

# Guidance for schools on the use of Reduced Timetables

Revised September 2017: Portsmouth City Council

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)



## Purpose

This guidance sets out notification and planning requirements applying to all maintained Portsmouth schools, including academies, the UTC and alternative provision settings, hereafter referred to as 'schools', in the very exceptional event of a reduced timetable being agreed for a pupil for a limited period.

## Introduction

The risks for children and young people associated with reduced attendance at school for whatever reason, including a temporarily reduced timetable, are well researched. These include the risk of sexual or other exploitation, or other safeguarding risks as well as the risk of lower educational attainment. Ofsted's publication, [Pupils Missing Out on Education](#) (2013) underlines the seriousness of these risks.

The local authority has a statutory responsibility to identify and track any pupil missing education. Any pupil on a reduced timetable is missing education and therefore needs to be identified and tracked. Inspection of local authority children's social care services includes scrutiny of the extent to which the authority is effectively ensuring that children in its area are not missing education. All schools in Portsmouth have a responsibility to cooperate with the City Council to ensure that the council's duties can be effectively discharged. This refreshed guidance restates expectations of schools in relation to both notification of the council and good practice in supporting children and families.

It is important to emphasise that **there is no statutory basis** upon which to establish a reduced timetable. With the agreement of parents and carers, however, **in exceptional circumstances**, a short fixed term period of part time education may in very rare circumstances be judged to be in the interests of young people who are finding full time education very challenging. This **must**, however, be for a short, agreed period that has a planned progression back to full-time within maximum of 6 weeks.

PCC remains committed to all children's right to a full-time education offer and makes clear the requirement that **a reduced timetable cannot be implemented without written agreement from parent/carers** (and the Virtual School or SEN Team at the Local Authority where appropriate).

Schools have a safeguarding responsibility for all pupils on their roll and therefore must be aware that even with parental agreement to any arrangement they make, **they are responsible for the safeguarding and welfare of pupils off-site during school hours.**

## Full-time Education

All education should be suitable to a child's age, ability and aptitude, taking into account any special educational need.

The assumption is that pupils should receive full-time education consistent with their Key Stage. Schools have a statutory duty to provide full time education for all pupils on their roll. It is illegal for schools to discriminate against pupils on the basis of their special educational needs and/or disability.

A timetable is considered reduced when it consists of something less than that which is provided to the majority of the pupil's peers in that setting.

## When might a reduced timetable be used?

### 1. Part of an in school support package

The school, parent/carer and other professionals agree that a short-term (no longer than 6 weeks) reduced timetable would support a pupil who is unable to cope with full time education, to regain success. This would be a closely monitored intervention to address, manage and support the emotional needs of the young person, put in place alongside other measures to address those needs.

### 2. Medical reasons

A pupil has a serious medical condition where recovery is the priority outcome. These arrangements would be part of a “medical plan” agreed between the school and health professionals. Please see [Ensuring a good education for children who cannot attend school because of health needs](#) before offering a reduced timetable for this reason.

### 3. Reintegration

As part of a planned reintegration into school following an extended period out of school following exclusion, non-attendance, school refusal etc. (no longer than 6 weeks)

This is not necessarily an exhaustive list but it is likely that a pupil being considered for a reduced timetable would fall within one of these 3 categories.

## Notification, consultation and planning

In circumstances where the school consider that it may be necessary to establish a reduced timetable for a pupil, the school must:

- Notify the Admissions, Exclusions & Reintegration Team of its intention to implement a reduced timetable for a pupil
- Convene a meeting to discuss the proposals for a reduced timetable. This **must** include the parent/carer of the pupil. This meeting must also include the LA where the pupil is a looked after child (the Virtual School) or has a statement of SEN/Education Health and Care Plan (a member of the SEN Team) and may well include professionals who form part of the team around the child

- Establish a plan (Pastoral Support Plan, Individual Learning Plan, Personal Education Plan etc.) for the reduced timetable which details:
  - the proposed timetable to get back to full-time (in the case of categories 1 & 3 this should be no longer than 6 weeks)
  - details of the review schedule
  - the supportive interventions that will accompany this reduction in time at school including the environment system changes within school and the new skills that will be taught.
  - outcome and exit strategies. How will all parties know that is successful?
  - the named person responsible for the plan within the school
  - the consideration of safeguarding measures for the duration. The school **must** carry out a risk assessment before implementation, of the child spending more time out of the school and this should be recorded formally.
  - consideration should be given in many cases to external behaviour support and/or targeted early help family support
  - consideration should be given to whether alternative provision (e.g. The Harbour School or Flying Bull Inclusion Centre) should be considered to meet need.
- Send the LA (scanned and uploaded to the correct folder on the shared secure environment (SSE)) a copy of the hours agreed and the plan upon which it was agreed

**The plan and the teaching hours must be signed by the parent and without parental agreement this strategy of a reduction in hours cannot be implemented**

- Consider the need to carry out an Early Help Assessment (EHA) to establish if there are wider needs and support is required from external agencies. Where this is not felt appropriate a letter from the head teacher explaining the reasons should be sent to the Deputy Director Children, Families and Education in respect of categories 1 & 3.

