

# STANBURN PRIMARY SCHOOL



## REDUCED TIMETABLE PROCEDURES



Committee Responsible:	N/A
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Reviewed By: (Committee Name)	Harrow
Next Review Date:	
Name and Signature:	Ms E. D'Souza

## 1. Introduction

This report outlines the statutory framework, expectations, and protocols regarding the implementation of part-time or reduced timetables for pupils. It clarifies the rare and exceptional circumstances under which such arrangements may be considered appropriate, and the procedural requirements to ensure:

- Safeguarding responsibilities are fulfilled
- Pupils access their legal entitlement to full-time education
- Attendance and absence are accurately recorded

All Harrow schools, including Academies and Independent School must adhere to this guidance to ensure compliance with statutory obligations and uphold the welfare of pupils.

## 2. Information on Part-time/Reduced Timetables

### 2.1 What the Law Says

The Department for Education guidance, '[Working together to improve school attendance](#)' states schools **must** adhere to this guidance if putting in place a part-time timetable, which must only be in **very exceptional circumstances** and can only be **temporary** and **must be in the pupil's best interests** and schools:

*65. "All pupils of compulsory school age are entitled to a full-time education. In **very exceptional circumstances**, where it is in a pupil's best interests, there may be a need for a **temporary** part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. **A part-time timetable should not be used to manage a pupil's behaviour.**"*

*67. "A part-time timetable should:*

- Have the agreement of both the school and the parent the pupil normally lives with.*
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan.*
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.*
- Have a proposed end date that considers the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period"*

Ofsted, in their report published in November 2013 entitled '[Pupils Missing out on Education](#)', defined pupils missing out on education as pupils of compulsory school age who are not accessing full-time education (either in school or in alternative provision). The Local Authority also has a statutory responsibility to identify and track any pupil missing education. Any pupil on a reduced timetable is deemed to be at risk of missing education and therefore needs to be identified and their entitlement to provision tracked.

## 2.2 What is & what is NOT considered a Part-time/Reduced Timetable?

All children of compulsory school age are legally entitled to receive a suitable full-time education, and local authorities have a statutory duty to ensure that all children in their area receive such an education.

“Full-time” is not defined in law but for recording purposes, it is defined as the time a pupil would normally have in their school (at least 5 hours per day). Generally, anything less than 25 hours a week is considered part-time.

As a rule, schools are only permitted to provide less than full-time education, including placing a pupil on a reduced timetable, in very exceptional circumstances.

The pupils below would not be considered as on a Part-Time/Reduced timetable:

- A pupil who spends part of their week in school and part in alternative provision.
- A pupil who is attending individual tuition only (approved by professionals/Local Authority panel) but remain dual registered with a school.

## 2.3 When might a part-time timetable be used?

Part-time timetables should focus on what is best for the young person, not on what the school believes it can accommodate. It must be clear that the part-time school attendance is better for the pupil than full time attendance.

Reduced time in school is primarily suggested on the grounds that the pupil cannot cope with being in school for a full day. A part-time timetable is one of the options for a school to make necessary adjustments to meet the needs of a particular pupil.

- **Part of an in-school support package:** School, parent/carer, young person (when appropriate) and other professionals agree a short-term (no longer than 6 weeks) part-time timetable would support a pupil who is temporarily unable to engage with a full-time school programme, to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging emotional or social needs for a brief period of time.
- **Medical reasons:** A pupil has a serious medical issue where recovery is the priority outcome. These arrangements would be part of a “medical plan” agreed between the school and health professionals. This may include physical or mental health conditions. Please see [Arranging education for children who cannot attend school because of health needs](#) before offering a reduced timetable for this reason.
- **Reintegration:** As part of a planned reintegration into school following an extended period out of school for example following an exclusion, non-attendance, school refusal etc (no longer than 6 weeks).

Harrow’s Attendance team should be informed about all children with irregular attendance or those who have been absent without the school’s permission for a continuous period of 10 days or more.

## 2.4 When is a Part-time/Reduced Timetable Not Appropriate or Lawful?

The use of part-time/reduced timetables is inappropriate **without parent/carers consent**, for indeterminate periods of time, or, where relevant, without multi-agency input.

Examples below detail when part-time timetables should be avoided:

- As a strategy to deal with behaviour difficulties
- Whilst awaiting a start date for a child's new school
- To avoid a suspension or permanent exclusion
- Because the child has a disability or special needs
- When requested by a parent once the child becomes of compulsory school age
- To assist with staffing difficulties in school

A part-time timetable should not be used to manage a pupil's behaviour on an ongoing basis; instead, in relation to ongoing behavioural issues/needs, schools should refer to their school/academy Inclusion (SEND) and Behaviour/Relationship policies. Additionally, schools could consider the use of alternative provision (See Appendix for details of AP available within Harrow).

