



Part-time Timetable Policy

January 2025

This policy was approved by the Trust Board on: 10 February 2025

To be reviewed February 2026.

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Statement of intent

At Derby Diocesan Academy Trust (DDAT), we recognise that all pupils are entitled to a full-time education. However sometimes, in exceptional circumstances, there is a need for implementing a part-time timetable for individual pupils. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. When implementing a reduced timetable schools should have high aspirations with regard to what a student can achieve and respond quickly and effectively to any signs of disengagement with provision.

This policy is in place to ensure pupils are only put onto part-time timetables in exceptional and necessary circumstances and continue to receive a high-quality education whilst they are on a part-time timetable. The schools within DDAT will use this policy to ensure the pupil's needs are met whilst they are integrated back into the school.

The Trust and schools within it are committed to ensuring that:

- Pupils are only put on a part-time timetable in exceptional circumstances
- Pupils are only put on a part-time timetable to meet individual pupil need.
- Pupils are only put on a part-time timetable for a limited amount of time and not as a long-term solution.
- Pupils on a part-time timetable are not missing any education.
- Part-time timetables are not used by the school as a form of exclusion or used to manage pupils' behaviour.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2021) 'School Admissions Code'
- DfE (2015) 'Special Educational Needs and Disability Code of Practice: 0-25 years'
- DfE (2024) 'Working together to improve School Attendance' with effect from 19th August 2024
- DfE (2024) 'Keeping Children Safe in Education'
- DfE (2024) Children Missing in Education

1.2. This policy operates in conjunction with the following school policies: **(amend as appropriate)**

- Attendance Policy

- Child Protection and Safeguarding Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- Anti-bullying Policy
- Remote Learning Policy

2. Roles and responsibilities

2.1 The Headteacher/Executive Headteacher/ Head of School/ Assistant Headteacher is responsible for:

- Ensuring that all staff are aware of the policy for part-time timetables.
- Working with the SLT to manage and implement reintegration plans.
- Communicating the progress of all pupils on a part-time timetable to the governing board.
- Maintaining communication with the parents of pupils on a part-time timetable.
- Discussing the needs of individual pupils on a part-time timetable with relevant professionals (DDAT, Local Authorities, Educational Psychologist, Health professionals, Educational Welfare Officer).
- **Gathering and documenting the voices of parents, pupils, and staff as part of the planning and review processes.**

2.2 The local governing body/ Trustees are responsible for maintaining oversight of the school's approach to part-time timetables. There will be regular anonymous reporting to the local governing body of the number of pupils on a part-time table and their duration.

2.3 The SENCO is responsible for:

- Reviewing pupils' EHC plans to discuss proposals for a part-time timetable.
- Seeking agreement from parents or carers, all relevant professionals and the Local Authority if a pupil with SEND is to go onto a part-time timetable.
- Organising follow-up appointments with parents to complete a reintegration plan.
- Liaising with the school nurse to ensure pupils with medical conditions are fully supported whilst on the school site.
- **Ensure where relevant that professional involvement is considered in the decision-making process**

- 2.4 The class teacher/ head of year is responsible for:
- Planning, setting and resourcing work to support with home/remote learning.
 - Marking completed work and providing feedback to support the pupil's next steps in learning.
 - Liaising with the parent /carer to ensure that the pupil is fully supported in their remote/home learning.
- 2.5 The Attendance Officer is responsible for:
- recording pupils' absences as authorised.
 - Liaising with the Educational Welfare Officer to ensure pupils on a part-time timetable are fully supported and not being penalised.

3. Reasons for implementing a part-time timetable

- 3.1 The school will only implement a part-time timetable for individual pupils in the following circumstances:
- Where there are medical grounds, supported by a medical practitioner or CAMHS, which state that part-time provision is in the best interests of the pupil.
 - As part of a planned reintegration into school following an extended period of absence due to exclusion, non-attendance, school refusal, or to facilitate a managed transfer between schools.
 - As a temporary fixed-term solution, closely monitored intervention to address and manage the transition for SEND children where their individual needs are such that they require a gradual transition from a Nursery to Reception class.
 - As a temporary fixed-term solution, closely monitored intervention to address and manage the impact with significantly challenging behaviour or emotional or social needs, whilst other arrangements are being made to meet their individual needs.
 - To support a pupil who is at risk of permanent exclusion.

