



# Part-Time Timetables

DfE guidance on the use of part-time timetables is very clear:

***‘All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil’s best interests, there may be a need for a temporary part-time timetable to meet their individual needs.’***

## 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.
- Any part-time timetable arrangements should be regularly reviewed
- The objectives of any PTT should be clearly understood
- A parent/carer must sign 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, a supplementary recording form is provided for this purpose
- 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 implemented lawfully- if not this could be an illegal exclusion.

## Where to send notification for children on a part-time 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 assistance can be obtained via [Data.Management@nottsc.gov.uk](mailto:Data.Management@nottsc.gov.uk) (Emails must not contain personal information of the child)

## What support can The Fair Access Team provide?

Advice and guidance can be sought by a school at any time from the Pupils Missing Education Practitioners in relation to part-time timetables.

The Pupils Missing Education Practitioners will review the data returned, share information and consult with relevant Council teams as necessary. The Council will seek to be assured that the school has a plan in place to support a return to full-time education and that the use of a PTTT is appropriate. Schools can receive advice and support to enable progress to be made.

If there are concerns raised then these may be raised directly with schools or through locality fair access panels as a Children Missing Education (CME enquiry) to be discussed.

If concerns remain then the escalation process, as detailed in the Council’s [CME strategy](#), will be applied and children will be brought to the attention of the relevant Team Manager, Group Manager or Service Director.

### Pupils Missing Education Practitioners:

Email: [pme@nottsc.gov.uk](mailto:pme@nottsc.gov.uk)  
Joanne Carr 0115 8040311  
Louise Groucutt 0115 8044614

### Fair Access team:

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