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| **CHECKLIST** | **Comment** | **By whom and date** |
| Multi-agency meeting to discuss as a planned short-term intervention. A reduced timetable should not be used to manage a pupil’s behaviour |  |  |
| Parent/ carer agrees, and views have been sought and recorded. If NO, then do not proceed with the reduced timetable- There is no statutory basis to do so, and this could constitute an illegal exclusion. Seek renewed agreement at every review |  |  |
| Voice of the child has been sought and recorded |  |  |
| Advice re appropriateness and any associated risks has been sought from supporting professionals   * For CLA àVirtual School * For CYP with an EHCP àICDS * For CYP with a Social Worker or Family Service worker à named worker * For CYP open to the SEMH team, EPS or SFSS à named worker * For CYP at risk of exclusion à Partnership Team * For all other children à Fair Access team |  |  |
| All other interventions have been exhausted |  |  |
| There are clear objectives and a plan for review to facilitate swift re-integration to full time provision- there should be a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision |  |  |
| Is there an assessment of need already in place and is this regularly reviewed? Consider an EHAF if not |  |  |
| Risk assessment completed |  |  |
| Named senior member of staff is responsible |  |  |
| Communication strategy for keeping in touch with pupil and parent/ carer is in place |  |  |
| Date for first review set to assess impact within 4 weeks |  |  |
| There is a shared understanding of reasonable adjustments required to support reintegration, and these have been communicated to all staff |  |  |
| Register is marked Code C for any sessions agreed not in school |  |  |
| All decisions are documented and filed, including a record of parental agreement and the student’s timetable |  |  |
| Schools should notify the Council upon implementation of a part-time timetable via SAM. Guidance on completing this return can be found at <https://notts.cloud.servelec-synergy.com/SynergyWeb/SchoolsSupportGuidance.aspx> |  |  |
| Further period of reduced timetable is only agreed in exceptional circumstances and where this can be demonstrated that it is an effective strategy to reintegration |  |  |

August 2025