

Guidance to Schools

On the use of Part-time Timetables

September 2024

This guidance is to support all schools maintained by the council, academies, free schools, independent schools and alternative provisions in the appropriate use of a part-time educational provision and to ensure that no child is excluded illegally through the imposition of a part-time timetable (sometimes referred to as a 'reduced' timetable).

This guidance relates to pupils of compulsory school age.

Contents

Introduction	3
Suitability of a Part-time timetable arrangement	4
Pupils potentially at greater risk of harm	4
Children with an Education, Health & Care Plan	4
Children Looked After	5
Children with social care involvement (Child in Need and Child Protection Plans)	5
Illegal exclusions	5
Marking the attendance register:	6
Safeguarding and risk assessment	6
Procedure for informing Kirklees Council of a part-time timetable arrangement	7
The Access to Education Service	7
Part-time Timetable Requirements - Summary	8
Appendix A: Specimen Risk Assessment	9
Appendix B: Part-time timetable arrangement form (PTT1)	9

Introduction

All pupils of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have.

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs.

For example, when a medical condition prevents a pupil from attending school or another setting full-time a part-time timetable can be used to help the pupil access as much education as possible. A part-time timetable should not be used to manage a pupil's behaviour.

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 takes into account 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.¹

¹ [Working together to improve school attendance](#)

Suitability of a part-time timetable arrangement

A part-time timetable will be used as part of a personalised learning plan, (Pastoral Support Plan or Medical Support Plan etc.), agreed upon with the parents, pupil and other support agencies where appropriate, demonstrating a clear path of planned reintegration from part-time to full-time provision over a maximum of 6 weeks.

Where a pupil has an ongoing medical condition, which necessitates them missing more than 15 school days, (or more than 30 sessions), because of the condition, consideration should be given to referring to the Inclusion Multi-Agency Panel (I-MAP)² for Medical Needs Provision. Any referral will normally need to be supported by a medical practitioner.

Schools must ensure that parents/carers will be supported when their child is not in school - considering the pressures this may have on home life. There should be formal arrangements in place for regularly reviewing any part-time timetable arrangements with the pupil and their parents.

Schools must also consider the impact of a part-time timetable on travelling and transport arrangements or the student's access to Free School Meals and ensure it does not discriminate against the student or impede their access to education.

Pupils potentially at greater risk of harm

Whilst all children should be protected, it is important that governing bodies and proprietors recognise that some groups of children are potentially at greater risk of harm than others.³

A part-time timetable should only be implemented for these pupils in very exceptional circumstances and when all other interventions have been exhausted. A multi-agency approach should be taken, and all professionals involved with the child agree that a time-limited, part-time timetable as part of a wider support plan would be in the child's best interest.

Children with an Education, Health & Care Plan

A pupil must 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 2010.⁴

Kirklees Council expects that pupils with EHCPs should have an interim review of their plan before a part-time timetable commences. As for all children, should a part-time timetable be agreed upon at the review, it should be time-limited with an end date by which full-time attendance is expected.

Any plans to alter a child's provision who has an EHCP should first be discussed with the child's parents or carers in addition to all the agencies involved with the child's education and health care plan. This is a legal document which places duties on schools and stakeholders.

² [Kirklees Inclusion Multi Agency Panel \(IMAP\) | Kirklees Business Solutions](#)

³ [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](#)

⁴ [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](#)

Children Looked After

The most common reason for children becoming looked after is because of abuse and/or neglect. Governing bodies and proprietors should ensure that staff have the skills, knowledge and understanding to keep looked after children safe.

As Corporate Parents, Kirklees Council requires that all children in care receive full-time education. Any short-term and time-limited alterations to this should first be discussed with the child's social worker and Virtual School Head (or a named representative) before progressing with altering a child in care's provision.

Children with social care involvement (Child in Need and Child Protection Plans)

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse and/or neglect and/or complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health.

Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or to a child missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

Before the start of any part-time timetable arrangements, a multi-agency meeting should be arranged to include any professionals involved with the child. A pupil must not have a part-time timetable arrangement without the agreement of the child's social worker and the school's designated safeguarding lead.

Illegal exclusions

A part-time timetable must not be used to manage a pupil's behaviour. Schools must take care to ensure that a part-time timetable is not deemed to be an illegal exclusion. To that end, all part-time timetables must:

- Be included in a wider support package or plan
- Have clearly defined rationale and objectives
- Have a clear start and end date (no more than 6 weeks), incrementally increasing to full-time education
- Be kept under regular review
- Have written parental agreement
- Have a risk assessment.

Pupils must also be provided with sufficient and appropriately differentiated work to do for those hours they are not in school. Arrangements must be made to ensure the work is marked, and assessed and constructive feedback is given to the pupil.

Professionals who become aware of an illegal exclusion or a pupil on a part-time timetable and have concerns about the reasons for its use, the length the timetable is in place, and/or whether it has the consent of the child's parents/carers, should notify the Access to Education Service at Kirklees Council.

