



Guidance for Schools on the use of Reduced Timetables

Exclusion and Reintegration Team

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Guidance for schools on the use of Reduced Timetables

Purpose

This guidance sets out notification and planning requirements applying to all maintained Swindon schools including academies, the UTC, special schools 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.

Please also refer to complementary SBC guidance on the use of Part Time Timetables November 2016 [Schoolsonline](#) .

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) (access at DfE publications website) 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 Swindon have a responsibility to cooperate with the Borough Council to ensure that the council's duties can be effectively discharged. This guidance outlines

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expectations of schools in relation to both notification to 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 a **maximum of 6 weeks**.

Swindon Borough Council (SBC) 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/carer** (and the Virtual School [CLA cases] 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 monitoring the safety 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

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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 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 manage 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. 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).

3. 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’, DfE 2013 before offering a reduced

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timetable for this reason. [Education for children with health needs who cannot attend school - GOV.UK](#)

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:**

- 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) and may well include professionals who form part of the team around the child/family (TAC/TAF).
- 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 & 2 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 aims and objectives of using a reduced timetable with reference to the new skills that will be taught.

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- 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 of the period. 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 that has been given to external behaviour support and/or targeted Early Help family support.
- Consider the need to carry out an Early Help Assessment to establish if there are wider needs and support is required from external agencies. Where this is not felt appropriate the reasons for this should be recorded and held on file for scrutiny should this be required in respect of categories 1 & 2. It is anticipated in the majority of cases that where a pupil is subject to a reduced timetable as a minimum support level an Early Help Assessment (EHA) will be appropriate.
 - Consideration that has been given as to whether a referral to alternative provision (AP) for example through the secondary EOTAS 'non-permanent exclusion (PEX) panel' may be useful. Reference should also be made to SBC AP directory <http://schoolsonline.swindon.gov.uk/sc/Pages/ap.aspx>
 - For younger pupils support from the SEMH Outreach Team should be considered to meet need.

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- **CLARIFY THE MECHANISM TO ENTER THE INFORMATION**

Note – On line system to support data and information collection is under development.

As an interim arrangement from the beginning of term 6 (03/06/2019) it is requested that the form at Appendix B is completed for each individual case and emailed confidentially to jhaines@swindon.gov.uk

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.

Monitoring and Reviewing

The **school must;**

- Report the reduced timetable as soon as it becomes operational by completing and sending a copy of the form attached at appendix A to the email address noted above (Note; this is an interim arrangement pending the development of online reporting tool).
- 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

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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 Swindon 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 Riverside Centre or Oakfield Project or Nyland PRU class).

See pages 7-12 of School Attendance Departmental advice for maintained schools, academies, independent schools and local authorities.

[School attendance: guidance for schools - Sept 2018](#)

- 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.

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- Inform the LA when the pupil returns to full-time education otherwise they will continue to be logged as on a reduced timetable.

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 Head of Education to the head teacher and chair of governors, copied to the Regional School Commissioner's office requesting an assurance that reporting requirements are respected.

Swindon Borough Council Responsibilities

SBC will

- Ensure that the number of pupils placed on reduced timetables are appropriately recorded and monitored.
- Report the numbers of pupils on reduced timetables routinely to the Secondary Behaviour and Attendance Leaders Group, the Multi-Agency Safeguarding Hub (MASH) and the Head of Education.
- 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).

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- Refer any cases that exceed 6 weeks, and have no imminent plan for full-time reintegration, to the Head of Education and the independent chair of the Swindon Local Children's Safeguarding Board where this is appropriate.

