



Greenmount Primary School

POLICY FOR THE USE OF PART-TIME TIMETABLES

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1 Document Information

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3 Introduction

3.1 DfE statutory guidance on the use of part-time timetable and exclusions is very clear:

“In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil’s individual need. For example where a medical condition prevents a pupil from attending full-time education and a part time package is considered as part of a reintegration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must

have a time-limit by which point the pupil is expected to attend full-time or be provided with alternative provision.”

(p14, School Attendance, DfE)

- 3.2** This policy seeks to ensure that in the management of such circumstances, Greenmount Primary School complies with statutory obligations and does not inadvertently exclude a pupil illegally.

4 Informal Exclusions

'Informal' or 'unofficial' exclusions, such as sending pupils home 'to cool off', are unlawful, regardless of whether they occur with the agreement of parents or carers.

Any exclusion of a pupil, even for short periods of time, must be formally recorded. The Office of the Children's Commissioner's has investigated illegal exclusions and their report, "Always Someone Else's Problem" found that:

“There is a profound and troubling lack of awareness of the law on these matters, among school leaders including governors, and a school's parents and children alike. This can lead to illegal exclusions taking place by accident. Although this illegal activity may be inadvertent, it is nonetheless unacceptable. Head teachers and governing bodies have a shared statutory duty to ensure their schools act within the law at all times.”

(Para 13, Exclusion from maintained school, Academies and pupil referral units in England, DfE)

5 Part-Time Timetables

Part-time timetables that **DO NOT** have clearly defined objectives, a specified end date, a review process, and/or the consent of parents/carers may constitute an illegal exclusion.

The Ofsted School Inspection Framework states:

“Should inspectors find that the school has used exclusion illegally; this should be taken very seriously and taken into account when judging leadership and management.”

(Para 99, subsidiary guidance, Ofsted, January 2014)

5.1 Key points

Care must be taken to ensure that a part-time timetable is not deemed to be an illegal exclusion. To that end

- 5.2** A part-time timetable should be a response to a professional/parental meeting to discuss the exceptional circumstances leading to this need
- 5.3** A parent/carer must consent to part-time timetable by signing the consent form (Appendix 1). Signing also indicates clarity that they are responsibility for the pupil when he/she is not in school and guarantee that the pupil will be supervised off site
- 5.4** The timetable should be for a limited period. The suggested maximum length of a part-time timetable is a term
- 5.5** Any part-time timetable arrangements should be reviewed by all parties every fortnight.

- 5.6** The objectives of any part-time timetable should be clearly understood
- 5.7** A part-time timetable refers to those pupils who are not allowed or not able to attend either mainstream or special schools on a full-time basis for medical, behavioural or other reasons. For children of compulsory school age, parents are required under Section 7 of the Education Act 1996 to ensure that, either by regular attendance at school or otherwise, their children receive fulltime education appropriate to their age, aptitude and ability.
- The minimum number of hours that constitutes full-time education is not defined in law. Instead, the accepted guidelines are defined as follows:
- a) There is no legal definition of full-time education for state maintained schools. In providing full-time education to pupils, LEAs should look to DfES Circulars 7/90 and 11/99 as to the number of hours recommended for pupils at each key stage.
 - b) Neither circular imposes a statutory requirement on LEAs, but provides guidance only. Circular 7/90 establishes a general guide to good practice on lesson time, which OFSTED echo in their guidance.
 - c) The suggested weekly lesson times are as follows:

Age	Hours per week
5–7	21
8–11	23.5
- 5.8** A part-time timetable must only be used with the consent of parents/carers. Any proposal to use a part-time timetable must be discussed with parent/carer before the arrangements start. Model paperwork is enclosed to assist schools in using modified timetables. Parents/Carers should sign form PT1 to confirm they are consenting to a part-time timetable. This should be kept in pupils school file.
- 5.9** Part-time timetables should only be used in very limited circumstances, for example:
- a) Where there are behavioural difficulties and the school is trying a part-time timetable as an intervention to try and avoid exclusion as part of a pastoral support plan or a planned reintegration package.
 - b) Where a pupil has a short-term medical condition that prevents full time attendance for a time limited period. Where a pupil has an on-going diagnosed medical condition, which necessitates them missing more than 15 school days (or more than 30 am/pm attendance sessions) as a result of the condition, consideration should be given to referring them to EOTAS at Thompson House (louise.tatton@iow.gov.uk)
 - c) When a pupil is transferring from another setting or from home and where there is agreement between professionals and parents that an immediate move to full time would be damaging to the child's emotional/mental wellbeing or physical health
- 5.10** Where possible and appropriate, pupils should be provide with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements should be made to ensure that the work is marked; assessed and constructive feedback is given to the pupil.