The school will only offer a part-time timetable in exceptional circumstances, where every other avenue to ensure a pupil receives their full-time education has been exhausted. A part-time timetable should not be used to manage a pupil's behaviour.

4. Procedures for implementing a part-time timetable

- 4.1 In the circumstances that the school implements a part-time timetable for a pupil, the school will:
- Undertake a thorough risk assessment, giving consideration to the safeguarding implications of the pupil being away from the school site for a longer period of time. Convene a meeting between the Headteacher/Executive Headteacher/Head of School/Assistant Headteacher, SENCO, the pupil's

parents and relevant Local Authority/Trust professionals to discuss the appropriateness of a part-time timetable. The class teacher will be involved should this be necessary.

- Consult with the appropriate Local Authority Officer or Social Worker prior to implementing a reduced timetable for students in specific circumstances (with an EHCP, LAC, on a Child Protection Plan).
- At this meeting the part-time timetable planning and consent form (**in line with Derbyshire and Derby City protocols**) will be completed which will record the rationale for the part-time timetable, the support that is available, the views of those involved **including parent/s/carer**, the signed consent from parent/s/carer, the timescales around the part-time timetable, review dates, possible approaches to reintegration along with any other information that is felt relevant.
- Ensure the SENCO/Assistant Headteacher convenes a review meeting of the pupil's EHC plan, where relevant, to discuss proposals for a part-time timetable and seek agreement from the parents and Local Authority.
- Ensure the SENCO/ Assistant Headteacher and Designated Safeguarding Lead seek the approval and written permission of the parents or carers of LAC, where relevant, and the Local Authority and follow this up with another meeting to complete the reintegration plan. This may be included in the notification form (Appendix
- A detailed chronology will be kept of any consultations with other professionals, meetings with parents, plans and actions taken and all reviews and evaluations noted during the period of a part-time timetable.
- **It is a requirement to notify external bodies, such as the Education Welfare Service, as part of the process.**
- **The policy must include an Individual Healthcare Plan for pupils with medical needs.**
- **Detailed risk assessment points must include potential safety risks and supervision details.**

5. Cooperation with parents

5.1 Within the initial meeting with parents, the Headteacher/Executive Headteacher/ Assistant Headteacher will:

- Ensure all participants are satisfied that suitable arrangements are in place to assure the safeguarding and care of the pupil during the period when they would otherwise have expected to be in school.
- Draw up a written agreement with the parents about who is responsible for the pupil whilst they are in school and at home. Parents will be asked to sign the written agreement.

- Ensure there are agreed objectives, which have been formulated with the parents, of clear steps to access a short-term educational plan for the pupil based on their needs.
- Agree the number of hours of support that will be provided in school.
- Ensuring the school meets its statutory obligations for providing a certain number of hours of support for pupils with SEND.
- Establish a clear route back to a full educational entitlement by clearly defining objectives, milestones and support for the duration of the plan.
- The objectives of the reduced timetable as a planned intervention will be clearly explained and a clear plan for re-integration to full time education, including the support that will be provided to facilitate this documented.

5.2 The Headteacher/Executive Headteacher/ Assistant Headteacher will organise a follow-up meeting, **two weeks** into their part-time timetable to discuss the effectiveness of the part-time timetable and whether objectives have been met. Review meetings will then take place every **two weeks** discussing the plan for a phased return to full time education.