## 3. Process

In circumstances where the school consider it may be necessary to establish a part-time timetable for a pupil, the school should:

- Ensure that other options have been exhausted before implementing a part-time timetable (e.g., consulted with Early Help Service to consider a Team Around the Family).
- Notify and arrange a meeting with the Attendance Officer or with their Virtual School Officer if the pupil is a Looked After Child, to ensure there is an appropriate reason for implementing the part-time timetable (virtually or face to face).
- Agree the proposals of the part-time timetable with the parent/carers. If the pupil is a Looked After Child, the discussion should also include their social worker and Virtual School Officer.
- Discuss and agree the proposal with relevant multi-agency partners (e.g. Attendance Officer, Education Psychologist, and/or SEN caseworker, representative from the LA where the pupil has an Education Health and Care Plan and may well include professionals who form part of the team around the family/Child).
- Establish a plan (Pastoral Support Plan, Individual Learning Plan, Personal Education Plan etc) for the part-time timetable which details:
  - The proposed plan to get back to full-time (this should be no longer than six weeks)
  - The review schedule which includes the pupil and their parents to ensure it is only in place for the shortest time necessary
  - The supportive interventions that will accompany this reduction in time at school.
  - Outcome and exit strategies: how will all parties know this 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 and this should be recorded.

- Once the plan has been agreed and completed, send the school's allocated Attendance Support Officer a copy of Part-Time Timetable form (see appendix) and send to [schoolattendance@harrow.gov.uk](mailto:schoolattendance@harrow.gov.uk).

## **Registration Marks**

Where a part-time/reduced timetable has been formally agreed, the sessions the child is not expected to attend must be marked with code C2 for 'other authorised circumstances' unless arrangements for attendance at a supervised alternative provider are made.

Even if the child does not attend the session they are expected to be in school, Code C2 must continue to be used for the sessions it was agreed they did not have to attend. No other code can be lawfully used.

A child on a part-time/reduced timetable could be a 'persistent absentee' in law should the number of sessions the child is not expected to attend constitutes more than 10% of all available sessions.

## **4. Additional Considerations - Vulnerable Groups**

### **4.1 Safeguarding & Risk Assessment**

Schools must have regard and consideration for the safeguarding issues and the impact this might have on a child when considering a reduced timetable.

When considering a part-time timetable, schools must consider the safety and wellbeing of the pupil in terms of whether a reduced educational offer would increase their vulnerability and place them more at risk of potential harm. A risk assessment should be conducted to address:

- The safety and wellbeing of the child as it is likely they will be spending more time at home.
- Any Child in Need/Child Protection concerns, make referrals to MASH as appropriate.
- The risk of the pupil engaging in criminal activities (the Youth Offending Team should be consulted in the case of known offenders)
- The risk of substance misuse, child sexual exploitation or other criminal exploitation, while not in receipt of education during the school day

Where a pupil moves school and has at any point been on a part-time timetable, all information relating to this should be sent to the receiving school.

### **4.2 Vulnerable Groups**

#### **4.2.1 Pupils with an Education, Health & Care Plan (EHCP)**

- A part-time/reduced timetable should only be used for a pupil with an EHCP in limited circumstances and when agreed with relevant agencies.
- The Pupil's SEN Caseworker must be informed of any decision to implement a part-time timetable.

- A pupil should not be put on a part-time/reduced timetable just because of their special educational need as this may constitute discrimination. Special educational needs in some circumstances may also be a disability and therefore constitute a protected characteristic under the Equality Act 2010.
- Schools must ensure that the provision specified in the EHCP is delivered to meet the child's needs and secure their statutory entitlement.

#### 4.2.2 Children in Care

A part-time/reduced timetable should only be implemented for children in care in limited circumstances and only with the consent of both the child's social worker and the Virtual School Headteacher. A PEP meeting should be held before any part-time timetable begins.

#### 4.2.3 Children Subject to a Child Protection/Child in Need Plan

Children on child protection/child in need plans are very vulnerable and may be at greater risk if placed on a reduced timetable. Therefore, a part-time/reduced timetable should only be implemented in the most **exceptional circumstances**; only where it has been agreed following a multi-agency meeting, such as a core group meeting for children with a child protection plan; and only with the agreement of the child's social worker/Virtual School.

