

Part-time timetable checklist

<input type="checkbox"/>	Parent / carer has agreed to place their child on a part-time timetable.
<input type="checkbox"/>	Attendance Support Team notified of the part-time timetable - LEAP and Student Plan has been completed. (This includes schools maintained by the Local Authorities, Academies, Free Schools and Independent Schools).
<input type="checkbox"/>	If the Pupil has an EHCP, the EHC Coordinator/ SEND team has been informed.
<input type="checkbox"/>	If the Pupil is on the SEN register inform SAS team.
<input type="checkbox"/>	If the Pupil has social care involvement, the allocated social worker and the Virtual School Officer has been informed.
<input type="checkbox"/>	If the Pupil has support from the Early Help Team, the support worker has been informed.
<input type="checkbox"/>	The correct attendance coding has been used: Code C2 – is for where a pupil is not expected to attend a session at all. Code K – attending education provision arranged by LA under Section 19. Code B – school approved offsite provision. Code D – attending another school at which the pupil is dual registered.
<input type="checkbox"/>	The views of all relevant professionals have been collected. This includes parent / carers.
<input type="checkbox"/>	Where appropriate, the views of the child have been collected and considered.
<input type="checkbox"/>	A re-integration planning meeting has been facilitated with the attendance of professionals, where applicable.
<input type="checkbox"/>	A risk assessment has been completed considering the safety and wellbeing of the pupil when not on the school premises.
<input type="checkbox"/>	A time limit for the part-time timetable has been agreed. (Should be no more than 6-weeks in duration. The process must re-start if the PTTT needs to extend for a longer period).
<input type="checkbox"/>	The re-integration plan has been signed by the parent / carer.
<input type="checkbox"/>	A review of the re-integration plan has been agreed.
<input type="checkbox"/> <input type="checkbox"/>	Has the Pupil been on a PTTT for 12 weeks (two submissions) or more, If yes, has a Professionals meeting taken place as a PTTT may no longer be suitable. This meeting is mandatory to review the pupil's progress, evaluate the effectiveness of the PTTT, and determine next steps. It ensures that the arrangement remains appropriate, legally compliant, and in the best interests of the pupil.

The London Borough of Hillingdon's PTTT Guidance ([Part-time Timetable - Leap](#))