5.3 If objectives have not been met, the school will reassess its other options.

6. **Marking the attendance register**

The DfE guidance provides specific guidance in respect of part-time timetables it states:

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 it as authorised absence (register code C). Where a pupil is attending alternative provision as part of their part-time timetable it may be appropriate to use the B code for that aspect of their timetable. However, it remains the school's responsibility to monitor attendance whilst they attend alternative provision. See School attendance guidance: [Working together to improve school attendance - GOV.UK](#)

The following attendance codes should be applied where applicable:

- **Code C2: Pupil not expected to attend a session.**
- **Code K: Pupil attending education provision arranged by the LA under Section 19.**
- **Code B: School-approved offsite provision.**
- **Code D: Attending another school as dual registered.**

7. Additional considerations

- 7.1 The school will assess the impact of the part-time timetable on the transport arrangements in place for the pupil – if appropriate.
- 7.2 The school will make any adjustments to transport to accommodate their part-time timetable, where possible – if appropriate.
- 7.3 The school will ensure pupils sign out at the reception desk and wait for collection from their parents or their dedicated transport method organised by the school or LA.
- 7.4 The school will ensure that pupils are able to attend school safely during school hours. A risk assessment will be completed to ensure that pupils are able to get to school safely and parents understand their responsibilities.
- 7.5 If the pupil receives FSM, the school will ensure the pupil continues to receive their meals either at school or at home.

8. Safeguarding

Keeping Children Safe in Education (DfE 2024) identifies schools as part of the wider safeguarding system for children and recognises that all school staff can identify concerns early, to provide help for children and to prevent concerns from escalating. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Clearly, in relation to safeguarding, where a child is not in school, their vulnerability is increased. When deciding whether a reduced educational provision is appropriate, consideration must always be given to the welfare and safety of the child/young person. This must be part of the risk assessment process. **A part-time timetable will only be used in the *most exceptional circumstances* when considering the safeguarding of vulnerable groups.**

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.

Where a child is receiving support from social care, a meeting prior to the implementation of a part-time table will be convened with parents/carers, and social worker.

Consideration should be given to the increased risk to the pupil to 'child sexual exploitation' (CSE), substance misuse, self-harming, radicalisation and other potential abuse or criminal activity. A risk assessment must address potential risks of time off-site and document mitigation strategies.

Current guidance from Ofsted states that information about children missing from education is essential and all schools should notify the Local Authority of any part-time education arrangements. This includes schools maintained by the Local Authorities, Academies, Free Schools and Independent Schools. The local authority has a statutory responsibility to identify and track any pupil missing education. Any pupil on a reduced timetable is deemed to be at risk of missing education and therefore needs to be identified and tracked.

9. Vulnerable Groups

Pupils with an Education, Health & Care Plan

- It is illegal for schools to discriminate against pupils based on their special educational needs and/or disability.
- A reduced timetable should only be used for a pupil with an Education, Health & Care Plan in very limited circumstances.
- A pupil should not be put on a reduced 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.
- Academies must ensure that the provision specified in the EHC plan is delivered in order to meet the child's needs and secure their statutory entitlement.
- Approval must be obtained from the LA SEND team, with documented evidence that the reduced timetable aligns with EHCP provisions.

Looked after children

A reduced timetable, for a Looked after Child should only be implemented in very limited circumstances and not before all other interventions have been tried. Before proceeding, the following steps are required: A formal review of the child's Personal Education Plan (PEP) Written parent/guardian agreement and the consent of both the child's social worker and the Virtual School (or their representative).

Children subject to a child protection plan

Children on a child protection plan are very vulnerable and may be placed at greater risk if placed on a reduced timetable. Therefore, a reduced timetable, should only be implemented in the most exceptional circumstances when all other interventions have been tried. The following steps are required:

- Formally consult the child's social worker and secure agreement

- Any reduced timetable should only be implemented following a Core Group meeting, or discussion with Social Worker.