## Monitoring and Reviewing

The school must

- Report the reduced timetable as soon as it becomes operational by sending a signed copy of the teaching hours within the morning and afternoon session (see form appendix A) and the plan upon which it was agreed. If a school is found to be operating a reduced timetable without having reported it a formal letter of concern will be sent from the Deputy Director of Children, Families and Education to the head teacher and chair of governors, seeking an assurance that reporting requirements are respected.

- Send a copy of subsequent reviews and increases of time, up to a maximum of 6 weeks
- Record the child's attendance accurately on the attendance register
  - **C Code** - to be used when a pupil has a reduced timetable that includes sessions which have been mutually agreed not to involve attendance at school or an alternative provision (the school must be satisfied that appropriate arrangements are in place for the care and welfare of the pupil during the time when they would otherwise be at school)
  - **B Code** - to be used if the pupil is receiving off-site provision, approved by the school (this code should not be used for any unsupervised educational activity or where the pupil is at home doing school work)
  - **D Code** - to be used where a pupil is registered at two schools. The D code only applies in Portsmouth where a pupil is attending a school other than their home school and where that school is coding the pupil's attendance and making a return to the LA (e.g. The Harbour School or Flying Bull Inclusion Centre).

See pages 7-12 of [School attendance Departmental advice for maintained schools, academies, independent schools and local authorities](#)

- Monitor the overall use of this strategy within the school and report this to governors termly including the number of children and young people for whom a reduced timetable has been put in place and the outcome in each case.
- Ensure effective communication with parents/carers (and LA as necessary) with regard to progress towards full-time reintegration to school.
- Inform the LA when the pupil returns to full-time education otherwise they will continue to be logged as on a reduced timetable.

## Portsmouth City Council Responsibilities

PCC will

- ensure that reduced timetables are appropriately recorded and monitored via the ONE database.
- Report the numbers of pupils on reduced timetables to
  - the Behaviour and Attendance Group (BAG)
  - the Multi-Agency Safeguarding Hub (MASH)
- Provide a copy of plans to social care where pupil has a CP or CiN plan or is a looked after child.
- Raise with the school, where a pupil has been on a reduced timetable for longer than 6 weeks (except where this is a Y11 who has an established alternative provision plan that will yield necessary accreditation but that may be slightly below full-time).

- Refer any cases that exceed 6 weeks, and have no imminent plan for full-time reintegration, to the Deputy Director for Children, Families and Education and the independent chair of the Portsmouth Children's Safeguarding Board.

