

Part-time timetable checklist

Parent / carer has agreed to place their child on a part-time timetable.

DCC Inclusion Team has been notified of the part-time timetable.

(This includes schools maintained by the Local Authorities, Academies, Free Schools and Independent Schools. Derbyshire County Council has a requirement to collect part-time timetable information from all schools).

If the CYP has an EHCP, SEND has been informed.

If the CYP has social care involvement, the social worker has been informed.

If the CYP has support from the Early Help Team, the support worker has been informed.

If the CYP has support from Virtual School, the support worker has been informed.

The expected non-attendance is authorised using code C on the register or X for pupils of non-statutory school age.

The 'voice' of all stakeholders has been collected. This includes the CYP, parent / carers and school staff.

A re-integration planning meeting has been facilitated with the attendance of professionals where applicable.

A risk assessment has been completed considering the safety and wellbeing of the CYP when not on the school premises.

A time limit for the part-time timetable has been agreed.

The re-integration plan has been signed by the parent / carer.

A review of the re-integration plan has been agreed.

[Derbyshire County Council PTTT Guidance](#) (Derbyshire SchoolsNet)