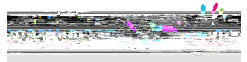


POLICY AND GUIDANCE FOR THE USE OF PART-TIME TIMETABLES

September 2021





1. Introduction

This guidance sets out the legal framework in relation to the rights of all statutory school aged children to receive full time education appropriate to their age and irrespective of their needs. It is intended to assist schools in ensuring compliance with statutory guidance and to ensure that they do not inadvertently exclude a pupil illegally.

As well as the potential impact on educational standards, a part-time timetable can present a significant safeguarding risk if not managed appropriately. Evidence shows that children and young people from vulnerable groups are more likely to be in receipt of a part-time timetable than their peers and in turn are more likely to be subject of safeguarding conce3 (li)1T/TT0 11T/TT0.06 Td(345



4. Complete a Re-integration Plan (previously known as a Pastoral Support Plan)

As part of the completion of an EHA or IHP with parents/carers and the child or young person, if a part time timetable is appropriate and agreed to, the Reintegration Plan Form should be completed



4. Vulnerable Learners

Safeguarding

The use of a part-



education provider has a staff member with the child at the home, then this would be a supervised a



Part-Time Timetable Consent Form

Child's Name:

Date of Birth: Year Group:

School:

Is the child looked after by Worcestershire County Council or any other local authority?

If Yes, which local authority?

Is the child subject to a Child Protection Plan?

Has the pupil had a part-time timetable before?





Appendix 2

Re-Integration Form for Review of a Part-time Timetable

Date of Meeting:

Name of Child:

Date of Birth:

School:

Present at Meeting:

Objectives

Objective	Progress made	Changes needed	Completed (date)



Timetable – effective from (date)

Monday	Tuesday	Wednesday	Thursday	Friday
Any other comments:				

Agreed by:

Parents/Carers (signature):

School (signature):

Other professionals: