

# REDUCED SCHOOL TIMETABLE GUIDANCE FOR SCHOOLS AND COLLEGES

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# INTRODUCTION

The purpose of this guidance is to provide educational settings with an understanding of the use of reduced timetables and the associated legislation for children and young people of statutory school age.

The guidance sets out the reasons why a reduced timetable may be beneficial to a child and the recommended good practice associated with a reduced timetable.

It is a requirement of the school to inform the Local Authority if a reduced timetable is being introduced and when it will be reviewed and full-time education resumed. (This includes, academies, free schools and independent schools.)

All schools, academies and free schools have a statutory duty to provide full-time education for all pupils. However, the Local Authority recognises that there may be times when a reduced timetable is in the best interest of a child or young person. It is important to highlight that there is no statutory basis upon which to establish a reduced timetable, however, in **exceptional circumstances**, schools may decide to implement one for a time-limited period to meet a pupil's individual needs. A reduced timetable must not be treated as a long-term solution and must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.



# RIGHT TO EDUCATION

All children of statutory school-age have the right to a suitable, full-time education. While ‘full-time’ is not defined in law, the Local Government Social Care Ombudsmen (LGSCO) provides the following definition:

- 21 hours at Key Stage 1
- 23.5 hours at Key Stage 2
- 24 hours at Key Stage 3
- 24 hours at Key Stage 4 (Year 10)
- 25 hours at Key Stage 4 (Year 11)

In accordance with the Equalities Act 2010, it is illegal for schools to discriminate against pupils based on their special educational need and/or disability, including those with social emotional and mental health difficulties.

The definition of a reduced timetable is when it consists of fewer hours than that which is provided to most of the pupil's peers in the same setting.

In England, local authority maintained schools must open for at least 380 sessions (190 days) during a school year. Term dates are determined by school employers. The local authority is the employer for: community, voluntary-controlled, community special or maintained nursery schools. For foundation, voluntary-aided and foundation special schools, the employer is the governing body.

The Deregulation Act 2015, amends section 32, of the Education Act 2002 and provides the responsibility for determining term dates to pass to school governing bodies at community, voluntary controlled, community special and maintained nursery schools in England.

However, this provision is not yet in force and as such the head teacher of a maintained school will recommend the length of a school day, including session times and breaks. The governing body must agree the recommendation. Academies, including free schools, set their own term dates and school day but must offer at least 380 sessions (190 days.)

## When might a Reduced Timetable be appropriate?

As a rule, no pupil should be on a reduced or part-time timetable. All children are entitled to full-time education.

## Exceptional Circumstances for Reducing a Timetable

### Medical Conditions

A reduced timetable can be considered if a pupil has a serious medical condition where recovery is the primary focus. These arrangements would be part of a “medical plan” agreed between the school and health professionals. Children and young people who have such medical conditions should then be provided with suitable education within 15 days.

## **Transition/Reintegration**

When reducing a school day for a child as part of their planned transition into school, which is normally at the beginning of the phase of education or where there is a change of education or where the child or young person needs to be reintegrated back into school following: emotionally based school refusal, school refusal, non-attendance or fixed period exclusion. This should be for no longer than 6 weeks and in discussion with parents/carers.

When considering a reduced timetable the professionals should be satisfied that a reduced timetable is an appropriate intervention given the needs of the pupil. There must be a clearly evidenced and written rationale and the reasoning should form part of a suitable intervention in supporting the needs of the pupil and the maintenance of the education placement. Where possible this should be supported by professionals associated with the child or young person.

## **Safeguarding**

Section 157 and 175 of the Education Act 2007 places a duty on Local Authorities and schools to exercise their functions with a view to safeguarding and promoting the welfare of children. Schools must consider safeguarding issues and the impact this might have on a child when considering a reduced timetable. This means that even with parent/carer agreement to any reduced timetable arrangement the school remains responsible for the safeguarding and welfare of all pupils on roll who are off-site during school hours.

Where a child is not in school, their vulnerability is likely to be 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. If evidence suggests that the child will be exposed to significant risk if not in school, then a reduced timetable should not be a considered option.

## **Looked After/YOS/Social Care/EHCP/SEN Support**

It is evident that children who are in the circumstance of requiring social care or YOS intervention would raise more safeguarding concerns. Therefore, any reduction in timetables should be agreed with associated professionals and the support and care arrangements are agreed and recorded. The Head of the Virtual School must be involved with a decision about a parttime timetable for a child looked after.

## **Parent/Carer Agreement**

Enfield Council is committed to every child's right to a suitable, full-time education offer and makes clear the requirement that a reduced timetable cannot be implemented without written agreement from parent/carer (or the Virtual School for Looked After and Previously Looked After Children and/or the EHCP Co-ordinator at the Local Authority where appropriate). A review plan should be scheduled with them for reintegration into full-time education.

