

## PTTT Flowchart

School or setting is considering a PTTT for a specific CYP. Please read Derbyshire's guidance:

[Part-time timetables \(derbyshire.gov.uk\)](https://www.derbyshire.gov.uk)

Convene a multi-agency meeting – as part of this meeting, safeguarding requirements surrounding a PTTT must be discussed.

If there are any safeguarding concerns or if the parent / carer does not grant permission, a PTTT cannot go ahead.

The CYP remains in school full-time with reasonable adjustments considered. Consider speaking with external agencies within DCC for further advice.

Meeting considers safeguarding requirements have been met and permission granted from parent / carer. PTTT can go ahead.

A re-integration plan is created (6 week plan). Parent / carer must sign the plan to show consent. ISS have relevant templates please contact: [CS.inclusionteam@derbyshire.gov.uk](mailto:CS.inclusionteam@derbyshire.gov.uk)

Notify Derbyshire LA.

[Part-Time Timetable: 1\) Notification \(office.com\)](#) (firstnotification)  
[Part-Time Timetable: 2\) Update \(office.com\)](#) (update to changes)

If the CYP has an EHCP – notify SEND.

[northsendas@derbyshire.gov.uk](mailto:northsendas@derbyshire.gov.uk) (North)

[southsendas@derbyshire.gov.uk](mailto:southsendas@derbyshire.gov.uk) (South)

If the CYP has social care involvement, please contact the relevant Social Worker. For LAC, please notify the Virtual School.

Agree next formal review date (maximum 6 weeks). PTTT begins.

Formal review takes place no more than 6 weeks after the PTTT started.

Professionals and parent / carer agree for PTTT to continue for another cycle.

PTTT to be ended. CYP returns full time.

Notify Derbyshire LA

[Part-Time Timetable: 3\) Closure \(office.com\)](#)