

## 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.
- A pupil may be educated at a range of sites, i.e. school site solely, Alternative Provision (AP) solely or a combination of the both, however if the cumulative total number of hours of education per week is under 25 then part-time timetable notification is required.
- From September 2024 the LA will only be collecting part time timetable data for pupils of compulsory school age i.e. from 1st term after their 5th birthday to the end of year 11.
- Where a pupil is solely receiving Out of School Tuition (OOST) support, these should be recorded as being on a part time timetable and notified to LA through processes outlined below.
- Any Alternative Provision (AP) 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 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 parent 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 an action plan, agreed with the parent/carer and pupil with planned reintegration to full time attendance (See the [PTTT re-integration Plan and PTTT Re-integration Plan Review documents](#)).
- contact Virtual School, named Social Worker, or SEND officer before considering a part time timetable for a pupil known to any of those services. See further information below.

## **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 child's Social Worker and secure agreement at the Core Group 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 child's social worker and 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 SEND service to make the proposal known and the LA recommends that 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**

### **Early Help**

If a school is considering a part time timetable for a pupil, consideration should be given to undertaking an Early Help Assessment as set out in the Derby City and Derbyshire Safeguarding Children Partnership Threshold Document as the child may have emerging needs and require early help support from the school.

### **Inclusion Support Advisory Service – Targeted and Specialist**

The Inclusion Support Advisory Service (Targeted and Specialist) has developed in partnership with schools, reintegration and review plan documentation that places risk assessment and safeguarding considerations at its core. The voices of the pupil, school and parent are combined in [pre-planning documents](#) to aid collaborative practice from the outset.

## Attendance recording:

It is important to note that more detailed attendance recording is required, which highlights exactly where a pupil is attending for each session: Where the pupil is not attending your school on a fulltime basis the following codes should be used as appropriate for each individual session:

- Code C2 - is for where a pupil in **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 Derbyshire 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 that services that provide support to schools have access to accurate and updated information.

The online form information feeds into LA reports so process is compliant and accurate.

## Administrative Guidance for Recording and Monitoring Forms

[Notification Form](#): complete the 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 PTTT.

[Update Form](#): return to full-time education date and/or amendments to number of hours on a part-time timetable.

[Closure Form](#): at the end of a part time timetable. (return to full-time education, changes/leaves school, or is permanently excluded).

[Audit Declaration Form](#): at the end of each term to confirm no pupils are on a part-time timetable, or no changes to existing part-time timetables. We will contact schools if further clarification is needed.

Contact details: [CS.ExclusionAndAccessTeam@derbyshire.gov.uk](mailto:CS.ExclusionAndAccessTeam@derbyshire.gov.uk)

Alternatively, if there are technical queries associated with the completion and uploading of the forms please email: [CS.informationenquiries@derbyshire.gov.uk](mailto:CS.informationenquiries@derbyshire.gov.uk)