## **School Refusal after 6 weeks**

If the child or young person has an EHCP and are refusing to attend school, the school and the parents should contact their SEN Officer and a Team around the Family (TAF) should be set up to review the circumstances around the refusal. A statutory reassessment of the plan may be required, an early Annual Review may take place and different interventions or a change of placement may be recommended.

# CHECKLIST

No	Criteria	Evidence Documents	Education Lead	Date	Comments
1	Reason for Reduced timetable				
2	Parents/Carers Included/ Informed/and in agreement				
3	Safeguarding policies adhered to				
4	Health and Safety principles considered				
5	Free School Meals considered				
6	Attendance Team notified and attendance logged				
7	Alternative education provided that is accessible and does not hinder the child's progress				
8	Re-integration plan introduced				
9	Annual Review for EHCP students agreed				
10	Review Dates Set				

# Reduced timetable notification

## Informing the LA

Please use the following email address to inform the LA of any child or young person is on a part-time timetable.  
**EnfieldPartTimeTimetables@enfield.gov.uk**

## Enfield part-time timetable (consent form - pt1)

Name of School	<input type="text"/>		
Name of Pupil	<input type="text"/>		
Family Address	<input type="text"/>		
	<input type="text" value="Postcode"/>		
Contact Details	<input type="text"/>		
Date of Birth	<input type="text"/>	Ethnicity	<input type="text"/>
Year Group	<input type="text"/>	UPN	<input type="text"/>

Is the pupil looked after by Enfield? Yes  No

Is the pupil looked after to another Local Authority? Yes  No

If 'Yes', please state: \_\_\_\_\_

Is the child subject to a Child Protection Plan? Yes  No

Does the child have an Education, Health & Care Plan? Yes  No

Is the child on SEN Support? Yes  No

Name of social worker (if applicable):

Details of involved professionals

Name	Title	Contact Details
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for reduced education

Date of review meeting  Date of return to school

Details of education programme whilst on reduced timetable

Lead School Officer  Signature

Date of return to LA

# Part-time Timetable Re-Integration Plan



Name of School

External agencies involved

Name of Pupil  Year Group

SEN Status *(Please tick as appropriate)* EHCP  SEN Support  Other  Medical Needs? Yes  No

School staff involved

Meeting with parents/carers

Start date of integration

	Plan	Review 1
Date	<input type="text"/>	<input type="text"/>
Current part-time hours	<input type="text"/>	<input type="text"/>

## Objectives

What change do we want to see?

## Success Criteria

What will the change look like?

What will the school do?



Details of strategies/interventions used

Details of any alternative curriculum/provision (if appropriate):

Details of any additional resources used

Details of the part-time activities and interventions

Outcomes intended: showing increase in time in school

How will parent/carers support the school's strategy to increase hours?

Describe what the pupil will do to support own development and learning?

Parent/Carer signature:

Pupil signature:

Name of leader monitoring the re-integration plan

Signature:

Name of Senior leader with strategic oversight

Signature:

# SCHOOL REGISTER CODES

- **Code B:** Off-site educational activity
- **Code D:** Dual Registered - at another educational establishment
- **Code J:** At an interview with prospective employers, or another educational establishment
- **Code P:** Participating in a supervised sporting activity
- **Code V:** Educational visit or trip
- **Code W:** Work experience

## Absence codes when pupils are not present in school are as follows:

- **Code C:** Leave of absence authorised by the school
- **Code E:** Excluded but no alternative provision made
- **Code H:** Holiday authorised by the school
- **Code I:** Illness (not medical or dental appointments)
- **Code M:** Medical or dental appointments
- **Code R:** Religious observance
- **Code S:** Study leave
- **Code T:** Gypsy, Roma and Traveller absence

## Unauthorised Absence from School

- **Code G:** Holiday not authorised by the school or more than the period determined by the head teacher
- **Code N:** Reason for absence not yet provided
- **Code O:** Absent from school without authorisation
- **Code U:** Arrived in school after registration closed

## Admin Codes

- **Code X:** Not required to be in school This code is used to record sessions that non-compulsory school age children are not expected to attend.
- **Code Y:** Unable to attend due to exceptional circumstances
- **Code Z:** Pupil not on admission register
- **Code #:** Planned whole or partial school closure

# REFERENCES

- [Keeping children safe in education 2022](#)
- [Ensuring a good education for children who cannot attend school because of health needs 2013](#)
- [Exclusion from maintained schools, academies and pupil referral units in England](#)
- [School attendance Guidance for maintained schools, academies, independent schools and local authorities](#)



