



worcestershire
county council

**POLICY AND GUIDANCE
FOR THE USE OF
PART-TIME TIMETABLES**

December 2024

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1. Introduction

This guidance sets out the legal framework in relation to the rights of all statutory school aged children to receive full time education appropriate to their age, aptitude and any special educational needs they may have. It is also intended to assist schools in ensuring compliance with statutory guidance and to prevent inadvertently excluding a pupil illegally.

In addition to the potential impact on educational standards, a part-time timetable can present a significant safeguarding risk if not managed appropriately. Evidence shows that children and young people from vulnerable groups are more likely to be in receipt of a part-time timetable than their peers and in turn are more likely to be subject of safeguarding concerns. This document also sets out to ensure that the child is safe if a part-time timetable is necessary.

Statutory Guidance on the use of part-time timetable is very clear:

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 and 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 ([Working Together to Improve School Attendance Guidance](#)).

Furthermore, Ofsted's November 2013 report entitled 'Pupils Missing out on Education', defined this cohort as pupils of compulsory school age who are not accessing full-time education (either in school or in alternative provision). Any pupil on a part-time/reduced timetable is therefore deemed to be at risk of missing out on education and needs to be identified and their entitlement to provision tracked under the LAs statutory duties.

2. Part-time Timetables

The use of a part-time timetable **must** always be discussed with and agreed by parent/carers prior to implementation. An Early Help Assessment (EHA) should be completed if a part-time timetable is needed; or if specifically for a medical difficulty an Individual Health Plan (IHP) should be used. If the child or young person has an EHCP then an Interim Review will likely be needed.

EHA and guidance: [Early help guidance for professionals | Worcestershire County Council](#)

IHP template: [Medical Education Team - Worcestershire County Council Education Services](#)

A consent form template that parents/carers must sign can be found as Appendix 1 to this Guidance. The consent form can be added to the EHA, or other assessment and should be retained on the pupil's school file.

Part-time timetables must only be used in very **limited circumstances** for pupils not able to attend school on a full-time basis, for example:

- Where a pupil has had a period of non-attendance and a part-time timetable is being used as a tool for reintegration. In this case, the part-time timetable should

only be in place for a very short period of time, with attendance being increased on a (ideally) weekly basis, unless there are very exceptional circumstances.

- Where a pupil has a short-term medical condition that prevents full time attendance for a time limited period. Also consider whether a referral to the Medical Education Team or a CCAS Panel notification is more appropriate.

NB: This guidance does not refer to pupils whose curriculum has been modified/adjusted but are still attending school in addition to an alternative education provider.

3. Process

The following process applies to all children and young people where a school is considering the use of a part-time timetable. For our most vulnerable learners there are further considerations to be made. These details are shown in the next section of this guidance.

1. Consult and discuss the option and reasons for consideration of a part time timetable.

A part-time timetable cannot be initiated without the consent and agreement of parents/carers. See appendix 1 for the parental consent form. (This form was previously known as a Pastoral Support Plan). A risk assessment should be also carried out addressing any actual or potential concerns.

2. Consider completing an Early Help Assessment

A part-time timetable could be part of an outcome of the completion of an Early Help Assessment (EHA), completed by the school with the parents. This will provide a holistic view of the family, identify the strengths and the needs of the child or young person, and identify any support needed from external agencies. Follow this link for guidance on completing an Early Help Assessment:

[Early help guidance for professionals | Worcestershire County Council](#)

3. Consider completing an Individual Health Care Plan (IHP)

If a part time timetable is specifically due to a medical condition, complete an IHP in collaboration with parents/carers and appropriate medical professionals. Follow this link for guidance on completing an IHP:

[Medical Education Team - Worcestershire County Council Education Services](#)

4. Complete a Re-integration Plan (previously known as a Pastoral Support Plan)

As part of the completion of an EHA or IHP with parents/carers and the child or young person, if a part time timetable is appropriate and agreed to, the Reintegration Plan Form should be completed. This is shown in Appendix 2.

