

Part-Time Timetable Flowchart

School or setting is considering a PTTT for a specific Pupil. Please read Hillingdon's guidance: Part-time Timetable - Leap

*Convene a multi-agency meeting (if applicable) – as part of this meeting, safeguarding requirements surrounding a PTTT must be discussed.

Meeting considers safeguarding requirements have been met and permission granted from parent / carer.

If there are any
safeguarding concerns
or if the parent / carer
does **not** grant
permission, a PTTT
cannot go ahead.

Complete PTTT <u>Proforma</u>, Risk Assessment & re-integration plan

– as part of this meeting, safeguarding requirements surrounding
a PTTT must be discussed. Forward to ASO.

Parent/ Carer must sign the Proforma to show consent.

Complete: Part-Time Timetable: Notification

The Pupil remains in school full-time with reasonable adjustments considered. Consider speaking with external agencies within Hillingdon for further advice.

Agree next formal review date(s), to take place during the sixweek plan. PTTT officially begins.

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Updates to PTTT after review:

Part-Time Timetable: <u>Update</u> (update to changes during plan)

OR

Part-Time Timetable: Cease (during plan/ end of 6-week plan)

AST:

attendancesupport@hill

ingdon.gov.uk

Vulnerable Learners

vulnerablelearners@hilli ngdon.gov.uk PTTT has ended. Notify AST.

If further PTTT is required restart process by *convening another multi-agency meeting (if applicable).

- The maximum duration of a PTTT is 6 weeks.
- Meeting considers safeguarding requirements have been met and permission granted from parent / carer.
- PTTT can go ahead.
- A new LEAP form and Proforma must be submitted if another PTTT is required.

Hillingdon Attendance Support Team - 2025