



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) and in its guidance to schools and local authorities, Ofsted advises that all schools, including academies, free, independent, private and non-maintained schools, must monitor pupils' attendance through their daily register. The report also established the principle that all local authorities should hold a register of children in receipt of part-time/reduced provision.

Finally, 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.

For medical reasons – if 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 the DfE statutory guidance “Ensuring a good education for children who cannot attend school because of health needs” 2013 before offering a reduced timetable for this reason. Reintegration as part of a short term, planned reintegration programme into school following for example, an extended period out of school, non-attendance, emotionally based school avoidance etc.

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

Prior to placing a child on a part-time/reduced timetable, schools should carry out an Early Help assessment to establish whether there are wider needs and identify the support needed from external agencies.

A risk assessment should be also carried out addressing any actual or potential safeguarding, welfare, offending or harmful behaviour concerns that may result from a change in the pattern of school provision is essential.

A part-time/reduced timetable must not be treated as a long-term plan and should be time limited. The maximum length of a part-time timetable is usually half a term. The arrangement should always specify an end-date by when it is expected that the child will return to full-time education (or when an alternative will be provided).

Any part-time/reduced timetable arrangements must be regularly reviewed, in light of any changes to the child's circumstances and the initial review date to take place within the 2 weeks of the start date of the reduced timetable. If this time needs to be exceeded schools are strongly advised to discuss the situation with the nominated local authority officer.

A part-time/reduced timetable should provide a means of achieving re-integration to full-time education swiftly. It should never be used as a form

It is unlawful for schools to discriminate against pupils on the basis of their special educational needs and/or disability. This includes children in Reception who are not of compulsory school age.

A staged part-time/reduced timetable should only be used for a pupil with an Education, Health & Care Plan in very limited circumstances and when agreed with relevant agencies such as SENAR and the Education Psychology Service.

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 EHC plan is delivered in order to meet the child's needs and secure their statutory entitlement

A part-time/reduced timetable should only be implemented for children in care in very limited circumstances and only with the consent of both the child's social worker and the Virtual School.

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 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.

For reception age pupils it is common 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 code can only be used for the first three or four weeks of the academic year. This is not considered to be part-time/reduced timetable and there is no need to notify the local authority of these children in this circumstance.

A small minority of children who are not 'school ready', may need an extended integration period 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. The school must notify the local authority of these arrangements. The agreement must focus on ensuring that full-time attendance is achieved as soon as possible but no later than the term following the child's 5th birthday. The correct code for the session the child is not expected to attend is code C2 regardless of whether the child is of compulsory school age or not.

A part-time/reduced timetable that does not have clearly defined objectives, a specified end date, a review process, and/or the consent of parents/carers may be considered an unlawful exclusion by Ofsted. In addition, using part-time/reduced provision as a strategy to deal with behaviour concerns or to avoid a formal exclusion would also constitute an unlawful exclusion.

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.



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

Work with the school on the reintegration of my child back into school full time education

Ensure there is supervision of schoolwork

Ensure there is a flow of work between school and home for marking and guidance

Take full responsibility for the health and safety of 1 0 0 1 107.33 727.42 Tm0 g0 G[2/P