

Part-Time Timetables decision making, planning & notification

Points to consider:-

- Please consider that a timetable of less than 25 hours per week is part-time
- A young person attending the school site part-time, but the remainder of their full-time education is being provided in alternative provision, is not subject to a part-time timetable
- Once a pupil starts school, (even those under the age of 5) they have a statutory right to full-time education
- OOST support (5 hours of tuition from OOST plus the additional independent work set by the tutor) needs to be recorded as being on a part time timetable. This represents a **change** to the previous arrangements
- Pupils that have agreed flexi-schooling arrangements as long are not on a part-time timetable so long as the total number of hours offered is full-time.

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. C is the attendance code for each session they are not expected to attend or X for pupils of non-statutory school age.

Schools should:

- be satisfied that it is appropriate for the needs of the pupil, agreed with other professionals as required
- have signed parental permission, evidenced on the pupil file prior to implementation. If the parent does not agree, this cannot go ahead.
- complete an action plan, agreed with the parent/carer and pupil with planned reintegration to full time attendance.
- contact Virtual School, named Social Worker or Early Help practitioner or SEND officer before considering a part time timetable for a pupil known to any of those services. See further information below.

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.

If a pupil is already known to the Local Authority's targeted Early Help Team, schools must contact them and ensure the part time timetable is discussed in the Team Around the Family meetings and reflected in the Child's Plan.

Early help information on SchoolsNet:

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/early-help-in-derbyshire/early-help-in-derbyshire.aspx>

Safeguarding

Schools must consider the safeguarding aspects of a part time timetable.

Even with parent agreement the school remains 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.

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.

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.

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: 01629 535802 CS.InclusionTeam@derbyshire.gov.uk

Alternatively, if there are technically queries associated with the completion and uploading of the forms please email: CS.informationenquiries@derbyshire.gov.uk