the allocated hours change, as a result of a review if not outlined in the initial timetable\*\***

## Key Information and Planning Considerations

<b>Name of pupil &amp; D.O.B:</b>		<b>Year group/class name:</b>	
<b>School:</b>		<b>LAC:</b> <b>SEN Registered / EHCP Agreed:</b> <b>CIN / CP:</b>	Yes / No SEN / EHCP CIN / CP
<b>Parent / Guardian Name:</b> <b>Relationship to Child:</b>		<b>Named School Professional:</b> (Completing form) <b>Position/ Job Title:</b>	
<b>Date when part-time education is proposed to commence:</b>		<b>Target date for return to full-time education</b> (6-week duration)	
<b>Date of first review meeting</b> (During 6-week period)		<b>Dates of subsequent review meetings</b> (Dates or weekly intervals)	
<b>Any Known Key Professionals:</b> (Social Worker, Early Help, EHC, Virtual School, etc.)	Name & Position:	<b>Named professional allocated to student:</b> (Professional identified by pupil as a safe person or check-in)	Name & Position:

## Planning of Part-time Timetable (PTTT)

**Main reason for PTTT:**  
(Delete / Highlight as applicable)

1. Part of in-school support package
2. Medical Reasons (agreed in line with Medical Professionals)
3. Reintegration

**Highlight barriers and expand how PTTT will benefit concerns?**

**How are the barriers to accessing full-time education being addressed by the school?**

**What are the pupil's views on the arrangements and how have these been taken into consideration?**  
(Where Applicable)

**What are the parents'/carers' views on the arrangements and how have these been taken into consideration?**

**What measures have been put in place to ensure that the child does not fall behind with their learning?**

**What pastoral support is in place for the family to access when their child is not attending school?**

**I have consulted with key agencies involved with the child or family and obtained their views?** (Social Worker, EHC co-ordinator etc.) Where an EHCP, CIN or CP plan is in place, you must gain approval and support from the EHC Coordinator and or Social Worker.

4. EHC Co- Ordinator    Y ☐ N ☐

5. Social Worker        Y ☐ N ☐

Attendance Coding – Please use code X, for non-compulsory school age pupils ONLY or C2 for compulsory school age pupils.

Weekly Timetable - No of Teaching Hours Allocated (Week 1 for schools operating a 2-week timetable)					(Week 1 of 6)		Total Hours Per Week:	
<p><i>Include subjects taken when student is in school or receiving provision.</i></p> <p><i>When student is not expected in school highlight if work is to be completed off-site or any other therapies or interventions in place.</i></p> <p><i>Please state number of hours/minutes teaching time per morning/afternoon session per day.</i></p>	Example:	Monday	Tuesday	Wednesday	Thursday	Friday		
	P1: 9-10am: Music at school	P1:	P1:	P1:	P1:	P1:		
	P2: 10-11am: Maths at School	P2:	P2:	P2:	P2:	P2:		
	P3: 11:20-12:20:1-1 intervention	P3:	P3:	P3:	P3:	P3:		
	P4: 12:20-13:20- Online AP at home	P4:	P4:	P4:	P4:	P4:		
	P5: 14:00-15:00 N/A at Home	P5:	P5:	P5:	P5:	P5:		
Weekly Timetable - No of Teaching Hours Allocated (Week 2 for schools operating a 2-week timetable)					(Week 2 of 6)		Total Hours per week:	
<p><i>Include subjects taken when student is in school or receiving provision.</i></p> <p><i>When student is not expected in school highlight if work is to be completed off-site or any other therapies or interventions in place.</i></p> <p><i>Please state number of hours/minutes teaching time per morning/afternoon session per day.</i></p>	Time:	Monday	Tuesday	Wednesday	Thursday	Friday		
		P1:	P1:	P1:	P1:	P1:		
		P2:	P2:	P2:	P2:	P2:		
		P3:	P3:	P3:	P3:	P3:		
		P4:	P4:	P4:	P4:	P4:		
		P5:	P5:	P5:	P5:	P5:		
School Signature:								
Parent Signature:								

Attendance Coding – Please use code X, for non-compulsory school age pupils ONLY or C2 for compulsory school age pupils.