The following should be carefully considered when completing the Reintegration Form:

- a) The objectives of any part-time timetable should be clearly understood at the outset.
- b) A parent/carer must consent to the application of a part-time timetable and be clear that they are taking responsibility for the pupil when s/he is not in school and guarantee they are supervised off site (see consent form).

- c) The part time timetable should be for the least time possible. The suggested maximum length of a part-time timetable is 6 weeks, unless there are very exceptional and evidenced circumstances.
- d) The part-time timetable arrangements must be reviewed (at least) every fortnight.

5. Notify WCC

A part-time timetable notification should be completed and returned to WCC via the Children's Services Portal. The EHA/IHP, consent form and the Reintegration Plan (plus any other information) can be attached as well (and must be attached to an absence notification if the PTT is unsuccessful). The part-time timetable notification should be used for any child not accessing a full-time education in school.

6. Review the Reintegration Plan

The Reintegration Plan should be reviewed on at least a fortnightly basis to assess progress against the objectives, progress towards being able to return to school on a full-time basis and to review the effectiveness of any support being provided. The child or young person and parent/carers must be included in this review. This plan should also feed into the EHA process.

7. Outcome

The outcome of having implemented a part-time timetable should be that the child or young person is reintegrated into school on a full-time basis, with appropriate interventions in place to ensure the reintegration is successful.

Once attempted as an intervention it will only be appropriate on rare occasions to have a further period with a part-time timetable beyond the initial period, as this would mean that the strategy was not working, and a different intervention should be considered.

8. Notify WCC if unsuccessful

If the part-time timetable has been unsuccessful and attendance is not improving, WCC should be notified through an absence notification via the Children's Services Portal, together with all paperwork.

4. Vulnerable Learners

Safeguarding

The use of a part-time timetable can make a pupil more vulnerable from a safeguarding perspective. This **must** be the first consideration for a school when they are weighing up the positive outcomes that may come from the use of a part-time timetable. If the use of a reduced timetable may increase the vulnerability for the child or young person, a part-time timetable should not be used.

Pupils with Education, Health & Care Plans

A part-time timetable should only be used for a pupil with an Education, Health & Care Plan (EHCP) in very limited circumstances and with the agreement of the SEN Caseworker. A pupil should not be put on a part-time timetable because of their special educational need 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. Schools should ensure that the provision made in the EHC plan is used to meet the child's needs.

A part-time timetable must only be used following an interim or annual review of an EHC plan and with the agreement of the WCC SEND Caseworker.

Children Looked After

Children looked after (CLA) are amongst our most vulnerable pupils and a part-time timetable should only be used in very limited circumstances when all other interventions have been tried. Any part-time timetable must only be implemented following communication with the Virtual School Learning Advocate, and with the agreement of the child's Social Worker.

A part-time timetable should only be used after reviewing the pupil's Personal Education Plan (PEP) with the pupil's Learning Advocate.

Any CLA on a part-time table must be contacted daily by the school to ensure they are safe. This must be recorded. If the school has any concerns about the safety of a child on a part-time table, they must follow their safeguarding policy and procedures and contact the relevant social worker.

Pupils subject to a Child Protection Plan (CP) or who are a Child in Need (CiN)

Any school considering a part-time timetable for a child that is subject to a CP plan or CiN plan must first consult with the child's Social Worker. Any part-time timetable must only be implemented following a Core Group or CiN Meeting, and with the agreement of the child's Social Worker

Pupils not 'school ready' and transitioning to full-time compulsory education

A small minority of children who are not 'school ready' and transitioning to a full-time compulsory education, may need an extended integration period to support their emotional and developmental needs. In this circumstance, the child would be regarded as being in receipt of a part-time/reduced timetable and an appropriate plan must be agreed in partnership with parents and signed consent recorded. The school must notify the local authority of these arrangements (as above). The agreement must focus on ensuring that full-time attendance is achieved as soon as possible but no later than the term following the child's fifth birthday. The correct code for the session the child is not expected to attend is code 'C2' regardless of whether the child is of compulsory school age or not.