10. Communication

- 10.1 The Headteacher/Executive Headteacher/Head of School/ Assistant Headteacher communicates this policy to:
- Staff who may be involved in setting part-time timetables for pupils.
 - Parents, particularly those whose children are on part-time timetables.
 - The governing board.
 - The SLT.
- 10.2 The Headteacher/Executive Headteacher ensures staff understand that part-time timetables are only put in place for a very small number of pupils in very exceptional circumstances.
- 10.3 Staff will receive training for operating part-time timetables if they are involved in any process of delivering a part-time timetable, e.g. teaching the pupil.
- 10.4 Please inform Gemma Eales (gemma.eales@ddat.org.uk) at DDAT on any part time timetables that have been implemented**

11. Review process and recommendations

- 11.1 Reviews should occur every two weeks. There is no maximum length due to the individual needs of pupils which are considered on a case-by-case basis in the review process.

12. Monitoring and review of the policy

- 12.1 This policy will be reviewed annually by Deputy CEO.
- 12.2 Any changes to this policy will be communicated to all relevant stakeholders.

13. Documentation standards

- Detailed documentation must be maintained, including meeting minutes, risk assessments, reintegration planning, and regular reviews. Templates provided by Derbyshire County Council/ Derby City Council should be utilised for consistency.

14. Procedural clarity

- The Inclusion Support Advisory Service and Early Help team should be consulted when planning part-time timetables, particularly for pupils with identified needs.

- Part-time timetables must not be implemented as a behaviour management strategy but only for medical, reintegrative, or educational purposes.
- Ensure that where relevant, external agencies support the school with their decision to implement a part time timetable and to support the school to complete paperwork to reflect their expertise

Summary:

- Schools have a statutory duty to provide full time education for all pupils.
- However, in very exceptional circumstances there may be a need for a temporary reduced timetable to meet a pupil's individual needs.
- A reduced timetable means by agreement with the pupil, parent/guardian and school, other professionals, the number of hours spent in education are reduced for a time limited period. The return to full-time education for the pupil must underpin all actions.
- The child's parents/guardian must agree a reduced timetable.
- A risk assessment to be completed.
- A clear action plan for improving education must be in place.

Appendix A

Part-Time Timetable Checklist

Why a part-time timetable?

- Have the child's needs been fully considered? EHCP? Behaviour plans? Social care involvement? Health?
- What has been done up to this decision? How has this been logged?
- Have you consulted external agencies for support?
- Have you implemented nurture strategies?
- Have you considered a staggered timetable?
- Have resources and staffing been considered?
- How have you involved parents in the provision?
- Have you sought support from other schools in the trust?

Meeting

Convene a meeting between the Headteacher/Executive Headteacher/Head of School), SENCO, the pupil's parents, and relevant LA/Trust professionals to discuss the appropriateness of a part-time timetable. The class teacher will be involved should this be necessary.

Have governors been informed of the decision?

Part-time timetable planning and consent form

- Rationale
- Ensure Derbyshire/ Derby City protocols have been followed and consent recorded
- Objectives and timescales, review dates
- Plan for phased return
- Support identified
- Written approval from parents
- Part-time timetables must not be implemented as a behaviour management strategy but only for medical, reintegrative, or educational purposes.
- Detailed documentation must be maintained, including meeting minutes and risk assessments
- The risk assessment must address potential risks of time off-site, including vulnerabilities to exploitation, radicalisation, and self-harm, and document mitigation strategies.

- Consider the safeguarding implications of extended off-site time.

Sharing with professionals

- The Inclusion Support Advisory Service and Early Help team should be consulted when planning part-time timetables, particularly for pupils with identified needs.
- Complete the Derby City/ Derbyshire PTT forms:
- Notification
- Update
- Closure
- Governors

Review meetings

Recorded on My Concern/ CPOMS/ School own system

Chronology

Record fortnightly meetings

Safeguarding

- Pupil signs in and signs out
- Give consideration to the safeguarding implications of the pupil being away from the school site for a longer period of time

Implementation and monitoring

- Ensure that the timetable is not used as a behavioural management strategy
- Regularly monitor the pupil's progress and document adjustments to plans as required