

Reduced Timetables Guidance for Parents

What is a reduced timetable?

A reduced timetable is an agreement made between parent/carer, school and pupil (where possible) to reduce the hours spent in education for a time limited period of **no more than six weeks**.

How many hours is statutory provision?

Children and young people have a legal right to receive full time educational provision. The hours are as follows:

Nursery provision – All children are entitled to 15 hours provision starting the term after their 3rd birthday. Some Children are entitled to 15 hours after their 2nd birthday, it depends on your circumstances. Children with additional needs have the right to access the same opportunities and hours as the other children.

Foundation Stage	Reception	21 hours
Key Stage 1	1 and 2	21 hours
Key Stage 2	3, 4 ,5 and 6	23.5 hours
Key Stage 3	7,8 and 9	24 hours
Key Stage 4	10 and 11	25 hours

In what circumstances would a reduced timetable benefit my child?

- As part of an integration/re-integration approach for pupils who have not attended before or have been absent from school for a period of time due to illness, disability, mental health issues, family circumstances.
- A reduced timetable is rarely effective in managing pupils at risk of exclusion. It is illegal for schools to discriminate against pupils on the basis of their SEN and/or disability including those with Behaviour, Social and Emotional Difficulties. Limiting their access to school is unlikely to help them develop in their areas of need.
- If your child has long term medical needs you should expect that the school has a medical plan for them and the guidelines can be accessed here:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

What must the school do if they feel that a reduced timetable would benefit my child?

- The school must be satisfied that a reduced timetable is an appropriate intervention given the needs of your child. A detailed assessment via the CAF (Common Assessment Form) must be in place to determine additional support required for all pupils on reduced timetables. This may be co-ordinated by the SENCO, Inclusion Manager or Head of Year in a Secondary School.
- Schools have a duty of care for all pupils on their school roll. The school must ensure that when a pupil is not expected to attend, there is a written agreement with parents or alternative education providers about who is responsible for keeping the child safe for the time they would normally be in school.
- The school EWO/attendance officer should keep a record of all pupils on a reduced timetable

I do not agree with having a reduced timetable what can I do?

- A school must not pursue a reduced timetable without parental permission – this can be construed as an unofficial exclusion which is unlawful and can be seen as the school preventing your child from accessing provision.
- For pupils with Statements or Education Health and Social Care Plans, the school must seek the approval of the L.A. and submit the plan for approval. If after the period of six weeks the plan has not been successfully achieved an emergency Annual Review will normally be held.

I'm in agreement for my child to have a reduced timetable what should I expect?

- A clear and evidenced rationale for the reduced hours, aimed at supporting the needs of your child
- The school must have signed parental permission evidenced on the school file prior to the commencement of a reduced timetable.
- The school should complete a detailed action plan, agreed with you and your child, demonstrating a clear pathway to full integration in no more than 6 weeks. Where appropriate, your child must have an active involvement in the process of planning, reviewing and evaluating the provision.
- A formal risk assessment of the impact that a reduced timetable would have on your child must be carried out and agreed.

What happens at the end of the reduced timetable period

- Midway through the reduced timetable period. The school will have a review meeting. This will be an opportunity to discuss support and if the all objectives of the reduced timetable are being met.
- At the end of the agreed period of the reduced timetable the school will have a re-integration review meeting. This will be an opportunity to discuss whether the all objectives of the reduced timetable have been met and to agree any on-going support necessary for your child.
- Your child will be attending school full-time

What if the reduced time-table has not achieved the results we hoped for?

Before the end of the agreed period of the plan, if the objectives have not been achieved, a multi-agency TAC meeting needs to be arranged urgently to plan the next steps for your child. This might well include specialist staff from outside agencies.

Where can I go for support around my child's needs, the arrangements and the support available?

Drop In services at Sunshine House