5. Marking the Attendance Register

The 'C2' code should be used where a pupil is to be temporarily educated part-time and have agreed times and dates when the pupil will be expected to attend the school. Where possible and appropriate, pupils can also be provided with sufficient and differentiated work (by school) for those hours they are not in school. Arrangements should be made to ensure that the work is marked and assessed with constructive feedback given to the pupil. Where a pupil is receiving an education but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexi-schooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used. If the provision has an appropriately recognised staff member with the child, then this would be a supervised activity and could be recorded in the attendance register as educated off site; 'B' code or 'K' code (depending on who is providing/funding). If 'K' or 'B' codes are not

appropriate, or the provision is online/remote education, then the school's register should record the absence as authorised; 'C' code.

Please see this link for further guidance: [Working Together to Improve School Attendance Guidance](#)

6. Illegal Exclusions

Part-time timetables that **DO NOT** have clearly defined objectives, a specified end date, a review process and/or the consent of parents/carers may constitute an illegal exclusion. Also, a school should not be using a part-time timetable to manage a child's behaviour, avoid a formal exclusion or to assist with staffing difficulties in school.

Professionals who become aware of an illegal exclusion or a pupil on a part-time timetable and have concerns around the reasons for its use, the length the timetable is in place for and/or whether it has the consent of the child's parents/carers, should notify WCC as soon as possible. Please see contact details below. Parents should contact their child's school in the first instance.

7. Contacts for further advice

If you require further advice on the use of part-time or reduced timetables, please feel free to contact us at WCC:

Attendance Helpline 01905 844440

CME/CNIS Team 01905 843609

cme@worcestershire.gov.uk

Part-Time Timetable Consent Form

Child's Name:

Date of Birth:

Year Group:

School:

Is the child looked after by Worcestershire County Council or any other local authority? Yes / No

If Yes, which local authority?

Is the child subject to a Child Protection Plan?

Yes / No

Has the pupil had a part-time timetable before?

Yes / No

If Yes, when?

Name of parents/carers:

Name of lead person in school:

Name of social worker (if applicable):

Name of SEN caseworker (if applicable):

Name of Virtual School Learning Advocate (if applicable):

Name of YOT worker (if applicable):

Reason for the part-time timetable:

Date of meeting agreeing the part-time timetable:

Start date of part-time timetable:

Number of hours in education each week:

Review date of part-time timetable:

End date of part-time timetable:

Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Objectives of the part-time timetable:				
Any other comments relating to this part-time timetable:				

I understand my child has been placed on a part-time timetable for a limited period.

I have discussed the matter fully with the school and agree, during the period of the part-time timetable to:

- Take full responsibility for my child during the hours when not attending school.
- Ensure there is supervision of schoolwork during those hours.
- Ensure there is a flow between school and home for marking and guidance.
- Take full responsibility for the health and safety of my child when they are not in school.

Signature

(Parent/Carer)

Date

During the period of the part-time timetable the school will:

- Monitor the effectiveness of the part-time timetable
- Ensure the arrangements agreed are upheld by school
- Hold a review on the agreed date
- Provide work for the child to do whilst at home and mark all work complete

Signature

(School)

Date

Other signatures (if required):

SEN Caseworker

Date

Social Worker

Date

Learning Advocate

Date

Education Welfare Officer

Date

YOT Officer

Date

This form should be retained with the pupil's school records and support any EHA.

Re-Integration Form for Review of a Part-time Timetable**Date of Meeting:****Name of Child:****Date of Birth:****School:****Present at Meeting:****Objectives**

Objective	Progress made	Changes needed	Completed (date)

Timetable – effective from (date)

Monday	Tuesday	Wednesday	Thursday	Friday

Any other comments:

Agreed by:

Parents/Carers (signature):

School (signature):

Other professionals: