



Part-Time Timetables:  
Decision Making, Planning & Notification.

## Part-Time Timetables: decision making, planning & notification.

### Points to consider:

- A timetable of less than 25 hours educational provision per week is considered as part-time.
- The parent/ carer must agree to the part-time timetable.
- A pupil may be educated across a range of sites, for example their time may be split between their main school and an alternative provision.  
If the cumulative total hours of education per week is under 25, then a part-time timetable notification is required.
- Where a pupil is solely receiving out of school tuition support, this should be recorded as being on a part-time timetable and a notification sent to the LA.
- [Alternative Provision](#) attendance should be recorded in line with the new [Working Together to Improve School Attendance](#) guidance.
- In line with new statutory guidance a part time timetable should not be used to manage a pupil's behaviour.
- Where a school formally agrees [flexi schooling](#) for a pupil, this is not recorded as a part time timetable. The hours of home- based flexi schooling should be recorded as authorised absence.
- Part-time timetables should only be implemented on an exceptional basis, for limited time periods (6 weeks) with regular reviews and a plan for reintegration to full time education. They should not be used as a long-term solution.

### Schools should:

- Be satisfied that it is appropriate for the needs of the pupil, agreed with other professionals as required.
- Have signed parental agreement, evidenced on the pupil file prior to implementation. If the parent (the pupil normally lives with) does not agree, this cannot go ahead.
- Schools must consider the safeguarding aspects of a part time timetable before it is implemented.

- ***Even with parental agreement, the school remains fully responsible for the safeguarding and welfare of pupils off-site during school hours.***
- Schools must undertake a risk assessment of the impact of a part time timetable. This should include safety and wellbeing, progress and attainment, the risk of exploitation or radicalisation, and/or criminal activity whilst not in school. If a risk is identified a part time timetable should not be considered.
- Complete the [proforma](#), agreed with the parent/carers and pupil with planned reintegration to full time attendance (*see the part-time timetable re-integration plan and part-time timetable reintegration plan review documents within the Proforma*).
- Contact Virtual School, allocated social worker, or EHC-Coordinator before considering a part time timetable for a pupil known to any of those services. See further information below.

### **Steps prior to the part-time timetable reintegration meeting**

#### **With Parent / Carer**

- Meet with the parent/carers to explain the part-time timetable process.
- Gather consent from the parent/carers for their child to be placed on a part-time timetable.
- Ask the parent/carers to complete the Key Information home form. Agree a date for completion, so that the part-time timetable reintegration plan can be pre-populated before the Reintegration meeting.
- Confirm the date for the part-time timetable reintegration plan meeting.

### **Part-time Timetable Reintegration Plan Meeting**

- An appointed member of staff who is actively involved in the pupil's case should remain consistent throughout the duration of the plan. This could be the SENCO, Headteacher, Head of Year or another senior member of staff.
- The reintegration meeting will identify and discuss the main points from the school, home and pupil documents that were completed prior to the meeting. (The reintegration plan should be prepopulated with this information)

- During the meeting, identify a long-term outcome for the pupil. This may not necessarily be about an increase in time. Examples could include completing tasks; learning in a particular space; following stop / go instructions; allowing other children to share their space etc. A minimum of three short targets can then be set to support the progress towards this long-term outcome.
- Complete the risk assessment to see if there are any safeguarding concerns. If there are any concerns, decide who will be responsible for mitigating the risks.
- At the end of the meeting, schedule a review meeting between the school and parent / carers. It is recommended that this is approximately every two weeks or at the 3-week mark. This is 'needs led' and an earlier review period might be required.
- Agree an end date for the part-time timetable, this should be no more than six weeks from the implementation of the part-time timetable.
- It is mandatory for the parent/carer to read, understand and sign the part-time timetable agreement. Without a signature the plan is void and the pupil is expected in school full-time.
- Once the reintegration plan has been completed by the member of staff in school, share the document with all attendees, including with the parents/carers.
- The part-time timetable begins, and appropriate work is provided for the pupil when not in school. Please note, this is needs led and depends on the mental health and well-being of the Pupil.

*Note: By the end of the reintegration meeting, if there are any safeguarding concerns or if the parent/carer does not grant permission, a part-time timetable cannot go ahead. The pupil remains in school full-time education with reasonable adjustments considered. Consider speaking with your Attendance Support Officer for further advice.*

### **Part-time Timetable Reintegration Plan Review Meeting:**

- Following the agreed time frame, a review meeting is to be held between school, parent/carers and any other professionals.

- The aim of the meeting is to assess the outcomes from the reintegration meeting and then plan the next steps.
- Towards the end of this meeting, school and parent/carers will discuss if another review is needed and look at a time frame for the next review with an agreed date.
- If there are any changes to a part-time timetable, notify the Attendance Support Team via the [Update form](#) on Leap.
- Alternatively, professionals and parent/carers may agree for the part-time timetable to cease, and the pupil returns to full-time education. Schools should notify the Attendance Support Team via the [Cease form](#) on Leap.

### **Working in Partnership to support pupils with specific vulnerabilities**

Children in Need (CIN) and children subject to a Child Protection Plan (CPP)

#### **School should:**

- Contact the pupil's Social Worker and obtain their views and agreement of the part-time timetable plan before implementation.
- Plan and review meetings with the social worker and any other services/agencies involved.
- Ensure regular discussion with family to ensure appropriate safeguarding measures are in place and provision is working.

#### **Looked After Children**

- The pupil's social worker and the Virtual School must be consulted and agree to the plan in advance.
- Schools should be mindful that looked after children may have already missed a significant amount of school. Any part-time timetable arrangement should be reflected in the next PEP.

#### **Children with an education, health, and care plan (EHCP)**

- A pupil must **not** be placed on a part-time timetable because of their special educational needs and disabilities (SEND). This may constitute discrimination and contravene the Equality Act 2010.

- Schools must contact the EHCP team to make the proposal known and the LA will recommend the EHCP is reviewed and amended if necessary. The proposal should include how all provision in Section F will be delivered. ***The LA must agree before implementation.***

## General Considerations

### Attendance recording:

When a pupil is not attending your school full-time, attendance must be recorded with session-level accuracy to indicate their exact location or provision. Use the following codes as appropriate for each session:

- 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

Where provider notifies school of any absence the school must record the pupil's absence using the relevant absence [code](#).

### Providing Information to the LA

We gather, record, monitor and report part-time timetable information from all Hillingdon schools and academies.

### Purpose:

- To enable schools to ensure records are accurate and regularly updated.
- To ensure safeguarding procedures are followed and that schools are using part-time timetables effectively to secure the best outcomes for the young person.
- To ensure services that provide support to schools have access to accurate and updated information.
- All online forms information feeds into LA reports so processes are compliant and accurate. They also satisfy DfE requirements for statutory returns.

## **Administrative Guidance for Recording and Monitoring Forms**

[Initial part-time timetable notification form](#): complete the initial Part-Time Timetable form for each pupil including dates of review and proposed return to full-time education. NB this should only be completed on initial opening or re-opening of a part-time timetable. Be sure to complete all sections of the proforma document and relevant [Leap forms](#).

[Update Form](#): to be completed when a pupil has a change of hours to the agreed part-time timetable.

[Cease Form](#): to be completed at the end of a part time timetable when a pupil returns to full-time education, changes/leaves school or is permanently excluded.

Once submissions have been finalised, please send completed documents to your allocated ASO and the Attendance Support Team inbox.

**Contact details:** [attendancesupport@hillington.gov.uk](mailto:attendancesupport@hillington.gov.uk)