Helpful Contacts

For advice and to discuss any particular circumstances please contact:

Exclusions and Reintegration Team

tel. 01793 465716

email. Jhaines@swindon.gov.uk

Acknowledgement;

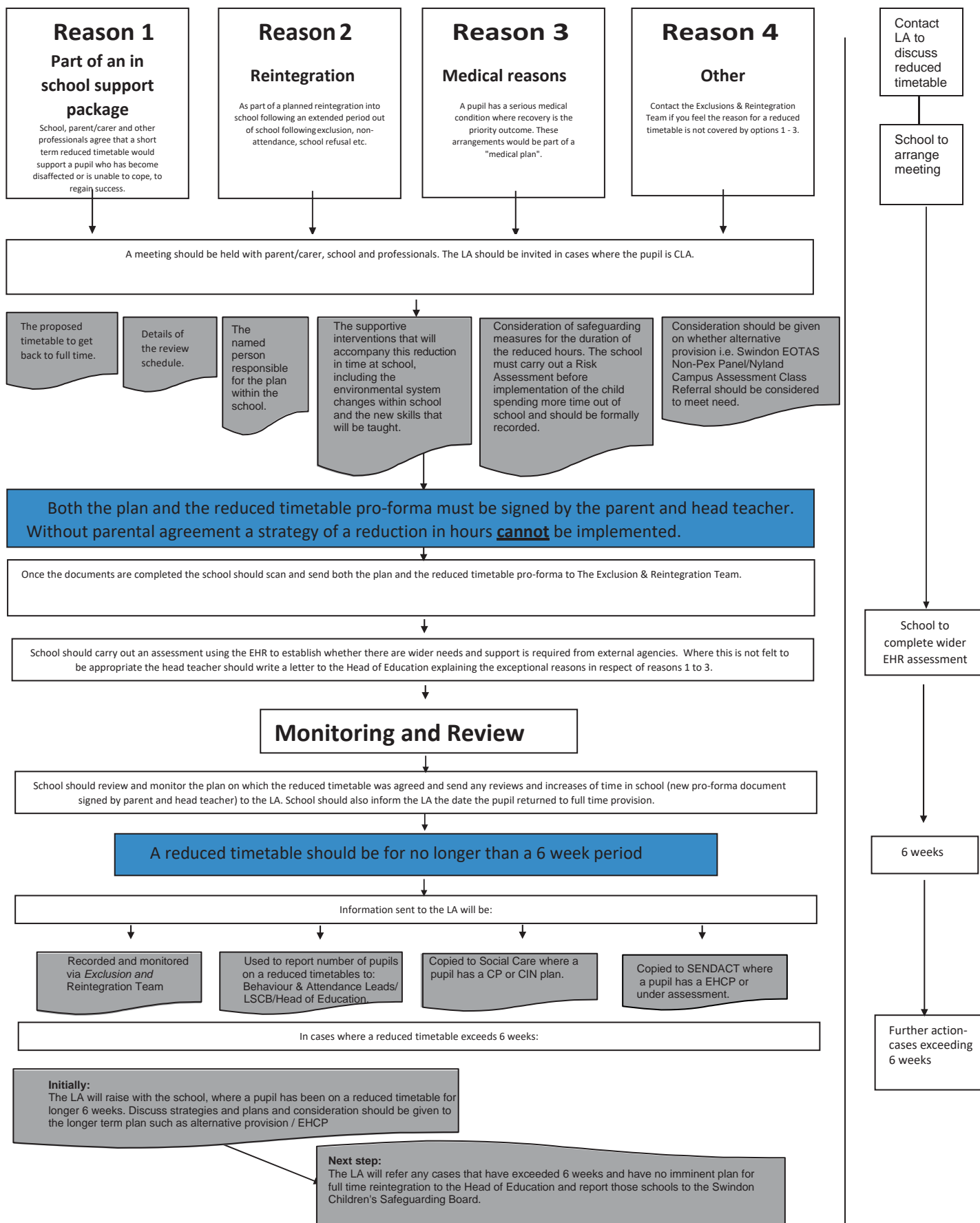
This guidance has been developed based on the system operating in Portsmouth LA and our thanks are given to colleagues in Portsmouth for their support and advice regarding the development and implementation of this guidance.

End

Appendix A

Reduced Timetables - Process

In circumstances where the school consider that it may be necessary to establish a reduced timetable for a pupil the school should initially notify the Exclusion & Reintegration Team of its intention to implement a reduced timetable for a pupil.



Contact details:

Nigel Pickering, Additional Provision and Reintegration Manager

Maria Wilson, Exclusion and Reintegration Officer

Nicola Lund, Assistant Exclusion and Reintegration Officer

Tel: 01793 465716 Email: NPickering@swindon.gov.uk MWilson2@swindon.gov.uk
NLund@swindon.gov.uk

Appendix B

Exceptional Circumstances – Reduced Timetable Pro Forma

Guidance for Completing Form

Basic Details	
Pupil Name	Legal and chosen name(s)
Date of Birth	Learner date of birth
National Curriculum Year -NCY	Enter R, 1, 2 etc.
School	Please enter the name of current school where reduced timetable is taking place
SEN Status	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)
Known to Services	Please indicate if learner is: <ul style="list-style-type: none"> • A Looked After Child • On a Child Protection Plan • On a Child in Need Plan • Involvement with Early Help & Prevention 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"> • None <i>If you indicate "None" you will be contacted by the Admissions, Exclusions and Reintegration Team to discuss.</i>
Name of Lead Professional	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	
Plan upon which reduced timetable arrangement is to be monitored and reviewed	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"> • the reasons for the reduced timetable • the proposed timetable to get back to full time (in the case of categories 1 & 2 this should be no longer than 6 weeks. • details of the review schedule • supportive interventions that will accompany this reduction in time at school • outcome and exit strategies - how will all parties know that it is successful • the named person responsible for the plan within school • consideration of safeguarding measures for the duration. The school must carry out a Risk Assessment before implementation and this should be recorded. • consideration of external behaviour support • potential consideration as to whether alternative provision (EOTAS Non-Pex Panel – PRU class primary part time) could meet need. The plan could be a EHR, PEP, PSP IBP, IEP etc. but will need to detail all of the above. Please indicate.
Date of the meeting where proposals for reduced timetable were discussed:	This is the date of the above meeting.

Reduced Timetable Details

Start Date of Reduced Timetable	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 Exclusions and Reintegration Team.</i>
Date to return to Full Time	A reduced timetable (for categories 1 and 2) should be no longer than 6 weeks. Schools should indicate (for categories 1 and 2) 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 Exclusions and Reintegration Team.</i>
Reason for Reduced Timetable <ul style="list-style-type: none"> - 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.
1. Part of an in school support package	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.
2. 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).
3. Medical Reasons (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.
Attendance Coding - Please mark as C the times pupil is not expected to be in school.	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).

Parental Agreement - though this does not give it legal basis

A sign copy of agreement held by school.	Yes or No.
Agreed by Head Teacher.	Yes or No.
Once complete the pro forma should be scanned and forwarded to Exclusion and Reintegration Team.	

Exceptional Circumstances - Reduced Timetable Pro Forma

Pupil Name:		DOB:		NCY:	
Unique Pupil No (UPN)					
School:				SEN Status:	
Please tick:	CLA <input type="checkbox"/> Child Protection Plan <input type="checkbox"/> Child In Need Plan <input type="checkbox"/> Early Help & Prevention <input type="checkbox"/> None <input type="checkbox"/>				
Name of Lead Professional:					
Name of School Contact:					

Reduced Timetable Details

Start Date of Reduced Timetable		Planned date to return to full time:	
Reason for Reduced Timetable: - Tick as applicable, one reason only			
Part of in school support package <input type="checkbox"/> Reintegration <input type="checkbox"/> Medical <input type="checkbox"/> (formal written advice from medical professionals)			
Attendance Coding - Please mark as C the times pupil is not expected to be in school			

Parental Agreement

A signed copy of agreement held by school:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Agreed by Head Teacher:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please scan and send the Reduced Timetable Pro Forma to Exclusion and Reintegration Team		

Exceptional Circumstances - Reduced Timetable Pro Forma - Additional Weeks

Pupil Name:		DOB:		NCY:	
Unique Pupil No (UPN)					
School:				SEN Status:	

Reduced Timetable Review Details & Outcomes

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 Swindon Children's Safeguarding Board where appropriate	
Date Reduced Timetable Extended:	
Date to return to full time:	
Attendance Coding - Please mark as C the times pupil is not expected to be in school	

Parental Agreement

A signed copy of agreement held by school:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Agreed by Head Teacher:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please scan and send the Reduced Timetable Pro Forma to Exclusion and Reintegration Team		