

Part Time Timetables

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.

Key points

- A parent/carer must consent to part-time timetable (PTT). A signed document should evidence this
- The timetable should be for a limited period. The suggested maximum length of a part-time timetable is half a term
- Any part time timetable arrangements should be regularly reviewed
- The objectives of any part time timetable should be clearly understood
- A parent/carer must sign an agreement to be clear they are taking responsibility for the pupil when he/she is not in school and guarantee that the pupil will be supervised off site
- Children on PTT should be marked on the register as Code C (Leave of absence authorised by the school when they are not expected in school)

Schools must ensure that a part-time timetable is not deemed to be an illegal exclusion.

Where to send information of children on a part time timetable?

Schools need to complete the data return which is sent by the information and system team. For PTT queries or advice contact Amelia McKenzie from The Fair Access Team.

The information and system team will send the data returns to the schools to complete each term for children on a part time timetable. If a child has been put on a part time timetable after the data return was completed the information and system team will need to be notified on (0115) 9932538 or cfcs.systems@nottscc.gov.uk (Emails must not contain personal information of the child)

What support can The Fair Access Team provide?

From the data returns, Amelia McKenzie from the Fair Access Team will collate the data and send them to the relevant teams to gather further information. For FAP and secondary behaviour children Amelia McKenzie will contact the schools to enquire if they have a plan in place to support the child on a PTT or if the child's hours have been increased. If the schools do not have a plan in place or are struggling to increase the child's hours, the schools will be provided with advice, such as making referrals to relevant agencies. If there are concerns of a child's part time timetable or provision the Fair Access Team will speak to schools directly or raise the child at the locality fair access panels as a CME enquiry to be discussed.

If a child is not attending due to their part time timetable the fair access team can discuss at children out of school (COOS) meeting to provide further advice to teams or schools. If a group or team manager has serious concerns about the child's education and agencies involved cannot provide further support, the child can be raised at the bi monthly CME Monitoring Board. The Board will make recommendations as required.

Fair access contact information:

Email: fairaccess@nottscc.gov.uk

Phone: 0115 9773225

Website: <https://www.nottinghamshire.gov.uk/education/fair-access-and-children-missing-education>

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