### **Helpful Contacts**

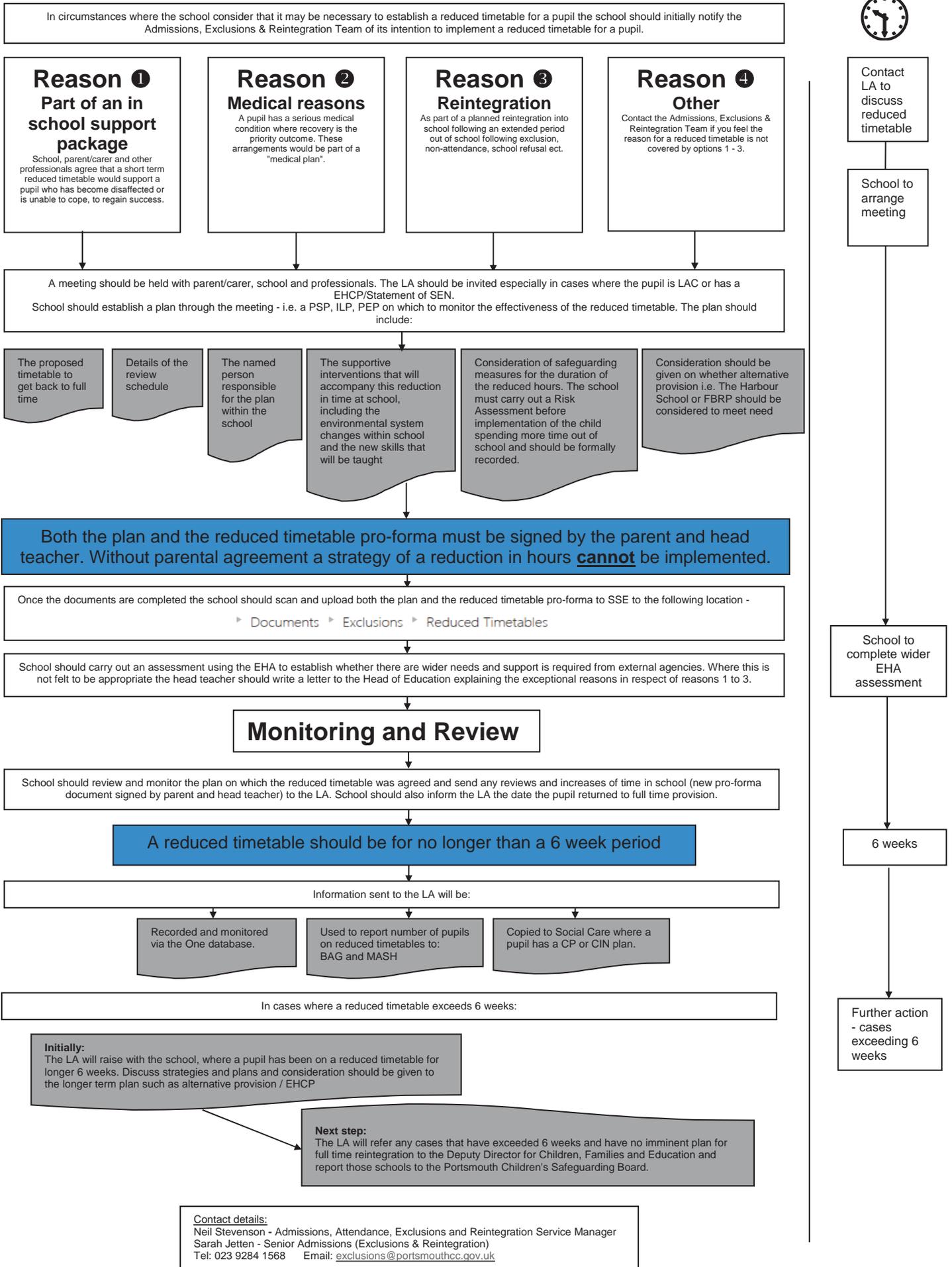
For advice and to discuss any particular circumstances please contact:  
Admissions (Exclusions and Reintegration) Team

tel. 023 92 84 1568

email. [exclusions@portsmouthcc.gov.uk](mailto:exclusions@portsmouthcc.gov.uk)

# Appendix B

## Reduced Timetables - Process



# Exceptional Circumstances - Reduced Timetable Pro Forma

## Guidance for Completing Form

Basic Details	
<b>Pupil Name</b>	Legal and chosen name(s)
<b>Date of Birth</b>	Learner date of birth
<b>National Curriculum Year -NCY</b>	Enter R, 1, 2 etc.
<b>School</b>	Please enter the name of current school where reduced timetable is taking place
<b>SEN Status</b>	E = Education Health and Care Plan (EHCP) K = SEN Support including being under assessment for an EHCP N = No Special Provision (It would be unlikely for a learner coming through this process to be N)
<b>Known to Services</b>	Please indicate if learner is: <ul style="list-style-type: none"> <li>• A Looked After Child</li> <li>• On a Child Protection Plan</li> <li>• On a Child in Need Plan</li> <li>• Involvement with Early Help &amp; Prevention</li> </ul> It is the expectation that if you are considering placing a learner on a reduced timetable they are one of the above, the agency involved with the learner is aware of the reduced timetable and in agreement with the plan <ul style="list-style-type: none"> <li>• None</li> </ul> <i>If you indicate "None" you will be contacted by the Admissions, Exclusions and Reintegration Team to discuss.</i>
<b>Early Help Assessment completed</b>	Please indicate "yes" or "no" If a pupil is not LAC, CPP or CIN it is essential for an Early Help Assessment to have been completed before considering a reduced timetable. <i>If not completed the Admissions, Exclusions and Reintegration Team will be in contact to discuss.</i>
<b>Name of Lead Professional</b>	Please indicate the name of the Lead Professional for the learner. Please ensure that the Lead Professional is aware of the plan and in agreement with the reduced timetable.

