



# Part-time Timetable Policy

Reviewed by Governors October 2023  
Curriculum and Standards Committee  
To be reviewed at least every three years  
Review Date October 2026

Governors print M. Wayson

Governors signed M. Wayson

Date 13.12.23

## **Statutory guidance**

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 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.*<sup>1</sup>

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*'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.*<sup>2</sup>

## **Definition**

At Joseph Turner Primary School part-time timetables are used to support pupils who are not allowed or not able to attend school on a full-time basis for medical, behavioural or other reasons.

## **Arranging a part-time timetable**

A part-time timetable will only be used with the consent of parents/carers. Any proposal to use a part-time timetable will be discussed with parent/carer before the arrangements start. Parents/carers will sign the part-time timetable consent form (See Appendix 1) to consent to a part-time timetable. These will be uploaded onto the child's CPOMS file. On a weekly basis, the part-time timetable will be reviewed and parents will be given a modified timetable to show allocated times (See Appendix 2).

Part-time timetables will only be used in very limited circumstances.

- 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 behaviour support plan (BSP) or a planned reintegration package.
- Where Inclusion support are involved. Inclusion support work across Sandwell to improve the learning, development and mental health of pupils. Pupils will either be under Educational Psychologist, behaviour support team or the complex and communication team. Any decisions about putting a child on a part-time timetable will be discussed with Inclusion support.
- Where a pupil has a short-term medical condition that prevents full time attendance for a time limited period.

<sup>1</sup> P.14, School attendance (DfE)

<sup>2</sup> Para.13, Exclusion from maintained school, Academies and pupil referral units in England (DfE)

### **Expectations for part-time timetables**

Joseph Turner Primary school will ensure that a part-time timetable is not deemed to be an illegal exclusion and will be reviewed on a weekly basis. All modified timetables will :

- Have clearly defined objectives;
- Be for a specified and limited period of time;
- Be kept under regular review; and
- Not be implemented without written parental agreement.

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### **Involvement with Outside Agencies**

The school will work positively with external agencies when a child is placed on a part-time timetable. It seeks appropriate support from them to ensure that the needs of all pupils are met by utilising the range of external support available.

***School will also involve outside agencies to support the above including:***

- LA SEN department – specialist behaviour management advisors and EP
- CAMHS
- eCAF
- PRU

### **Role of the school**

For a part-time timetable to work well it is important that the school and parents work together. To this end, Joseph Turner is committed to the following principles:

- The school will work with outside agencies to ensure that the correct level of support is given to a pupil.
- Pupils with a social, emotional mental health will be placed onto a behaviour tracker
- Attainment and progress of pupils will be tracked.
- Pupils will be provided with sufficient and appropriately differentiated work to do for those hours they are not in school.
- The school will ensure that the work is marked; assessed and constructive feedback is given.

### **Role of the parents**

- Parents will complete work with the pupil for the hours they are not in school. They will return the work on a daily basis.
- Parents will attend weekly review meetings with SENCo or Headteacher.
- Parents will be offered Early Help, if they are struggling with behaviour at home. It is highly recommended that parents access this additional level of support.

### **Pupils with an Education health care plan**

A part-time timetable will only be used for a pupil with an Education, Health & Care Plan in very limited circumstances. A pupil will not be put on a part-time timetable because of their special educational need as this may constitute discrimination. A part-time timetable will only be implemented following either and interim or annual review of that statement.



A part-time timetable will:

- Have clearly defined objectives;
- Be for a specified and limited period of time;
- Be kept under regular review; and
- Not be implemented without written parental agreement and the consent of the SEN Case Officer.

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An Action Plan should be agreed that clearly lays out the use of any extra provision in the EHC plan.

### **Looked after children**

A part-time timetable will only be used for a pupil with a looked after child in very limited circumstances. A part-time timetable will only be implemented after a review of the child's Personal Education Plan (PEP).

A part-time timetable should:

- Have clearly defined objectives;
- Be for a specified and limited period of time;
- Be kept under regular review; and
- Not be implemented without written parent/carers 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.

### **Illegal exclusions**

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.'

Professionals who become aware of an illegal exclusion or a pupil on a part-time timetable and have concerns around the reasons for its use, the length the timetable is in place for and/or whether it has the consent of the child's parents/carers should notify the Fair Access, Exclusions and Reintegration Team at Sandwell Council on 0121 569 2777.

## Appendix 1 - Part-time Timetable Consent Form

Pupils Name	
UPN	
Ethnicity	
Date of birth	
Gender	
Year group	
School	Joseph Turner Primary School

Is the pupil 'looked after' by Sandwell, or any other local authority?	YES/NO
Does the child have a Statement of SEN or an Education, Health & Care Plan?	YES/NO
Is the child subject to a Child Protection Plan?	YES/NO
Is Inclusion Support involved?	YES/NO
Has the pupil had a part-time timetable before?	YES/NO

Name of parents/carers:	
Name of lead person in school:	
Name of Inclusion Support	
Name of social worker (if applicable	

Reason for the part-time timetable:
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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
Time in education:					

Objectives of the part-time time

Any other comments relating to this part-time timetable:

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I understand my child has been placed on a part-time timetable for a 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
- Ensure there is supervision of school work during those hours
- Ensure there is a flow of work between school and home for marking and guidance
- Take full responsibility for the health and safety on 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
- Provide work the child to do whilst at home and mark all work complete

School signature : .....

Date: .....

## Appendix 2- Review of Part-time Timetable

Pupils Name	
UPN	
Ethnicity	
Date of birth	
Gender	
Year group	
School	Joseph Turner Primary School

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Date:

### Current Hours

TIMETABLE	Monday	Tuesday	Wednesday	Thursday	Friday
Time in education:					

Progress of part-time timetable

Progress of part-time timetable
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### New Hours

TIMETABLE	Monday	Tuesday	Wednesday	Thursday	Friday
Time in education:					

Objectives of part-time timetable

Objectives of part-time timetable
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Any other information

Any other information
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