Marking the attendance register

In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record the absence accordingly (normally using C2).⁵

The school should be satisfied that appropriate arrangements are in place for the care and welfare of the pupils when they would otherwise be at school. This is particularly important for pupils in the Primary phase.

Safeguarding and risk assessment

Schools have safeguarding responsibility for all pupils on roll and therefore must be aware that even with parent/carer agreement to any reduced timetable arrangement the school is responsible for the safeguarding and welfare of all pupils on roll who are off-site during school hours. If evidence suggests that the child will be exposed to significant risk if not in school, then a reduced timetable must not be considered an option. The child exploitation partnership assessment and decision-making tool can be used by any professional working with a child up to their 18th birthday.⁶

Schools must undertake a thorough risk assessment before the implementation of a reduced timetable and consider safeguarding measures for the duration. There must be a written agreement about who is responsible for keeping the child safe for the time they would normally be in school. The risk assessment is to be kept on the pupil's record in school.

Risk assessments should follow the five steps identified by the Health and Safety Executive:⁷

- identify possible hazards
- decide who may be harmed and how
- evaluate the risks and decide on precautions
- record your findings and implement them
- regularly review your assessment and update it if necessary

The risk assessment should include the safety and wellbeing of the pupil including the risk of the pupil engaging in substance misuse, criminal activity or being a victim of crime whilst not in receipt of education during the school day. The risk of radicalisation is something schools must always consider. The young person's vulnerability could increase as she/he may become more accessible, isolated and disengaged and therefore susceptible to being a victim of a crime or being exploited.

These factors must be considered when undertaking a risk assessment:

- The pupil is 'looked after' by the LA (virtual school head/social care must be consulted),
- The pupil is subject to a Child In Need or Child Protection Plan – or concerns (Social Care must be consulted),
- The risk of the pupil to child sexual exploitation as the reduced timetable will increase their vulnerability.
- The risk of the pupil engaging in or being a victim of criminal activity (Youth Offending team should be consulted in the case of known offenders).
- The risk of substance misuse while not in receipt of education during the school day (Substance Misuse Services should be consulted in the case of known substance misusers).

⁵ [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

⁶ [Criminal Exploitation and Child Sexual Exploitation - KSCP \(kirkleessafeguardingchildren.co.uk\)](https://kirkleessafeguardingchildren.co.uk)

⁷ [Risk assessment: Steps needed to manage risk - HSE \(http://www.hse.gov.uk/risk/controlling-risks.htm\)](http://www.hse.gov.uk/risk/controlling-risks.htm)

Procedure for informing Kirklees Council of a part-time timetable arrangement

Schools must inform Access to Education Service as soon as all parties have agreed and signed form PTT1, before the commencement of the part-time timetable. This includes schools maintained by the council, academies, free schools and independent schools.

This form should be sent via AnyComms to the Education Safeguarding Service (using Education Safeguarding Service)

The arrangements for part-time timetables must be time limited. Schools must complete the form with a start date and an end date - and in this case, the form only needs to be sent once.

If, in exceptional circumstances (e.g. on the advice of a medical professional), the part-time timetable is extended beyond the original notification period a new PTT1 form is required and must be agreed upon and signed by all parties. The new PTT1 must be sent to the Education Safeguarding Service before the start of the new arrangement. See Appendix B.

Access to Education Service

The team will;

- ensure that reports of reduced timetables are appropriately recorded and monitored on the Synergy database, in line with GDPR guidelines
- prepare statistical reports and share detailed and specific information on school-age children, for whom the authority is responsible but who are not in full-time education to relevant bodies e.g. Her Majesty's Inspectors, Kirklees Learning Service Management, Kirklees Safeguarding Children's Board.
- contact the school to discuss any specific concerns regarding the implementation of part-time timetables in their school.

Helpful contacts:

Kirklees Council
Access to Education
PO Box 1720
HUDDERSFIELD
HD1 9EL

Email: education.safeguardingservice@kirklees.gov.uk
Telephone: 01484 221919

[Kirklees Local Offer](#)
www.kirklees.gov.uk

[Contact the Department for Education \(DfE\) - GOV.UK \(www.gov.uk\)](#)

Part-time Timetable Requirements - Summary



Schools must:

All pupils	<p>...have a clear and evidenced rationale for considering a part-time timetable as an appropriate intervention to support the pupil.</p>
	<p>... obtain signed parental agreement. A part-time timetable without parental consent could be viewed as an unofficial exclusion.</p>
	<p>...undertake a thorough risk assessment before implementation. See the sample template, considering any safeguarding concerns.</p>
	<p>...complete a detailed action plan (PTT1) agreed with the parents/carers and pupil demonstrating a clear path of planned integration. Ensure there is a start and end date, with a duration of no more than 6 weeks. Set appropriate differentiated work for hours not in school, ensure work is marked, assessed and constructive feedback given to the pupil.</p>
	<p>...establish robust arrangements for monitoring and regular review of the arrangement by a named member of staff.</p>
	<p>... report the arrangement to Kirklees Council, send a copy of the agreement (PTT1) via AnyComms to the Access to Education Service (using 'Education Safeguarding Service').</p>
	<p>...code the arrangement appropriately. The 'C2' Code must be used to mark the register when the pupil is not receiving supervised education.</p>
Children in Care	<p>... obtain the agreement of the Virtual School. A part-time timetable should only be considered when all other interventions have been tried.</p>
Pupils with an EHC Plan	<p>...an annual or interim review must first be held, all alternatives to a part-time timetable must be explored before it becomes a recommendation of the EHC review.</p>
Pupils with Social Care involvement	<p>...arrange a multi-agency review meeting (e.g., CIN/CP meeting) before a part-time timetable is implemented, consider the impact a part-time timetable will have on the pupil's wellbeing.</p>
	<p>...have the signed agreement of the Social Worker</p>

Appendix A: (Please adapt as appropriate)

SPECIMEN PROFORMA FOR ASSESSING AND MANAGING FORESEEABLE RISKS FOR CHILDREN

Name of child:

Class group:

Name of teacher:

School:

IDENTIFICATION OF RISK	
Describe the foreseeable risk.	
Is the risk potential or actual?	
List who is affected by the risk.	

ASSESSMENT OF RISK	
In which situation does the risk usually occur?	
How likely it is that the risk will arise?	
If the risk arises who is likely to be injured or hurt?	
What kinds of injuries or harm are likely to occur?	
How serious are the adverse outcomes?	

Assessment completed by:

.....

Signature:..... Date:.....

RISK REDUCTION OPTIONS			
Measures	Possible options	Benefits	Drawbacks
Proactive interventions to prevent risk			
Early interventions to manage risk			
Reactive interventions to respond to adverse outcomes			

AGREED BEHAVIOUR MANAGEMENT PLAN & SCHOOL RISK MANAGEMENT STRATEGY		
Focus of measures	Measures to be employed	Level of risk
Proactive interventions to prevent risks		
Early interventions to manage risks		
Reactive interventions to respond to adverse outcomes		

Agreed by:

Relationship to child:

Date:

COMMUNICATION OF BEHAVIOUR MANAGEMENT PLAN AND SCHOOL RISK MANAGEMENT STRATEGY

Plans and strategies shared with:	Communication method	Date actioned

STAFF TRAINING ISSUES

Identified training needs	Training provided to meet needs	Date training completed

EVALUATION OF BEHAVIOUR MANAGEMENT PLAN AND SCHOOL RISK MANAGEMENT STRATEGY

Measure set out	Effectiveness in supporting the child	Impact on risk
Proactive interventions to prevent risks		
Early interventions to manage risks		
Reactive interventions to respond to adverse outcomes		
ACTIONS FOR THE FUTURE		

Plans and strategies evaluated by:

Relationship to child:

Date:

PART-TIME TIMETABLE AGREEMENT

School Name:		PTT Start Date:		PTT End Date:	
Pupil Name:		DOB:		Year Group:	

	Yes/No	If yes, confirm:	Yes/No
Is the pupil 'looked after' by a Local Authority? (Please state which LA):		The Social worker and Virtual School are in agreement?	
Does the child have an Education, Health & Care Plan?		A review of EHCP has taken place, SENDACT in agreement?	
Is the child subject to a Child Protection/Child in Need Plan?		The Social Worker is in agreement?	
Has the pupil had a part-time timetable before? (Please include dates)		Previous Dates:	
Has a risk assessment been completed?		A copy is retained on the pupil's school record?	

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Week 1 Time in / Time out						
Week 2 Time in / Time						
Week 3 Time in / Time out						
Week 4 Time in / Time out						
Week 5 Time in / Time out						
Week 6 Time in / Time out						

Rational behind part-time education for this pupil:	Type of education being provided outside of school during school hours
Choose an item.	Choose an item.
Objectives of part-time education for this pupil	
Any other comments relating to this part-time timetable	

Parents: 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 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 of work between school and home for marking and guidance
- Take responsibility for the health and safety of my child when they are not in school

During the period of the part-time timetable, the school will:

- Ensure a risk assessment is completed concerning potential safeguarding, welfare, offending or harmful behaviour
- Ensure a C2 code is used on the attendance record when the pupil is not in school
- Monitor the effectiveness of the part-time timetable
- Hold a review on the agreed date
- Provide work for the student to do whilst at home and mark all work completed

	Name	Comments	Signature	Date
Parents/Carers				
Designated Teacher in School for CLA				
Head Teacher/ DSL				
The person completing this form		Job Title: Contact number:		

Once completed, before commencing a reduced timetable, this form must be forwarded to Access to Education Service via AnyComms (using “Education Safeguarding Service”)

We will hold your information in line with our Retention Policies to ensure we only keep your information for as long as it is needed. [General Privacy Notice Learning and Early Support \(kirklees.gov.uk\)](https://www.kirklees.gov.uk/General-Privacy-Notice-Learning-and-Early-Support)