Pupil Plan	
<b>Plan upon which reduced timetable arrangement is to be monitored and reviewed</b>	The reduced timetable should only be agreed following a meeting with parents and professionals and should be part of a plan detailing: <ul style="list-style-type: none"> <li>• the reasons for the reduced timetable</li> <li>• the proposed timetable to get back to full time (in the case of categories 1 &amp; 3 this should be no longer than 6 weeks.</li> <li>• details of the review schedule</li> <li>• supportive interventions that will accompany this reduction in time at school</li> <li>• outcome and exit strategies - how will all parties know that it is successful</li> <li>• the named person responsible for the plan within school</li> <li>• consideration of safeguarding measures for the duration. The school must carry out a Risk Assessment before implementation and this should be recorded.</li> <li>• consideration of external behaviour support</li> <li>• potential consideration as to whether alternative provision (The Harbour School or Flying Bull Resourced Provision) could meet need.</li> </ul> The plan could be a EHA, PEP, PSP IBP, IEP etc. but will need to detail <b>all</b> of the above. Please indicate.
<b>Date of the meeting where proposals for reduced timetable were discussed:</b>	This is the date of the above meeting.
<b>Review Date of Plan</b>	As previously stated the plan will need to detail the review schedule, therefore review of the plan (on which the reduced timetable was agreed) should be given here. <i>If no date is provided the school will be contacted by the Admissions, Exclusions and Reintegration Team.</i>
<b>Plan attached</b>	The plan upon which the reduced timetable is agreed with both parent(s) and professionals should be sent to the LA with the fully completed reduced timetable pro forma. <i>In all cases it is the expectation that a plan is sent to the LA, if there is no valid reason for not sending in the plan, the school will be contacted by the Admissions, Exclusion and Reintegration Team.</i>

Reduced Timetable Details	
<b>Start Date of Reduced Timetable</b>	This is date the reduced timetable is due to come into effect, this may or may not be different from the date of the plan. <i>If no date is provided the school will be contacted by the Admissions, Exclusions and Reintegration Team.</i>
<b>Date to return to Full Time</b>	A reduced timetable (for categories 1 and 3) should be no longer than 6 weeks. Schools should indicate (for categories 1 and 3) a date for the pupil to return to full time education within 6 weeks or less. <i>Where no date is indicated the school will be contacted by the Admissions, Exclusions and Reintegration Team.</i>
<b>Reason for Reduced Timetable</b> - Delete/highlight as applicable - One Reason Only	School should indicate under which reason they are implementing a reduced timetable. Only one reason should be given for the reduced timetable.
<b>1. Part of an in school support package</b>	This is part of a package of intervention being put in place by the school. School, parent/carer and other professionals agree that a short-term (no longer than 6 weeks) reduced timetable would support a pupil who is experiencing difficulties, to regain success. This would be a closely monitored intervention to address and manage challenging behaviour or emotional or social needs.
<b>2. Medical Reasons</b> (formal written advise from medical professionals)	A pupil has a serious medical condition where recovery is the priority outcome. These arrangements would be part of a "medical plan" agreed between the school and health professionals. Please see "Ensuring a good education for children who cannot attend school because of health needs" before offering a reduced timetable for this reason.
<b>3. Reintegration</b>	As part of a planned reintegration into school following an extended period out of school following exclusion, non-attendance, school refusal etc. (no longer than 6 weeks)
<b>Attendance Coding - Please mark as C the times pupil is not expected to be in school.</b>	This is a reminder to schools to record the pupil's attendance accurately on the attendance register. C Code - to be used when a pupil has a reduced timetable that includes sessions which have been mutually agreed not to involve attendance at school or an alternative provision (the school must be satisfied that appropriate arrangements are in place for the care and welfare of the pupil during the time when they would otherwise be at school).
<b>Weekly Timetable</b> - Week 1 & Week 2	Please state number of <b>hours/minutes</b> teaching time per morning/afternoon session per day. For schools that operate a 2 weekly timetable please use both week 1 and week 2 to show the complete timetable. <i>If this is not completed correctly the school will be contacted by the Admissions, Exclusions and Reintegration Team.</i>

Parental Agreement - though this does not give it legal basis	
<b>Parental Signature</b>	By signing the document the parent is agreeing to the implementation of a reduced timetable as outlined in the plan (attached) and supporting pro forma. The parent has the right at any stage to request the pupil return to full time education. It is important to highlight that <b>there is no statutory basis</b> upon which to establish a reduced timetable, however, <b>in exceptional circumstances</b> , schools may need to implement one, in order to support a pupil who cannot attend school full-time for a short, agreed period.
<b>Head Teacher Signature</b>	The Head Teacher of the school should sign their agreement to the reduced timetable plan.
<b>Once complete the pro forma and plan should be uploaded to SSE:</b>	
SSE -- Documents > Attendance > Reduced Timetables	