<b>Weekly Timetable - No of Teaching Hours Allocated</b> (Week 3 of 6) <i>(Week 1 for schools operating a 2-week timetable)</i>					<b>Total Hours Per Week:</b>	
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<b>Include subjects taken when student is in school or receiving provision.</b>  <b>When student is not expected in school highlight if work is to be completed off-site or any other therapies or interventions in place.</b>  <b>Please state number of hours/minutes teaching time per morning/afternoon session per day.</b>	Time	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
		P1:	P1:	P1:	P1:	P1:
		P2:	P2:	P2:	P2:	P2:
		P3:	P3:	P3:	P3:	P3:
		P4:	P4:	P4:	P4:	P4:
		P5:	P5:	P5:	P5:	P5:

<b>Weekly Timetable - No of Teaching Hours Allocated</b> (Week 4 of 6) <i>(Week 2 for schools operating a 2-week timetable)</i>					<b>Total Hours per week:</b>	
--	--	--	--	--	------------------------------	--

<b>Include subjects taken when student is in school or receiving provision.</b>  <b>When student is not expected in school highlight if work is to be completed off-site or any other therapies or interventions in place.</b>  <b>Please state number of hours/minutes teaching time per morning/afternoon session per day.</b>	Time	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
		P1:	P1:	P1:	P1:	P1:
		P2:	P2:	P2:	P2:	P2:
		P3:	P3:	P3:	P3:	P3:
		P4:	P4:	P4:	P4:	P4:
		P5:	P5:	P5:	P5:	P5:

School Signature:

Parent Signature:

Attendance Coding – Please use code X, for non-compulsory school age pupils ONLY or C2 for compulsory school age pupils.

Weekly Timetable - No of Teaching Hours Allocated (Week 5 of 6)						Total Hours Per Week:	
<p><i>Include subjects taken when student is in school or receiving provision.</i></p> <p><i>When student is not expected in school highlight if work is to be completed off-site or any other therapies or interventions in place.</i></p> <p><i>Please state number of hours/minutes teaching time per morning/afternoon session per day.</i></p>	example	Monday	Tuesday	Wednesday	Thursday	Friday	
		P1:	P1:	P1:	P1:	P1:	
		P2:	P2:	P2:	P2:	P2:	
		P3:	P3:	P3:	P3:	P3:	
		P4:	P4:	P4:	P4:	P4:	
	P5:	P5:	P5:	P5:	P5:		
Weekly Timetable - No of Teaching Hours Allocated (Week 6 of 6)						Total Hours per week:	
<p><i>Include subjects taken when student is in school or receiving provision.</i></p> <p><i>When student is not expected in school highlight if work is to be completed off-site or any other therapies or interventions in place.</i></p> <p><i>Please state number of hours/minutes teaching time per morning/afternoon session per day.</i></p>		Monday	Tuesday	Wednesday	Thursday	Friday	
		P1:	P1:	P1:	P1:	P1:	
		P2:	P2:	P2:	P2:	P2:	
		P3:	P3:	P3:	P3:	P3:	
		P4:	P4:	P4:	P4:	P4:	
	P5:	P5:	P5:	P5:	P5:		
School Signature:							
Parent Signature:							

**Parental Consent:** *I hereby agree to the part-time timetable as outlined in the attached plan and proforma.*

**Parent / Guardian Name:**

**Parent / Guardian Signature:**

**Student Name:**

**Student Signature:  
(Where applicable)**

**Named School Professional  
completing form:**

**School Signature:**

**Position / Job Title:**

**Date:**

## Checklist

Consideration	Yes	No	Not applicable
Has a written evaluation, indicating why there is a need for this pupil to have a part-time timetable, been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a risk assessment been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been put in place to mitigate any risks identified on the risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have evidence of parents'/carers' consent for the arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there clear timescales on the plan that indicate a target date for the pupil to return to full-time education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil has an EHCP, has a review taken place and have any relevant amendments been made to this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child have a social worker and, if so, are they aware?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the child looked-after and, if so, has the virtual headteacher/ officer been informed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all other relevant parties been informed in line with national or local requirements (e.g. the local authority)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Part-Time Timetable Risk Assessment

**Name of pupil**

**Date completed**

**Considerations when implementing a part-time timetable**

**How this risk relates to this pupil**

**Anticipated level of risk for this pupil (circle as appropriate)**

**Measures to be taken to reduce any risk**

Risk of the pupil falling behind with their learning

Low    Medium    High

Risk of missing important educational opportunities/events

Low    Medium    High

Risk of inadequate supervision when the child is not at school

Low    Medium    High

Potential for increased safeguarding risks, e.g. exploitation, exposure to substance misuse, domestic abuse

Low    Medium    High

**[ Insert additional risk factors you may consider ]**

Low    Medium    High

**[ Insert additional risk factors you may consider ]**

Low    Medium    High

[ Insert additional risk factors you may consider]		Low    Medium    High	
[ Insert additional risk factors you may consider]		Low    Medium    High	
[ Insert additional risk factors you may consider]		Low    Medium    High	
<b>Signed:</b> (member of staff completing risk assessment)		<b>Date:</b>	
<b>Signed:</b> (Parent or Carer)		<b>Date:</b>	
<b>Student Signature:</b> (where applicable)		<b>Date:</b>	

Please return a copy of this form to the allocated Attendance Support Officer via their direct email or: [attendancesupport@hillingdon.gov.uk](mailto:attendancesupport@hillingdon.gov.uk)

**\*\* This form should be sent in each time the allocated teaching hours change as a result of a review \*\***