- 5.11** Once tried as an intervention it will only be appropriate on rare occasions to have a further period with a part-time timetable since it shows that the strategy was not working and a different intervention should be considered.

6 Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan

Other than as part of a time-limited transition programme, a part-time timetable should only be used for a pupil with a Statement of Special Educational Needs or an Education, Health & Care Plan (EHCP) in very limited circumstances. A pupil should not be put on a part-time timetable because of their special educational need as this may constitute discrimination. In some cases a special educational need may also be a disability and therefore constitute a protected characteristic under the Equality Act 2010. A part-time timetable should only be implemented following either an interim, or annual, review of that statement. In this situation, a part time timetable should not be implemented without written parental agreement and the consent of the SEN Case Officer.

An Individual Education Plan (IEP) should be agreed that clearly lays out the use of any extra provision in the statement or EHCP. Where possible and appropriate pupils should be provided with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements should be made to ensure that the work is regularly marked; assessed and constructive feedback is given to the pupil.

Schools should ensure that the provision made in the statement or EHCP is used to meet the child's needs. Once tried as an alternative measure it will only rarely be appropriate to have a further period with a part-time timetable since it shows that the strategy should was not working and a different intervention needs to be considered.

7 Looked after children

Looked after children are amongst some of our most vulnerable pupils and therefore a part-time timetable should only be implemented in very limited circumstances when all other interventions have been tried. It is critical that the Head of Virtual School is consulted and their permission obtained. A part-time timetable should only be implemented after a review of the child's Personal Education Plan (PEP) and should not be implemented without written parent/carer agreement and the consent of both the child's Social Worker and the Virtual School (or their representative) at the Local Authority responsible for the child.

8 Pupils subject to a Child Protection Plan or who are a Child in Need (CiN)

If a school is considering using a part-time timetable they should first consult with the social worker responsible for the child. Any part time timetable should only be implemented following discussion at a core group meeting/conference and with the consent of parents, if applicable. It is critical that a child on a part time timetable is contacted daily by school staff to ensure the child is safe and that evidence of this is recorded. If there are concerns about the safety or wellbeing of the child on a part time timetable, the child's social worker must be contacted and safeguarding procedures followed.

9 Marking the attendance register

Schools can approve educational activities that take place away from the school providing they meet the requirements set out in regulations and guidance.

According to the DfE's School Attendance guidance:

“An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded”

(Page 8, School Attendance, DfE, Nov 13).

The DfE guidance also provides specific guidance about the use of the “B” code:

“This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code”

(School Attendance, DfE, Nov 13).

In respect of part-time timetables it states:

“In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for a part of the week or day and therefore must record it as authorised absence”

(Page 14, School Attendance, DfE, Nov 13)

Therefore in most cases it would not be appropriate to use the “B” code to record the period when a pupil on a part-time timetable is not attending school. The “C” code would be more appropriate in most situations. Where a pupil is attending alternative provision as part of their part-time timetable it may be appropriate to use the “B” code for that aspect of their timetable. However it remains the school's responsibility to monitor attendance whilst they attend alternative provision.

Greenmount Primary School

Part-Time Timetable Consent Form

Pupil name: _____

UPN: _____ Ethnicity: _____

Date of birth: _____ Year Group: _____

Is the pupil 'looked after' by IWC or any other local authority? YES/NO

If YES, which local authority? _____

Is the pupil subject to a Child Protection Plan/CIN? YES/NO

Does the pupil have a Statement/EHCP? YES/NO

Has the pupil had a part-time timetable before? YES/NO

If YES, please give details: - _____

Name of parents/carers:	
Name of lead person in school:	
Name of social worker (if applicable):	
Name of Virtual School rep (if applicable):	
Name of SEN caseworker (if applicable):	
Name of Education Welfare Officer:	
Reason for part-time timetable and interventions tried:	
Date of meeting agreeing part-time timetable:	
Start date of timetable:	
Number of hours in education each week:	
Review date/s:	

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

I understand that my child has been placed on a part-time timetable for a limited period, as outlined above.

I have discussed this 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 any school work set during those hours
- Ensure there is communication between home and school for marking and guidance
- Take full responsibility for the health and safety of my child when they are not in school

Parent/carer signature: _____ Date: _____

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 (overleaf)
- Provide work for the child to do whilst at home and mark all completed tasks

Lead person signature: _____ Date: _____

Head teacher signature: _____ Date: _____

SEN Caseworker signature: _____ Date: _____

Social Worker signature: _____ Date: _____

Virtual School rep signature: _____ Date: _____

Education Welfare Officer: _____ Date: _____

Once completed this form must be retained with the pupil's school records