#### 4.2.4 Reception Age Pupils

For Reception age pupils, it is customary practice to stagger admissions and gradually integrate the children into school. For the untimetabled sessions, reception children are not expected to attend, the registration mark would be code X. This is not considered to be a part-time/reduced timetable and there is no need to notify the Local Authority of these children in this circumstance.

In the term following the child's fifth birthday, if a part-time/reduced timetable is required. The school should follow the arrangements set out in this guidance, including using the correct code for the session (C2).

After the settling in period, where the parent preference is for their child to attend full-time, but the school deem that an extended integration period would be beneficial to support their emotional and developmental needs. In this circumstance, the child would be regarded as being in receipt of a part-time/reduced timetable and an appropriate plan must be agreed in partnership with parents and signed consent recorded.

## 5. Relevant Guidance

### National

- [Working together to improve school attendance](#)
- [Children missing education - GOV.UK](#)
- [Arranging education for children who cannot attend school because of health needs](#)
- [Alternative provision.doc](#)
- [Keeping children safe in education 2024](#)
- [Working together to safeguard children 2023: statutory guidance](#)

- [Summary of responsibilities where a mental health issue is affecting attendance](#)

### **Harrow Council**

- Harrow's Attendance Support guidance – AIM 2024/25 (under review)
- Virtual School Handbook 2024/25
- Harrow's Children Missing Education Policy 2024 – [Children missing education – London Borough of Harrow](#)

### **Relevant legislation**

- The Education Act 1996
- The Children Act 1989
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

## 6. Appendix

### **1. Checklist**

Any proposal to use a part-time/reduced timetable arrangement must be discussed with the parent/carer and pupil before the arrangements start and consent recorded.	
The objectives of any part-time/reduced timetable should be clearly recorded in writing and understood.	
There should also be a step-up plan, where the child's hours are increasing each week until they are full-time, and support is put in place for a successful reintegration.	
The Local Authority should be informed through email and process when every part-time timetable starts, if it is modified, or extended and when it ends.	
All appropriate multi-agency referrals have been made and all agencies working with the child participate in the decision.	
A risk assessment should be conducted addressing any actual or potential safeguarding, welfare, offending or harmful behaviour and/or concerns that may result from a change in the pattern of school provision is essential.	
Consideration of Risk Assessment should inform decisions about an appropriate level of safety and welfare checks to be completed when the child is not attending school.	
An initial review date to take place within 2 weeks of the start date of the reduced timetable, then if continued reviewed at 6 weeks.	
After the first 6 weeks' review, if part-time timetable arrangements need to continue schools are advised to discuss the situation with their allocated Attendance Officer.	

### **2. Alternative Provision in Harrow**

The Local Authority named Alternative Provision is the Helix Education Centre [The Helix Education Centre - Home](#)

Additionally, schools can access alternative provision via:

Jubilee - [The Jubilee Academy - Home](#)

Whitefriars School - Thrive in Education



### Part-time Timetable Consent Form

*(for completion by both parties)*

**Please complete and send to [schoolattendance@harrow.gov.uk](mailto:schoolattendance@harrow.gov.uk)**

Child's Name:					
UPN:		Ethnicity:			
Date of Birth:		Gender:		Year Group:	
School:					
Is the child looked after by Harrow or any other Local Authority?					Yes / No
If yes, which Local Authority?					
Is the child subject to a Child Protection Plan?					Yes / No
Does the child have an Education Health Care Plan/SEND/Monitoring					Yes / No
If yes who is the SEN Caseworker:					
Name of parents/carers:					
Name of lead person in school:					
Reason for the part-time timetable/interventions tried:					

Date of meeting agreeing the part-time timetable:	
Start date of part-time timetable:	
Number of hours in education each week:	
Review date of part-time timetable:	
End date of part-time timetable:	

## Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Objectives of the part-time timetable/interventions to support:				
Any other comments relating to this part-time timetable:				

I understand my child has been placed on a part-time timetable for a limited period.

**I have discussed the matter fully with the school and agree, during the period of the part-time timetable to:**

- Take full responsibility for my child during the hours when not attending school.
- Ensure there is supervision of schoolwork during those hours.
- Ensure there is a flow between school and home for marking and guidance.
- Take full responsibility for the health and safety of my child when they are not in school.

Signature (Parent/Carer)		Date	
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**During the period of the part-time timetable the school will:**

- Monitor the effectiveness of the part-time timetable.
- Hold a review on the agreed date.
- Provide work for the child to do whilst at home and mark all work complete. Where appropriate for the child

Signature (School)		Date	
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