



# **PART-TIME TIMETABLE GUIDANCE**

**London Borough of Hillingdon  
2023/24**

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**ATTENDANCE SUPPORT: PART-TIME TIMETABLE GUIDANCE**

Contents

1. [Purpose](#)
2. [When a part-time timetable might be used](#)
3. [Expectations](#)
4. [Monitoring and reviewing](#)
5. [London Borough of Hillingdon responsibilities](#)
6. [Helpful contacts](#)
7. [Appendix 1](#)

## **1. Purpose**

**1.1** This guidance is intended to establish agreed approaches for all maintained Hillingdon schools, academy schools, and alternative provision settings, hereafter referred to as 'schools', in the appropriate use of part-time timetables (sometimes referred to as 'personalised' or 'reduced' timetables).

**1.2** Hillingdon recognises that use of a part-time timetable is an exceptional measure in any school. This guidance is intended to protect both pupil and school, should a part-time timetable be required.

**1.3** The local authority has a statutory responsibility to identify and track any pupil missing education. Any pupil on a part-time timetable is deemed to be at risk of missing education and therefore needs to be identified and tracked.

**1.4** It is important to highlight there is no statutory basis upon which to establish a part-time timetable, however, in very exceptional circumstances schools may need to implement one to support a pupil who cannot attend school full-time for a short, agreed period.

**1.5** Hillingdon Council remains committed to all children's right to a full-time education offer and makes clear the requirement that a part-time timetable cannot be implemented without written agreement from a parent/carers (and the Virtual School, Social Worker or SEND team at the Local Authority where appropriate).

**1.6** 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 the safeguarding and welfare of pupils off-site during school hours.

**1.7** Important information which underpins this guidance:

### **National**

- [Working together to improve school attendance](#)
- [Parental responsibility measures for attendance and behaviour](#)
- [Children missing education](#)
- [Education for children with health needs who cannot attend school](#)
- [Alternative provision: education outside school](#)
- [keeping children safe in education - statutory guidance](#)
- [Working Together to Safeguard Children 2018](#)

### **Hillingdon Council**

- Hillingdon's Attendance Support guidance 2023/24 (under review)
- [Hillingdon Virtual School Handbook 2022/23](#)
- [Hillingdon's policy for the alternative education arrangements of children who](#)

[miss school due to health reasons](#)

- [Hillingdon's Children Missing Education Policy 2022/23](#)
- [Hillingdon's Alternative Provision guidance 2022/23](#)
- Hillingdon's Exclusions and Suspensions guidance (under review)
- Hillingdon's Attendance Strategy (under development)

## **Relevant legislation**

- [The Education Act 1996](#)
- [The Children Act 1989](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)

**1.8** For the purposes of this guidance, the term 'full-time education' refers to the principle that all education should be suitable to a child's age, ability and attitude, considering any special educational need. The assumption is that pupils should receive full-time education, consistent with their Key Stage, over ten sessions with a morning and afternoon registration. A timetable is considered part-time when it consists of something less than that which is provided to the majority of the pupil's peers in that setting.

## **2. When might a part-time timetable be used?**

**2.1** Part of an in-school support package: School, parent/carer, young person (when necessary) and other professionals agree a short-term (no longer than 6 weeks) part-time timetable would support a pupil who has become disaffected, to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging behaviour or emotional or social needs.

**2.2** Medical reasons: A pupil has a serious medical issue where recovery is the priority outcome. These arrangements would be part of a “medical plan” agreed between the school and health professionals. This may include physical or mental health conditions. Please see [Ensuring a good education for children who cannot attend school because of health needs](#) before offering a reduced timetable for this reason.

**2.3** 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). Hillingdon’s Attendance Support team should be consulted on all children with irregular attendance or those who have been absent without the school’s permission for a continuous period of 10 days or more.

## **3. Expectations**

**3.1** In circumstances where the school consider it may be necessary to establish a part-time timetable for a pupil, the school should:

- 3.1a** Ensure that other options have been exhausted before implementing a part-time timetable (i.e., consulted with SEND, tailored to young person’s needs etc).
- 3.1b** Notify and arrange a meeting with the Attendance Support Officer or with their Virtual School Officer if the pupil is a Looked After Child, to ensure there is an appropriate reason for implementing the part-time timetable (virtually or face to face).
- 3.1c** Discuss the proposals of the part-time timetable with the parent/carer. If the pupil is a Looked After Child, the discussion should also include their social worker and Virtual School Officer. This will also include a representative from the LA where the pupil has an Education Health and Care Plan and may well include professionals who form part of the team around the family/Child.
- 3.1d** Establish a plan (Pastoral Support Plan, Individual Learning Plan, Personal Education Plan etc) for the part-time timetable which details:
  - The proposed plan to get back to full-time (in the case of categories 2.1 and 2.2 this should be no longer than six weeks)
  - Details of the review schedule
  - The supportive interventions that will accompany this reduction in time at school

- Outcome and exit strategies: how will all parties know this is successful?
- The named person responsible for the plan within the school
- The consideration of safeguarding measures for the duration. The school must carry out a risk assessment before implementation and this should be recorded
- Consideration should be given to whether an alternative provision should be considered to meet the need.