### Exceptional Circumstances - Reduced Timetable Pro Forma

**This cannot be submitted without the pro forma and plan being agreed and signed by parent**  
*(though this does not give it legal basis)*

<b>Pupil Name:</b>		<b>DOB:</b>		<b>NCY:</b>	
<b>School:</b>				<b>SEN Status:</b>	
<b>Please circle:</b>	LAC / Child Protection Plan / Child in Need Plan / Early Help & Prevention / None				
<b>Early Help Assessment completed:</b> (must completed if not LAC, CPP or CIN)			Y / N		
<b>Name of Lead Professional:</b>					

### Plan Details

<b>Plan upon which reduced timetable arrangement is to be monitored and reviewed: Please circle</b>	EHA / PEP / PSP / IBP / IEP / OTHER
<b>Date of the meeting where proposals for reduced timetable were discussed:</b>	
<b>Review Date of Plan:</b>	

**PLEASE ATTACH PLAN UPON WHICH THE REDUCED TIMETABLE WAS AGREED**

### Reduced Timetable Details

<b>Start Date of Reduced Timetable</b>		<b>Date to return to full time:</b>	
<b>Reason for Reduced Timetable:</b> - <i>Circle as applicable, one reason only</i>			
Part of in school support package		/	Medical Reasons
		/	Reintegration
<small>(formal written advice from medical professionals)</small>			

### Attendance Coding - Please mark as C the times pupil is not expected to be in school

#### Weekly Timetable - Number of Teaching Hours Allocated

*(Week 1 for schools operating a 2 week timetable)*

<i>Hours/minutes teaching time per morning/afternoon session per day</i>		Monday	Tuesday	Wednesday	Thursday	Friday
AM						
PM						

#### Weekly Timetable - Number of Teaching Hours Allocated

*(Week 2 for schools operating a 2 week timetable or where timetable changes)*

<i>Hours/minutes teaching time per morning/afternoon session per day</i>		Monday	Tuesday	Wednesday	Thursday	Friday
AM						
PM						

### Parental Agreement

**- I hereby agree to the reduced timetable as outlined in the attached plan and supporting pro forma**

<b>Parental Signature:</b>	
<b>Head Teacher Signature:</b>	

Please scan and upload the Reduced Timetable Pro Forma and Plan to SSE ---  
Documents > Attendance > Reduced Timetables

### Exceptional Circumstances - Reduced Timetable Pro Forma - Additional Weeks

This cannot be submitted without the pro forma and plan being agreed and signed by parent

*(though this does not give it legal basis)*

<b>Pupil Name:</b>		<b>DOB:</b>		<b>NCY:</b>	
<b>School:</b>				<b>SEN Status:</b>	

### Reduced Timetable Review Details & Outcomes

This form should be sent in each time the allocated teaching hours change as a result of a review

Date of the meeting where proposals for extending the reduced timetable (as part of the plan on which the reduced timetable was agreed) were discussed:

How many weeks has the pupil been accessing a reduced timetable:

All cases exceeding 6 weeks will be raised with the school, referred to Head of Education and Portsmouth Children's Safeguarding Board

Does the reduced timetable need to be extended / hours amended?

YES

NO

If YES - have alternative provisions been discussed with TAC members/professionals, if current provision felt to be inappropriate. *Please clarify in current plan*

YES

NO

Has the reduced timetable been effective in affecting change and a return to full time education? *Please clarify in plan*

YES

NO

**PLEASE ATTACH PLAN UPON WHICH THE ADDITIONAL WEEKS FOR THE REDUCED TIMETABLE WAS AGREED**

Date Reduced Timetable Amended:

Next Review Date of Plan and Reduced Timetable:

Date to return to full time:

**Attendance Coding - Please mark as C the times pupil is not expected to be in school**

#### Weekly Timetable - Number of Teaching Hours Allocated

*(Week 1 for schools operating a 2 week timetable)*

<i>Hours/minutes teaching time per morning/afternoon session per day</i>		Monday	Tuesday	Wednesday	Thursday	Friday
AM						
PM						

#### Weekly Timetable - Number of Teaching Hours Allocated

*(Week 2 for schools operating a 2 week timetable or where timetable changes)*

<i>Hours/minutes teaching time per morning/afternoon session per day</i>		Monday	Tuesday	Wednesday	Thursday	Friday
AM						
PM						

### Parental Agreement

*- I hereby agree to the reduced timetable as outlined in the attached plan and supporting pro forma*

Parental Signature:

Head Teacher Signature:

Please scan and upload the Reduced Timetable Pro Forma and Plan to SSE --- Documents > Attendance > Reduced Timetables