**3.1e** Send the school's allocated Attendance Support Officer a copy of the agreed plan (set out in Appendix 1) and complete a Part-Time Timetable form via [LEAP](#).

**3.2** The plan and the teaching hours must be signed by someone who holds Parental Responsibility; without parental agreement the strategy of a part-time timetable cannot be implemented.

**3.3** **Risk Assessment:** A risk assessment of the pupil's needs should be undertaken to assess the impact a part-time timetable. It is essential the pupil's welfare during any absence from school is considered. The risk assessment should include the safety and wellbeing of the pupil as well as the risk of the pupil engaging in criminal activity, substance misuse or being at risk of exploitation or radicalisation whilst not in receipt of education during the school day.

## **4. Monitoring and Reviewing**

**4.1** The school must:

- 4.1a** Report the part-time timetable as soon as it becomes operational by sending a signed copy of the teaching hours within the morning and afternoon session (see Appendix 1) and the plan upon which it was agreed.
- 4.1b** Complete an online Part-Time Timetable form via [LEAP](#).
- 4.1c** Send a copy of subsequent reviews and increases of time, up to a maximum of 6 weeks. Attendance Support Officers will discuss part-time arrangements during their termly meetings with schools.
- 4.1d** Ensure arrangements are in place for work to be completed at home, returned to school for marking to moderate the risk of academic decline
- 4.1e** Record the child's attendance accurately on the attendance register:
  - **C Code** - to be used when a pupil has a part-time 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.

- **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 schoolwork)
  - **D Code** - to be used where a pupil is registered at two schools. The D code only applies where a pupil is attending a school other than their home school and where that school is coding the pupil's attendance.
- 4.1f** Monitor the overall use of this strategy within the school and report this to governors termly.
- 4.1g** Ensure effective communication with parents/carers about progress towards full-time reintegration to school. If the pupil is known to Social Care, their social worker and Virtual School Officer (as appropriate) should also be included in communication.

## 5. London Borough of Hillingdon responsibilities

- 5.1** The London Borough of Hillingdon will:
- 5.1a** Ensure part-time timetables are appropriately recorded and monitored
  - 5.1b** Report on the numbers of pupils on part-time timetables
  - 5.1c** Use the information submitted via the online LEAP form to support trend analysis
  - 5.1d** Provide a copy of plans to social care where a pupil has a CP, CIN plan or is open to Stronger Families
  - 5.1e** Consult with schools on any case that exceeds 6 weeks and has no imminent plan for full-time reintegration

## 6. Helpful Contacts

- 6.1** For advice and to discuss any circumstances, please contact:
- Allocated Attendance Support Officer: [attendancesupport@hillingsdon.gov.uk](mailto:attendancesupport@hillingsdon.gov.uk)
  - Exclusions and Reintegration: [exclusionsupport@hillingsdon.gov.uk](mailto:exclusionsupport@hillingsdon.gov.uk)
  - The Virtual School: [virtualschooladmin@hillingsdon.gov.uk](mailto:virtualschooladmin@hillingsdon.gov.uk)
  - Vulnerable Learners Support Manager: [vulnerablelearners@hillingsdn.gov.uk](mailto:vulnerablelearners@hillingsdn.gov.uk)

## 7. Appendix 1: Part-Time Timetable Proforma

This cannot be agreed without the proforma and plan being agreed and signed by parent - *though this does not give it legal basis.*

Part-Time Timetable Proforma			
<b>Pupil Name:</b>		<b>Year:</b>	
<b>School:</b>		<b>DOB:</b>	
<b>SEN Status:</b>		<b>LAC:</b>	

Date of the mtg where proposals for part-time timetable were discussed:						
<b>Plan attached:</b>	<b>If No - please advise reason</b>					
<b>YES / NO</b>						
<b>Start Date of Part-time Timetable</b>						
<b>Reason for Part-time Timetable</b> - Delete/highlight as applicable		<b>1. Part of in school support package</b> <b>2. Medical Reasons</b> (this has been agreed in line with medical professionals) <b>3. Reintegration</b>				
<b>Attendance Coding - Please mark as C the times pupil is not expected to be in school</b>						
<b>Weekly Timetable - No of Teaching Hours Allocated</b> (Week 1 for schools operating a 2-week timetable)						
<b>Please state number of hours/minutes teaching time per morning/afternoon session per day</b>		<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>AM</b>					
	<b>PM</b>					
<b>Weekly Timetable - No of Teaching Hours Allocated</b> (Week 2 for schools operating a 2-week timetable or where timetable changes)						
<b>Please state number of hours/minutes teaching time per morning/afternoon session per day</b>		<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>AM</b>					
	<b>PM</b>					

<b>Review Date of Part-time Timetable:</b>	
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<b>Date to return to Full Time:</b>	
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<b>Parental Agreement - I hereby agree to the part-time timetable as outlined in the attached plan and supporting proforma</b>	
<b>Parental Signature</b>	
<b>School Contact</b>	
<b>Young Persons views (if applicable)</b>	

**Please return a copy of this form to the allocated Attendance Support Officer via their direct email or : [attendancesupport@hillington.gov.uk](mailto:attendancesupport@hillington.gov.uk)**

**\*\* This form should be sent in each time the allocated teaching hours change as a result of a review \*\***